THE CHINESE UNIVERSITY OF HONG KONG Office of Academic Links (OAL) **International Asian Studies Programme**

Transcript / Certifying Letter Ordering Form

This form is only applicable for exchange / study abroad students who participated in the International Asian Studies Programme (IASP) at the Chinese University of Hong Kong on a non-degree basis.

Types of Documents Available for Request

- 1. Transcript (Official Copy). Official transcripts will NOT be issued to a student or any private individual. It will be sent directly to an institution or a prospective employer.
- 2. Transcript (Student Copy). You should apply for a Student Copy if the transcript is for your personal use / retention. Transcripts issued to a student or any private individual will be marked "Student Copy".
- 3. Certifying Letter. For certifying a student's past or current enrolment at CUHK.

Document Fee

Physical copy - to be delivered by regular mail (local/air), courier or in-person pickup	HK\$40 per copy
Scanned copy - to be delivered by email	HK\$40 per copy

Delivery Fee

In-person pick up	Not applicable
Regular mail (local/air) / email	Included in document fee
Courier	
To Australia, Canada, Denmark, France, Germany, New Zealand, UK and USA	HK\$300 per address
To China, Japan, South Korea, Singapore and Taiwan	HK\$180 per address
To other destinations	Please contact OAL

Requester's Particulars							
Surname (in BLOCK letters)	First name (in BLOCK letters						
CUHK Student No.	Enrollment Year & Term						
Email Address							

Document(s) Requested

	No. (of Physical Cop	ies	No. of Scanned Copies	Total no. of					
	Pick Up	Regular Mail	Courier	Email	Copies					
Transcript (Official Copy)	Not applicable									
Transcript (Student Copy)										
Certifying Letter										

Transcript / Certifying Letter Request #1									
Document Type and No. of Copies Transcript (Official): Transcript (Student): Certifying Letter:									
Delivery Method (Please tick) In-person Pick up: Regular Mail (local/air): Courier: Email:									
Delivery Information (Please complete the applicable fields)									
Full Name of Recipi	ent / Institution /	Company							
Name of Contact Pe	erson / Office / F	Programme							
Email Address									
Mailing Address									
Country / Region		Pos	stal Code	Т	el. No.				

*Please complete page three if requesting deliveries of more copies by regular mail/courier/email.

Notes

- 1. Payment must be made by credit card (VISA or MasterCard). UnionPay and debit cards are not accepted.
- 2. You are strongly advised to check the Hongkong Post homepage on the availability of the requested service(s) before completing the form. Mailing and courier services from Hongkong Post may be suspended due to unforeseeable circumstances.
- 3. Please double check and make sure all the information indicated in the form is correct.
- 4. Overseas transaction may incur transaction fees. Please check with your card issuing bank for details.
- 5. The Transcript / Certifying Letter Request Form, and the Credit Card Payment Authorization Form should be returned together to the Office of Academic Links (OAL) by email at studyabroadtranscript@cuhk.edu.hk.
- 6. The Office of Academic Links accepts no responsibility for any loss or damage of the documents(s) during delivery. Processing time of each request is about 10 working days (including the processing time of your credit card payment authorization form). Airmail delivery takes another 5 - 14 days, depending on the destination.

Signature: Date:

THE CHINESE UNIVERSITY OF HONG KONG International Asian Studies Programme

Credit Card Payment Authorization Form

(Avoid amendment to this form. The credit card holder must cross out and sign against the amendments if any.)

I hereby authorize Office of Academic Links of the Chinese University of Hong Kong to charge my credit card account according to the following instructions.

Card Ty	ype:				,	VISA				Maste	erCar	d				
Card Is	suin	g Bai	nk:													
Card N	umb	er:		_					_	_						
				-					-				-			
Name p	Name printed on credit card (in BLOCK letters):															
Card Expiry Date:																
Reques	ster s	s Part	ticular	S												
Studen	t Na	me														
CUHK	Stud	ent N	lo.													
Transaction Particulars and Amount			Int		N	lo. of	Copie	s		F	Fee Ar	nount				

Transaction Particulars and Amount	No. of Copies	Fee Amount
Transcript (Official Copy) (HK\$40 per physical/scanned copy)		HK\$
Transcript (Student Copy) (HK\$40 per physical/scanned copy)		HK\$
Certifying Letter (HK\$40 per physical/scanned copy)		HK\$
	Courier Shipping Fee # (optional)	HK\$
	Total Amount to be Charged	HK\$

 # Courier shipping fee by destination:
 Shipping Destination

 Shipping Destination
 Shipping Fee

 Australia, Canada, Denmark, France, Germany, New Zealand, United Kingdom and United States
 HK\$300 per address

 China, Japan, South Korea, Singapore and Taiwan
 HK\$180 per address

 Other destinations
 Please contact OAL

Signature of Credit Card Holder:

(Same as the signature on the back of your credit card)

Date:

Please complete and return this form together with the Transcript / Certifying Letter Request Form to the Office of Academic Links by email at studyabroadtranscript@cuhk.edu.hk.

Delivery Details of Other Documents

Transcript / Certifying Letter Request #2									
Document Type and No. of Copies Transcript (Official): Transcript (Student): Certifying Letter:									
Delivery Method (Ple	ease tick) In-per	son Pick up:	Regular	Mail (local/air):	Cour	rier:	Email:		
Delivery Information (Please complete the applicable fields)									
Full Name of Recipi	ient / Institution /	Company							
Name of Contact Pe	erson / Office / F	Programme							
Email Address									
Mailing Address									
Country / Region		Pos	stal Code	Τe	el. No.				

Transcript / Certifying Letter Request #3									
Document Type and No. of Copies Transcript (Official): Transcript (Student): Certifying Letter:							fying Letter:		
Delivery Method (Ple	ease tick)	In-per	son Pick up:	Regula	r Mail (local/air):	Courier:	Email:		
Delivery Information (Please complete the applicable fields)									
Full Name of Recipi	ent / Inst	titution /	Company						
Name of Contact Pe	erson / O	office / F	Programme						
Email Address									
Mailing Address									
Country / Region				Postal Code	Те	I. No.			

Transcript / Certifying Letter Request #4									
Document Type and No. of Copies Transcript (Official): Transcript (Student): Certifying Letter:									
Delivery Method (Ple	ease tick) In-p	erson Pick up:	Regular	Mail (local/air):	Co	urier:	Email:		
Delivery Information (Please complete the applicable fields)									
Full Name of Recipi	Full Name of Recipient / Institution / Company								
Name of Contact Pe	erson / Office /	Programme							
Email Address									
Mailing Address									
Country / Region		Po	stal Code		Tel. No.				

Transcript / Certifying Letter Request #5									
Document Type and No. of Copies Transcript (Official): Transcript (Student): Certifying Letter:									
Delivery Method (Ple	ease tick) In-p	erson Pick up:	Regular	Mail (local/air):	Со	urier:	Email:		
Delivery Information (Please complete the applicable fields)									
Full Name of Recipi	Full Name of Recipient / Institution / Company								
Name of Contact Pe	erson / Office	/ Programme							
Email Address									
Mailing Address									
Country / Region		Po	stal Code	Tel.	No.				

Transcript / Certifying Letter Request #6									
Document Type and No. of Copies Transcript (Official): Transcript (Student): Certifying Letter:									
Delivery Method (Ple	ease tick)	In-person Pick up:	Regula	r Mail (local/air):	Courier:	Email:			
Delivery Information (Please complete the applicable fields)									
Full Name of Recipi	Full Name of Recipient / Institution / Company								
Name of Contact Pe	erson / O	ffice / Programme							
Email Address									
Mailing Address									
Country / Region			Postal Code	Tel.	No.				

**Please use another sheet if you need the documents to be delivered to more recipients.