

Form CAR 17

**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 _____

HKID Card/ Passport/
PRC Resident ID Card No. * _____ Contact No. _____

Email Address _____

Student No.

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II. PROGRAMMES DETAILS

Programme Title _____

Mode of Study ☐ Full-time ☐ Part-time

Programme Code

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 - Stream Code

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

	Delivery Method	Recipient(s)	No. of Copies	Amount (HK\$) (see Note 2 iv overleaf)
☐	In-person collection	Applicant		\$
☐	By Registered Mail	Name: Mailing Address (in BLOCK letters): Reference No. (if applicable):		\$
		Name: Mailing Address (in BLOCK letters): Reference No. (if applicable):		\$
☐	By Email	Name: Email Address: Reference No. (if applicable):		\$
		Name: Email Address: Reference No. (if applicable):		\$
Total				\$

IV. FOR URGENT CASES (see Note 6 overleaf)

☐ Date expected: Click or tap to enter a date. (Supporting document is required)

Signature of Applicant _____

Date Click or tap to enter a date.

FOR OFFICE USE ONLY

- ☐ HKID Card/ Passport/ PRC Resident ID Card * checked by _____ on _____
- ☐ Fee of transcript settled on _____
- ☐ (*In-person collection*) Applicant notified by phone/ email * by _____ on _____ and transcript(s) collected on _____
- ☐ (*By registered mail*) Transcript(s) sent by _____ on _____
- ☐ (*By email*) Transcript(s) sent by _____ on _____

* delete as appropriate

NOTES TO APPLICANTS

1. This application form is applicable to graduates and leavers who do not have access to the my.HKCC/ my.SPEED Student Portal. Current students/ graduands should apply via the Student Portal under “Transcript”.
2. The application procedures are as follows:
 - i. Complete Sections I, II, III and IV (if applicable) of this form.
 - ii. Submit the completed form to the CPCE Academic Registry.
 - iii. Present your HKID Card/ Passport/ PRC Resident ID Card (for non-local students) for verification upon request.
 - iv. Settle a fee of **HK\$100** for **EACH** transcript of studies for the 2026/27 academic year, which is subject to annual review. Payment can be made by Octopus, through PolyU Online Payment Portal (POPP) or using the debit note obtainable from the CPCE Academic Registry. **Fees paid are non-refundable and non-transferable.**
3. If you choose to have the transcript(s) sent by registered mail or email, please provide the mailing or email address(es) respectively in Section III of this form. Please ensure that the address(es) and other information about the recipient(s) are **accurate** and **clearly** stated. The CPCE Academic Registry shall not be held responsible for delivery loss due to typing errors or other reasons.
4. If you choose to collect the transcript(s) in person, you will be notified of the collection by phone or by email. If the transcript(s) is /are not collected within three months from the date of notification, it /they will be destroyed for security reasons.
5. If you authorise another person to collect the transcript(s) on your behalf, please provide a letter of authorisation along with this application form. The letter should state the name and the number of HKID Card/ Passport/ PRC Resident ID Card of the authorised person. **A copy of your HKID Card/ Passport/ PRC Resident ID Card, the authorised person’s HKID Card/ Passport/ PRC Resident ID Card, and the original authorisation letter** will be required for verification upon collection of the transcript(s). A copy of the identification documents 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 required date in Section IV of this form and attach documentary evidence to the application. In case the request cannot be fulfilled, you will be informed by phone or by email.
7. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	Email:	cpce.ar@cpce-polyu.edu.hk
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