THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

COLLEGE OF PROFESSIONAL AND CONTINUING EDUCATION
專業及持續教育學院

HONG KONG COMMUNITY COLLEGE
香港專上學院

School of Professional Education and Executive Development
專業進修學院
SPEED

Form CAR 18

Application for Testimonial

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANT

Student No. | | | | | | | | | |

Name _____

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

II. PROGRAMME DETAILS

Programme Code | | | | | | Stream Code | | | |

Programme Title _____

Mode of Study ☐ Full-time ☐ Part-time

Year Admitted _____ Year of Last Attendance _____

III. COLLECTION OF TESTIMONIAL *(please tick the box as appropriate)*

In-person collection by **the applicant/ the authorised person** *

Testimonial(s) to be sent to the following address by post:

Address (in BLOCK letters) _____

_____

Signature of Applicant _____ Date _____

IV. FOR OFFICE USE ONLY

HKID Card/ Passport/ Homeland ID Card * checked by _____ on _____

(By post) Testimonial sent by _____ on _____

(In-person collection) Applicant notified by phone/ email * by _____ on _____ and testimonial collected on _____

* *delete as appropriate*

NOTES TO APPLICANTS

1. Students may apply for a testimonial, which certifies their studies in a programme without including details on subjects and subject results.

2. The application procedures are as follows:

   i. Complete Sections I, II and III of this form.
   ii. Submit the completed form to the CPCE Academic Registry.
   iii. Present your HKID Card/ Passport/ Homeland ID Card (for non-local students) for verification purposes upon request.

3. If you choose to have the testimonial sent by mail, it will be posted to the address provided in Section III of this form. Please ensure the address is **clearly** stated. The CPCE Academic Registry does not assume responsibilities for postal loss due to typing errors or other reasons.

4. If you choose to collect the testimonial in person, you will be notified of the collection by phone or via email. If the testimonial 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 testimonial 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/ Homeland ID Card of the authorised person. **A copy of your HKID Card/ Passport/ Homeland ID Card**, **the authorised person's HKID Card/ Passport/ Homeland ID Card,** and **the original authorisation letter** will be required for verification upon collection of the testimonial. The copy of the identification will be returned to the authorised person afterwards.

6. The processing time for issuing a testimonial is normally **seven working days** from the date of receiving the application.

7. The information given in this form will only be used for processing this application and/ or statistical purposes.

Submission Method:	E-mail:	Undergraduate/ Postgraduate Degree programmes: sp.car@speed-polyu.edu.hk Sub-degree programmes: cc.car@hkcc-polyu.edu.hk