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 19

Application for Certification of Award

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. _____

Email Address _____

II. AWARD DETAILS

No.	Title of Award(s) Obtained	Programme Code	Year of Graduation (e.g. 2021/22)
1			
2			

III. DECLARATION

I am aware that I am not permitted to retain more than one copy of the award certificate for each academic qualification, including the Certification of Award obtained from Hong Kong Community College (HKCC)/ School of Professional Education and Executive Development (SPEED) * of The Hong Kong Polytechnic University. I hereby declare that my original certificate(s) for the academic qualification(s) stated in Part II of this form is/ are lost.

Signature of Applicant _____ Date _____

IV. FOR OFFICE USE ONLY

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

Fee of HK$250 per certificate settled on _____

Applicant notified by phone/ email * by _____ on _____

V. ACKNOWLEDGEMENT *(to be completed by applicant or authorised person upon collection in person)*

I acknowledge the receipt of the Certification of Award(s).

Signature of Applicant/ Authorised Person * _____ Date _____

* *delete as appropriate*

NOTES TO APPLICANTS

1. Certification of Award is in general issued to graduates who have lost their original award parchment. It serves as a document certifying the attained award(s) in CPCE but is not an exact copy of the lost award parchment.

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.
   iii. Present your HKID Card/ Passport/ Homeland ID Card (for non-local students) for verification upon request.
   iv. Settle a fee of **HK$250** for each Certification of Award. 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 authorise another person to collect the certificate(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/ 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 certification(s). The copy of the identification will be returned to the authorised person afterwards.

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

5. If the certification is not collected within three months from the date of notification, it will be destroyed for security reasons.

6. 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