

Application for Certification of True Copies

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANT

Name _____

Student No.

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Programme Title _____

Programme Code Stream Code

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Mode of Study ☐ Full-time ☐ Part-time

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

II. DOCUMENT(S) SUBMITTED FOR CERTIFICATION

Item	No. of Copy	Purpose(s)
Award Parchment		

Signature of Applicant _____ Date [Click or tap to enter a date.](#)

III. ACKNOWLEDGEMENT (to be completed by applicant/ authorised person upon collection in person)

I acknowledge the receipt of the certified true copy and the original copy of the documents.

Signature of Applicant/ Authorised Person * _____ Date _____

IV. FOR OFFICE USE ONLY

☐ HKID Card/ Passport/ PRC Resident ID Card * checked by _____ on _____

☐ Documents checked and certified by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. Only Award Parchments issued by Hong Kong Community College (HKCC)/ School of Professional Education and Executive Development (SPEED) are eligible for certification as true copies.
2. The application procedures are as follows:
 - i. Complete Sections I and II of this form.
 - ii. Submit the completed form with photocopies and the original documents to the CPCE Academic Registry.
 - iii. Present your student ID card/ HKID Card/ Passport/ PRC Resident ID Card (for non-local students) for verification. Certification services will be provided immediately under normal circumstances.
3. If you authorise another person to submit the application 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 Student ID Card/ 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 certified true copies of the documents. A copy of the identification documents will be returned to the authorised person afterwards.
4. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	In person:	CAR Service Counter, 3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
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