



### Application for Transcript of Studies

#### Notes and Application Procedures

- Applications will not be processed until the completed application form and appropriate fees are received by the University.
- All transcripts are produced using current transcript standards.
- The transcript will normally be ready for collection within two weeks from the date of receipt of a completed application. Student will be notified by email when the transcript is ready for collection. The transcripts have to be collected within three months from the date of application.
- A handling fee of HK\$100 per copy plus \$15.5 for each registered mail will be charged. Payment can be made:
  - ♦ by cash via any branch of Hang Seng Bank (Account No.: 024-262-324999-008).
  - ♦ by crossed cheque in HK dollars made payable to “The Hong Kong University of Science & Technology”.
- The completed application form, together with proof of payment (such as the validated pay-in-slip or ATM slip) or cheque, should be return to *Academic Records and Registration Office, The Hong Kong University of Science and Technology, Clear Water Bay, Kowloon, Hong Kong* by mail or in person (office hours: Monday to Friday, 09:00-17:15).
- For enquiry, please call 2358-6123 or email to CL3@ust.hk

#### **Student's Particulars**

Student Name: \_\_\_\_\_ Student No.: \_\_\_\_\_ HKID Card No.: \_\_\_\_\_  
                    Surname                      Given Name

Contact Phone No. (Day-time): \_\_\_\_\_ Email Address: \_\_\_\_\_

#### **Application Particulars**

Program Title: \_\_\_\_\_

Program Code: \_\_\_\_\_ Program Period (Month/Year): From \_\_\_\_\_ to \_\_\_\_\_

#### **Collection Method** (please tick and provide the information as appropriate):

- Please send the transcript(s), ( \_\_\_\_\_ copies) directly under confidential cover and by registered / ordinary mail to the address(es) indicated at the back of this form.
- I / my representative\* shall collect the transcript(s), ( \_\_\_\_\_ copies) in person.

\* *An authorization letter signed by the applicant and the photocopy of the applicant's HKID Card is required. The representative will be requested to show his/her HKID Card for verification during application and/or collection. The photocopy of the applicant's HKID card shall be destroyed afterwards.*

**Total copies required** : \_\_\_\_\_

**Total transcript application fees** (HK\$100 per copy plus \$15.5 for each registered mail) : HK\$ \_\_\_\_\_

#### **Declaration**

I have read and understood the “Notes and Application Procedures” above regarding the application for Transcript of Studies.

Signature of Student: \_\_\_\_\_ Date: \_\_\_\_\_

#### **For office use only**

Received on _____	Fee enclosed HK\$ _____	Pay-in slip / Cheque (No.: _____)
Transcript prepared by _____	on _____	Sent by _____ on _____

**Please send the transcripts by registered mail directly to the following address(es):**

<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>	<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>
<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>	<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>
<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>	<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>
<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>	<p>Name of recipient: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>No. of copies required: _____</p>

The information given in this form will be used for checking records and processing this application only.