

THE CHINESE UNIVERSITY OF HONG KONG
International Summer School

Transcript Ordering Form

- This form is only applicable for non-CUHK students who attended the CUHK International Summer School (ISS).
- Transcript Ordering Form and Credit Card Payment Authorization Form should be returned together to ISS by email at studyabroadtranscript@cuhk.edu.hk.
- For enquiries, please contact ISS at studyabroadtranscript@cuhk.edu.hk or (852) 3943-1826.

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Student's Particulars

Full Name: _____
(in BLOCK letters, surname first)

CUHK Student ID No.: _____ Enrollment Year: _____

Correspondence Address: _____

E-mail Address: _____ Tel No.: _____

Transcript Request

Official transcripts will not be issued to student or any private individual. They will be sent directly to an institution or a prospective employer. **Transcripts issued to student or any private individual will be an unofficial copy marked "Student Copy"**.

No. of **official** transcript(s) requested: _____ (not to be sent to student or any private individual)

No. of **unofficial** transcript(s) requested: _____ (marked "Student Copy")

Collection Method

I will pick up the transcript(s) in person. Please call me at _____ (HK phone no.) when ready for collection.

Please send the transcript(s) to me in PDF format by email.

Please send the transcript(s) directly to the following address(es):

(Please ensure you put a full address including country, postal code and telephone number. If you send to an institution, please include recipient name and related office/department. You can put the address(es) in the email content for accuracy.)

Country: _____ Postal Code: _____ Tel. No.: _____

Delivery Method

Please note that the ISS accepts no responsibility for any loss or damage of the transcript(s) during shipping. The application normally takes about 10 days to process upon receipt of the appropriate fee. Shipping by air mail takes another 5-14 days, depending on the destination. If you need it urgently, you are recommended to choose FedEx, although more expensive but faster and tracable.

Normal local / airmail

FedEx (additional charge listed on credit card payment authorization form)

(Please check the box as appropriate)

Signature: _____ Date: _____

THE CHINESE UNIVERSITY OF HONG KONG
International Summer School

Credit Card Payment Authorization Form

I hereby authorize INTERNATIONAL SUMMER SCHOOL of THE CHINESE UNIVERSITY OF HONG KONG to charge my credit card according to the following instructions.

Card Type: Visa Master

Card Issuing Bank: _____

Card number:

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Name printed on credit card (in BLOCK letters):

Card Expiry Date:

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 (Month / Year)

Transaction Particulars and Amount:

Name of student: _____

CUHK student ID no.: _____

No. of transcript(s) requested (HK\$40 per copy including normal local / airmail): _____

FedEx charge # (optional): HK\$ _____

For FedEx, additional charge of HK\$300 per shipment to America, Australia, Canada, Denmark, France, Germany, New Zealand and United Kingdom; HK\$180 per shipment to China, Japan, South Korea, Singapore and Taiwan is required. For other destinations, please consult ISS for the exact fee.

Total amount to be debited: HK\$ _____

Signature of Credit Card Holder: _____
(Please use the authorized signature as on your credit card)

Date: _____

Please return this form together with the Transcript Ordering Form
to International Summer School of The Chinese University of Hong Kong
by email at studyabroadtranscript@cuhk.edu.hk.