

**THE CHINESE UNIVERSITY OF HONG KONG**  
**Office of Academic Links (OAL)**  
**International Summer School**

**Transcript / Certifying Letter Ordering Form**

This form is only applicable for exchange / study abroad students who participated in the International Summer School (ISS) 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**

<b>Physical copy</b> - to be delivered by regular mail (local/air), courier or in-person pickup	HK\$50 per copy
<b>Scanned copy</b> - to be delivered by email	HK\$50 per copy

<b>In-person pick up</b>	Not applicable
<b>Regular mail (local/air) / email</b>	Included in document fee
<b>Courier</b>	
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

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

<b>Document(s) Requested</b>	No. of Physical Copies			No. of Scanned Copies	Total no. of Copies
	Pick Up	Regular Mail	Courier	Email	
Transcript (Official Copy)	Not applicable				
Transcript (Student Copy)					
Certifying Letter					

<b>Transcript / Certifying Letter Request #1</b>					
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:	
<b>Delivery Information</b> (Please complete the applicable fields)					
Full Name of Recipient / Institution / Company					
Name of Contact Person / Office / Programme					
Email Address					
Mailing Address					
Country / Region	Postal Code	Tel. 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](mailto: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 Summer School**

**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 Type: **VISA** **MasterCard**

Card Issuing Bank: \_\_\_\_\_

Card Number:

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Name printed on credit card (in BLOCK letters):


Card Expiry Date:

	/		(Month / Year)
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Requester s Particulars	
Student Name	
CUHK Student No.	

Transaction Particulars and Amount	No. of Copies	Fee Amount
<b>Transcript (Official Copy)</b> (HK\$50 per physical/scanned copy)		HK\$
<b>Transcript (Student Copy)</b> (HK\$50 per physical/scanned copy)		HK\$
<b>Certifying Letter</b> (HK\$50 per physical/scanned copy)		HK\$
Courier Shipping Fee # (optional)		HK\$
<b>Total Amount to be Charged</b>		<b>HK\$</b>

# Courier shipping fee by 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](mailto: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 (Please tick)	In-person Pick up:	Regular Mail (local/air):	Courier:	Email:
<b>Delivery Information</b> (Please complete the applicable fields)				
Full Name of Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region	Postal Code	Tel. No.		

Transcript / Certifying Letter Request #3				
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:
<b>Delivery Information</b> (Please complete the applicable fields)				
Full Name of Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region	Postal Code	Tel. No.		

Transcript / Certifying Letter Request #4				
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:
<b>Delivery Information</b> (Please complete the applicable fields)				
Full Name of Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region	Postal Code	Tel. No.		

Transcript / Certifying Letter Request #5				
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:
<b>Delivery Information</b> (Please complete the applicable fields)				
Full Name of Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region	Postal Code	Tel. No.		

Transcript / Certifying Letter Request #6				
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:
<b>Delivery Information</b> (Please complete the applicable fields)				
Full Name of Recipient / Institution / Company				
Name of Contact Person / Office / 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.