

THE CHINESE UNIVERSITY OF HONG KONG

FACULTY OF EDUCATION

**APPLICATION FOR CERTIFYING LETTER**

Please read the Notes for Application at the back before completing this form.

**A. Personal Particulars ( Please '✓' as appropriate ):**

Name: ( in English ) \_\_\_\_\_ ( in Chinese ) \_\_\_\_\_

Student I.D. No.: \_\_\_\_\_ H.K.I.D. Card No.: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_

\_\_\_\_\_ E-mail Address: \_\_\_\_\_

Time Basis:  Full-time  Part-time Year of Attendance/ Year of Graduation ( For graduates ): \_\_\_\_\_

Programmes:  Postgraduate Diploma in Education Programme  
 Postgraduate Diploma in Education (Primary) Programme  
 Postgraduate Diploma in Education (Early Childhood Education) Programme

Major : \_\_\_\_\_ Minor(s) : \_\_\_\_\_

**B. Certifying Letter:**

No. of copies: \_\_\_\_\_

Purpose of Application: \_\_\_\_\_

**C. Payment Method ( Please '✓' as appropriate ):**

- Please fill in PPS payment reference no. if payment is made by PPS: \_\_\_\_\_
- Please fill in payment transaction date if payment is made by ATM: \_\_\_\_\_
- Please fill in payment transaction reference no. if payment is made through bank's website: \_\_\_\_\_
- Please fill in Name of Bank: \_\_\_\_\_ and cheque no. : \_\_\_\_\_ if payment is made by cheque

**D. Method of Despatch ( Please '✓' as appropriate ):**

- I will collect in person.
- To be collected by the person authorized in the letter attached.
- Please send the transcript(s) by mail (Please fill in the address slip to which your transcript(s) is/are to be sent):
  - Air/surface (no additional postal charge)
  - Registered (HK\$15.5)
  - Others ( Please specify ) \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Information Collection Statement:**

- i) The personal data provided on this form will be used by the Faculty of Education for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- ii) For correction of or access to the personal data after submission of this form, please contact the Faculty of Education : Tel. No.: 3943-6721/ 3943 6964, Fax No.: 2603-6129, e-mail address: pgde@cuhk.edu.hk.
- iii) Information provided on this form may be transferred to other departments/ administrative units within CUHK for consideration and granting approval, where applicable.

**FOR OFFICE USE ONLY**

HK\$ \_\_\_\_\_ ( \_\_\_\_\_ Copy/copies at \$50.00 each )      Application received on: \_\_\_\_\_      Acknowledge received by: \_\_\_\_\_  
HK\$ \_\_\_\_\_ ( Postage )      Receipt No. : \_\_\_\_\_      Certifying Letter(s) despatched on: \_\_\_\_\_  
HK\$ \_\_\_\_\_ ( Total )       Receipt attached      Certifying Letter(s) collected on: \_\_\_\_\_  
\_\_\_\_\_  
Applicant's Signature

## Notes for Application for Certifying Letter

1. Completed application form, together with other document (if applicable), shall be submitted by email ([pgde@cuhk.edu.hk](mailto:pgde@cuhk.edu.hk)) or by post [G1, Ho Tim Building, The Chinese University of Hong Kong, Shatin, Hong Kong. (Attn: PGDE Programmes)].
2. The normal processing time required upon receipt of application form and payment is 3-5 working days. If applicants need to request for certifying letters for other specific purposes, they can only be dealt on a factual ground and will need longer processing time (around 10 working days depending on situation). The PGDE Office cannot, however, certify personal and academic information not on the student records.
3. Payment Methods:
  - i. Payment by ATM Service
    - This service is only applicable to students admitted in 1986 and thereafter.
    - ATM cardholder of HSBC, Hang Seng Bank or JETCO member banks may pay at these banks' ATM by selecting the screen of CUHK and choosing bill type "02" for payment.
    - For the bill account number, Please input the
      - (a) ten digits of the CUSIS ID (for graduates in year 2010-11 or after) or
      - (b) first seven digits of the student ID (for graduates in year 2009-10 or before)
    - Payment successfully made will be confirmed by the issuance of a receipt marked acceptance by the ATM for record. Please fill in transaction date on the application form. No receipts will be issued by the CUHK or by the bank.
  - ii. Payment-by-Phone Service (PPS)
    - This service is only applicable to students admitted in 1986 and thereafter.
    - Registered PPS user may dial 18031 (English) or 18033 (Cantonese) through a tone phone or visit PPS website ([www.ppskh.com](http://www.ppskh.com)) for payment.
    - The merchant code for CUHK (PPS) is "9110" and the bill type for payment is "02". For the bill account number, please input the
      - (a) ten digits of the CUSIS ID (for graduates in year 2010-11 or after) or
      - (b) first seven digits of the student ID (for graduates in year 2009-10 or before)
    - Please quote your PPS reference number on the application form. No receipts will be issued by CUHK for PPS payment.
  - iii. Payment by e-banking
    - This service is only applicable to students admitted in 1986 and thereafter.
    - Internet banking users of HSBC, Hang Seng Bank or JETCO member banks can make payments via the bill payment services provided online.
    - For the bill account number, Please input the
      - (a) ten digits of the CUSIS ID (for graduates in year 2010-11 or after) or
      - (b) first seven digits of the student ID (for graduates in year 2009-10 or before)
    - Payment successfully made will be confirmed by the advice of a payment transaction reference number for record. Please fill in payment transaction reference number on the application form. No receipts will be issued by the CUHK or by the bank.
  - iv. Payment by Cheque/Bank Draft
    - Applicants may send a personal cheque or bank draft made payable to "The Chinese University of Hong Kong" and crossed to the Faculty of Education.
    - Student's name and Student ID number are to be written on the back of the cheque. Please fill in name of bank and cheque number on the application form. No receipts will be issued by the CUHK.
2. Fees per single copy of the certifying letter, including postage of local or ordinary air mail is HK\$50 (e.g. if you apply for 2 copies of certifying letters, the payment should be HK\$100.). If you require other postal services, please add additional charges as follows:  
Registered Mail : HK\$15.50
3. Despatch Method:
  - i. Please fill in on the address slip the addressee and correspondence address to which your certifying letter(s) is/are to be sent.
  - ii. Collection of documents in person or by an authorized person must be done within one month from the date of application.  
If you wish to authorize another person to collect certifying letter(s) /other document(s) on your behalf, please submit a letter of authorization along with the application, stating the HKID Card/Passport No. of the authorized person. Photocopy of your HKID Card and the authorized person's HKID Card/Passport will be required for verification. The identification documents will be returned after inspection.
4. The Faculty of Education accepts no responsibility for any loss or damage of the documents during postal delivery.

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Faculty of Education**  
Shatin, New Territories, Hong Kong

Date: \_\_\_\_\_

*(Type or print legibly in the address box below the name and address of the office, firm or institution to which the Certifying Letter(s) is/are to be sent.)*


The enclosed \_\_\_\_\_ copy/copies of Certifying Letter(s) is/are sent at the request of

\_\_\_\_\_

who is applying for

studies in \_\_\_\_\_

a position of \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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**POSTAGE PREFERRED**  
(Please tick in the appropriate box)

**CUHK**

**Air**

**Registered**

**Local**

**Surface**

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