

**Application for Transcript of Studies
(for graduates/ leavers without access to the Student Portal)**

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANT

Name _____ Student No.

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HKID Card/ Passport/
Mainland ID Card No. * _____ Contact No. _____

Email Address _____

II. PROGRAMMES DETAILS

Programme Title _____ Programme Code

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 - Stream Code

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Mode of Study Full-time Part-time

III. RECIPIENTS OF TRANSCRIPTS (please tick the box as appropriate)

- In-person collection by **the applicant/ the authorised person** *
- Transcript(s) to be sent to the following address(es):

No.	Recipient(s)	No. of Copies	By Registered Mail
1	Name: Address (in BLOCK letters):		Yes/ No*
2	Name: Address (in BLOCK letters):		Yes/ No*

IV. FOR URGENT CASES (see Note 6 overleaf)

- Date expected: _____ (Supporting document is required)

Signature of Applicant _____ Date _____

V. FOR OFFICE USE ONLY

- HKID Card/ Passport/ Mainland ID Card * checked by _____ on _____
- Fee of HK\$70 per transcript settled on _____
- (By post) Transcript(s) sent by _____ on _____
- (In-person collection) Applicant notified by phone/ email* by _____ on _____ and transcript collected on _____

* delete as appropriate

NOTES TO APPLICANTS

1. This application form is applicable to graduates and leavers without access to the my.HKCC/ my.SPEED Student Portal. For current students/ graduands, they should apply via the Student Portal under “Transcript”, which offers the most convenient way for students and graduands to apply for a transcript of studies.
2. The application procedures are as follows:
 - i. complete Sections I, II, III and IV of this form;
 - ii. submit the completed form to the CPCE Academic Registry and present your HKID Card/ Passport/ Mainland ID Card (for non-local students) for verification purposes;
 - iii. settle a fee of **HK\$70** for each transcript of studies. Payment can be made by Octopus or using the debit note obtainable from the CPCE Academic Registry. **Fees paid are not refundable.**
3. If you opt for sending the transcript(s) by post, your transcript(s) will be sent to the mailing address(es) as indicated in this form. Please put down the name(s) and address(es) of the recipient(s) **clearly** in Section III of this form. HKCC/ SPEED does not bear any responsibilities for postal loss due to errors in typing or other reasons.
4. If you opt for collecting the transcript(s) in person, you will be notified of the collection by phone or via email. If the transcript of studies is not collected within three months from the date of notification, it will be destroyed for security reasons.
5. If you authorise another person to collect the transcript of studies on your behalf, please provide a letter of authorisation along with this application form, stating the name and the number of HKID Card/ Passport/ Mainland ID Card of the authorised person. **A copy of your HKID Card/ Passport/ Mainland ID Card, the authorised person’s HKID Card/ Passport/ Mainland ID, and the original authorisation letter** will be required for verification upon collection of the transcript(s). The copy of the identification will be returned to the authorised person afterwards.
6. The processing time for issuing a transcript of studies is normally **seven working days** from the date of receiving the application. For urgent cases, please indicate the date required in Section IV of this form and attach documentary evidence to the application. In case the request cannot be acceded to, you will be informed by phone or via email.
7. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

For Degree programmes

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: cc.car@hkcc-polyu.edu.hk

Telephone: 3746 0900