



Academic Registry

Application for Transcript of Academic Record (Official Copy)

- (1) Please submit together with this form proof of identity document (Original or copy of HKID card/Passport or Student card).
- (2) If this form is submitted by a representative of the applicant, the representative has to produce his/her own HKID card/Passport as proof of identity, an authorization letter bearing the applicant's signature and a copy of the applicant's HKID card/Passport.
- (3) Transcript will only be sent directly to the named institution by registered mail.
- (4) Should there be any request for changes after the issuance of the transcript, a fresh application with appropriate payment will be required.
- (5) Normal processing time upon receipt of the completed application form is 5 working days. For applicants graduated in or before 1985, longer processing time may be needed.
- (6) Transcript fee is **\$70** per copy, inclusive of postage by registered mail. Application will only be processed upon receipt of payment.
- (7) To avoid postal errors, applicants are requested to write clearly the address of the recipient(s). The Academic Registry will bear no responsibility for any loss or damages of the transcript during postal delivery.

Name (Mr./Ms.*) : _____ (_____)
*Please delete as appropriate (in English) (in Chinese, if applicable)

<u>Student No</u>	<u>Year Graduated</u> (if applicable)	<u>Type of Award</u> (e.g. Bachelor, Associate Degree)	<u>Programme/Major/ Department</u>	<u>Minor</u> (if applicable)
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
OR				
Date Withdrawn: _____				

*Notes: **Postgraduate students** should apply for transcript at the Graduate School (AAB 904, 9/F, Academic and Administration Building, Baptist University Road Campus).
Students (non-graduates) of programmes listed overleaf should apply for transcript at the relevant office instead of the HKBU-Academic Registry.*

*Please note that official transcript will only be sent directly to the named institution by registered mail and **NOT** to the applicant.*

(Please specify recipient's name and write clearly to avoid postal errors)	No. of Copies
Name of Recipient: _____	_____
Name & Address of Institution: _____ _____ _____ _____ _____	
Name of Recipient: _____	_____
Name & Address of Institution: _____ _____ _____ _____ _____	
Total No. of Copies Applied for: _____	
Remarks: _____	
Applicant's E-mail Address: _____	
Applicant's Contact Tel. No.: _____	
Applicant's/Representative's Signature: _____	Date: _____

FOR OFFICE USE ONLY

Transcript fee: \$70/copy x _____ = \$ _____ Paid

Form Received by _____ on _____ HKID/Passport/Student card: Checked

Prepared by _____ Checked by _____ Mailed on _____

Personal Data (Privacy) Ordinance

Personal Information Collection Statement

Persons who supply personal data in their applications to the Academic Registry for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. After the applications have been processed, application forms will be destroyed 3 months after the process is over.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Academic Registrar
Academic Registry
Room 701, 7/F
Academic and Administration Building
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong
Kowloon

Note: **Students (non-graduates)** of below programmes should apply for transcript at the relevant office, instead of the HKBU-Academic Registry, as follows:

Study Programme	Address
<ul style="list-style-type: none">• Top-up Undergraduate Degree programmes (<i>except BCom (Hons) in Accountancy</i>)• Early Childhood Education programmes• Associate Degree programmes• Higher Diploma programmes<ul style="list-style-type: none">- Higher Diploma in Commercial Design- Higher Diploma in Management- Higher Diploma in Creative Film Production	SCE – DLB Office 4/F, David C. Lam Building, Shaw Campus Hong Kong Baptist University 34 Renfrew Road Kowloon Tong, Kowloon