

**APPLICATION FOR CERTIFYING LETTER**

(Please read the Notes for Application before completing this form.)

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

Programme: \_\_\_\_\_

H.K.I.D. Card No. #: \_\_\_\_\_ Study Year/Year of Graduation: \_\_\_\_\_

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

Contact Tel. No.: \_\_\_\_\_ No. of Copies: \_\_\_\_\_

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

Method of Despatch (Please tick as appropriate):

- I will collect the certifying letter(s) in person.
- The certifying letter(s) will be collected by the person authorized in the letter attached.
- Please send the certifying letter(s) locally by mail or overseas by ordinary air mail.  
(For mail despatch, please fill in the pink address slip for each address to which your certifying letter is to be sent and indicate on the same slip any other postal services, if any, you prefer.)

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

# The HKID Card no. is for verification of the identity of the applicant.

**FOR OFFICE USE ONLY**

Fee for certifying letter(s) : \$

Postage : \$

Total : \$

Receipt No. /Receipt attached

Certifying letter(s) collected on \_\_\_\_\_ by \_\_\_\_\_  
(Applicant's Signature)

**ADDRESS SLIP**

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

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

Name: _____
Address: _____
_____
_____
_____
_____

The enclosed \_\_\_\_\_ copy/copies of transcript(s)/certifying letter(s) is/are sent at the request of \_\_\_\_\_ who is applying for

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

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

\_\_\_\_\_

The transcript(s)/certifying letter(s) will be sent locally by mail or overseas by ordinary air mail. If you prefer other postal services, please tick the appropriate box below:

Registered Mail

Express (Overseas only)

Others \_\_\_\_\_ (please specify)

## **Notes for Application for Transcript/Certifying Letter:**

1. Application forms are obtainable from the office of the Hong Kong Institute of Educational Research.
2. Fill in all the required information on the application form. Application will be processed upon receipt of the completed application form and payment.
3. Fee Schedule:

Fees per copy including local postage or ordinary air mail  
(effective August 1, 1997):

Transcript	HK\$40
Certifying Letter	HK\$40

If you require other postal service, please add additional charges:

Registered Mail	HK\$15.5
Express	HK\$6

4. Payment Method:  
Applicants may send a personal cheque or bank draft made payable to “The Chinese University of Hong Kong”.
5. If you wish to authorize another person to apply and/or collect transcript(s)/certifying letter(s) on your behalf, please submit a letter of authorization along with the application, stating the HKID Card or Passport No. of the authorized person. Photocopy of your HKID Card and the authorized person's HKID Card or Passport will be required for verification. Photocopy of your HKID card will be returned after inspection.
6. Collection of document(s) in person or by a nominated person must be done within one month from the date of application.
7. For mail despatch, please fill in a pink address slip (obtainable from the office of the Hong Kong Institute of Educational Research) for each address to which your transcript/certifying letter is to be sent.
8. The Hong Kong Institute of Educational Research accepts no responsibility for any loss or damage of the transcript(s)/certifying letter(s) during postal delivery.
9. Personal Information Collection Statement:
  - a. The personal data provided on this form will be used by the Hong Kong Institute of Educational Research for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
  - b. For correction of or access to the personal data after submission of this form, please contact the Office of the Hong Kong Institute of Educational Research.
  - c. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
10. For enquiries, you can contact us by:

Tel. No.: 3943 6999 / 3943 4490

Fax No.: 2603 6850