



Transcript/Certifying Letter Ordering Form (ISS)

This form is intended for exchange or study abroad students who participated in the **CUHK International Summer School (ISS)** at The Chinese University of Hong Kong (CUHK) on a non-degree basis.

Types of Documents Available for Order

1. **Transcript.** It is an official proof of a student's academic achievements and to be delivered to the institutions, prospective employers or students themselves.
2. **Certifying Letter.** It is a letter to certify 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\$50 per copy
Scanned copy - to be delivered by email	HK\$50 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)		Given names (in BLOCK letters)	
CUHK Student No.		Enrollment Year & Term	
Email Address			

Document(s) Ordered

	No. of Physical Copies			No. of Scanned Copies	Total no. of Copies
	Pick Up	Regular Mail	Courier	Email	
Transcript					
Certifying Letter					

Transcript or Certifying Letter Order #1

Document Type and No. of Copies	Transcript:	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 Recipient / Institution / Company		
Name of Contact Person / Office / Programme		
Email Address		
Mailing Address		
Country / Region	Postal Code	Tel. No.

*Please complete page three if ordering 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. Check the [Hongkong Post homepage](#) for 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. Ensure all information indicated in the form is correct.
4. Overseas transactions may incur transaction fees. Check with your card issuing bank for details.
5. The Transcript/Certifying Letter Ordering 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 order is about 10 working days (including the processing time of your credit card payment authorization form). Airmail delivery takes an additional 5 - 14 days, depending on the destination.

Signature: _____ Date: _____



Credit Card Payment Authorization Form (ISS)

Please read through the guidance notes on page 4 prior to completing this 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:

				-					-					-				
--	--	--	--	---	--	--	--	--	---	--	--	--	--	---	--	--	--	--

Name printed on credit card (in BLOCK letters):

Card Expiry Date:

		/		
--	--	---	--	--

 (Month / Year)

Requester's Particulars	
Student Name	
CUHK Student No.	

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

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: _____

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

(Last Updated: Aug 2024)

Delivery Details of Other Documents

Transcript / Certifying Letter Order #2				
Document Type and No. of Copies		Transcript:		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 Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region		Postal Code		Tel. No.

Transcript / Certifying Letter Order #3				
Document Type and No. of Copies		Transcript:		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 Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region		Postal Code		Tel. No.

Transcript / Certifying Letter Order #4				
Document Type and No. of Copies		Transcript:		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 Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region		Postal Code		Tel. No.

Transcript / Certifying Letter Order #5				
Document Type and No. of Copies		Transcript:		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 Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region		Postal Code		Tel. No.

Transcript / Certifying Letter Order #6				
Document Type and No. of Copies		Transcript:		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 Recipient / Institution / Company				
Name of Contact Person / Office / Programme				
Email Address				
Mailing Address				
Country / Region		Postal Code		Tel. No.

****Please use an additional page if you need the documents to be delivered to more recipients.**

Guidance Notes on Making Credit Card Payment

1. Only VISA or MASTER card is accepted.
2. The credit card form must be written in English except for the signature column (if applicable, to match with the bank record).
3. Activate your new credit card before sending your credit card payment authorization form to Office of Academic Links.
4. Pay attention that the credit card transaction will be processed outside of your local area. You should make special arrangement to facilitate the transaction process in Hong Kong.
5. Check with your bank and open a foreign currency (Hong Kong Dollar) bank account which can be linked to your credit card payment, if necessary.
6. Ensure there is sufficient money in your bank account to pay the fees.
7. Inform your bank about an upcoming foreign payment in Hong Kong Dollar.
8. Make a foreign currency (Hong Kong Dollar) payment arrangement of your supplementary credit card if necessary.
9. Double check and make sure all the information written on your credit card payment authorization form is correct, e.g. credit card number and expiry date.