THE CHINESE UNIVERSITY OF HONG KONG
HONG KONG INSTITUTE OF EDUCATIONAL RESEARCH
Room 204, Ho Tim Building, Shatin • NT • HONG KONG • TEL (852) 3943 6999; (852) 3943 6755 • FAX (852) 2603 6850

APPLICATION FOR TRANSCRIPT OF ACADEMIC RECORD/ CERTIFYING LETTER/ CERTIFYING DOCUMENT

(Please read the Notes for Application before completing this form.)

Document apply for (Please tick as appropriate):

☐ Academic Record (Transcript) ☐ Certifying Letter ☐ Certifying Document

Name (in English): _____ (in Chinese): _____

Programme: _____

HKID Card No. #: _____ Study Year/Year of Graduation*: _____

Correspondence Address: _____

_____

Contact Tel. No.: _____ No. of Copies: _____

Purpose of Application: _____

Method of Despatch (Please tick as appropriate):

☐ I will collect the transcript(s)/certifying letter(s)/certifying document(s)* in person.

☐ The transcript(s)/certifying letter(s)/certifying document(s)* will be collected by the person authorized in the letter attached.

☐ Please send the transcript(s)/certifying letter(s)/certifying document(s)* locally by mail or overseas by ordinary air mail.
(For mail despatch, please fill in the address slip for each address to which your transcript(s)/certifying letter(s)/certifying document(s) is/are to be sent and indicate on the same slip other postal services, if any, you prefer.)

Signature: _____ Date: _____

The HKID Card no. is for verification of the identity of the applicant.
* Please delete as appropriate.

FOR OFFICE USE ONLY

Fee for Transcript(s)/Certifying letter(s)/Certifying document(s) : $

Postage : $

Total : $

Receipt No. /Receipt attached

Document(s) collected on _____ by _____
(Applicant's Signature)

11/2025

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ADDRESS SLIP

Date: _____

(*Type in the address box below the name and address to which the transcript(s)/certifying letter(s)/certifying document(s) is/are to be sent.)*

Name: _____

Address: _____

_____

_____

_____

_____

The enclosed _____ copy/copies of transcript(s)/certifying letter(s)/certifying document(s)* is/are sent at the request of _____ who is applying for

☐ studies in _____

☐ a position of _____

☐ _____

_____

The transcript(s)/certifying letter(s)/certifying document(s)* will be sent locally by mail or overseas by ordinary air mail. If you prefer other postal services, please tick the appropriate box below:

☐ Registered Mail

☐ Others _____ (please specify)

* Please delete as appropriate.

Notes for Application for Transcript/Certifying Letter/Certifying Document:

1. Fill in all the required information on the application form. Application will be processed upon receipt of the completed application form and payment.

2. Payment Method:

   Applicants may send a personal cheque or bank draft made payable to "The Chinese University of Hong Kong". Applicants can also pay via ATM or E-banking:

Bank Name:	Hang Seng Bank Limited
Account Name:	The Chinese University of Hong Kong
Account No.:	293-005005-001 (HKD)

3. Completed Application Form and Bank-in slip can be sent via email: hkier-trainingA@cuhk.edu.hk

4. Fee Schedule:

   Fees per copy including local postage or ordinary air mail

   (effective August 1, 2020):

Transcript	**HK$150**
Certifying Letter	**HK$150**
Certifying Document	**HK$80**

   If you require other postal service, please add additional charges:

Registered Mail	HK$15.5 (per mail item)
Others	Refer to the rates at Hong Kong Post www.hongkongpost.hk

4. If you wish to authorize another person to apply and/or collect transcript(s)/certifying letter(s)/certifying document(s) on your behalf, please submit a letter of authorization along with the application, stating the HKID Card or Passport No. of the authorized person. Photocopy of your HKID Card and the authorized person's HKID Card or Passport will be required for verification. Photocopy of your HKID card will be returned after inspection.

5. Collection of document(s) in person or by a nominated person must be done within one month from the date of application.

6. For mail despatch, please fill in the address slip for each address to which your transcript/certifying letter/certifying document is to be sent.

7. The Hong Kong Institute of Educational Research accepts no responsibility for any loss or damage of the transcript(s)/certifying letter(s)/certifying document(s) during postal delivery.

8. Personal Information Collection Statement:
   a. The personal data provided on this form will be used by the Hong Kong Institute of Educational Research for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
   b. For correction of or access to the personal data after submission of this form, please contact the Office of the Hong Kong Institute of Educational Research.
   c. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.

9. For enquiries, you can contact us by:

   Tel. No.: (852) 3943 6999; (852) 3943 6755

   Fax No.: (852) 2603 6850