



Academic Registry
Application for Transcript of Academic Record (Student 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, or the transcript is to be collected by a representative, 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) Should there be any request for changes after the issuance of the transcript, a fresh application with appropriate payment will be required.
- (4) If application is submitted in person, transcripts of associate degree and undergraduate degree programmes will be available immediately after payment of transcript fee. Other than the above, please allow 5 working days for the transcript to be prepared. For applicants graduated in or before 1985, longer processing time may be needed.
- (5) Transcript fee for student copy is \$50 per copy. Application will only be processed upon receipt of payment. Payment by cash is not acceptable, please refer to AR website for payment methods.

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Date Withdrawn: _____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.*

This transcript will be (Please \surd where appropriate):

- collected at the Academic Registry (Room 701, 7/F, Academic and Administration Building, Baptist University Road Campus) by the student; or by an authorized representative.
(Note: Transcript which is not collected 6 months after the issue date will be destroyed.)
- sent to _____ Office of the HKBU.
- sent to the correspondence address overleaf by
- ordinary mail (Local)/ regular air mail (Overseas) registered mail

No. of Copies Applied for: _____ Remarks: _____

Applicant's E-mail Address: _____

Applicant's Contact Tel. No.: _____

Applicant's/Representative's Signature: _____ Date: _____

To be completed upon collection of transcript

Collected by: _____ (_____)
(Signature) (Name in BLOCK letters)

HKID/Passport/Student card: Checked Date: _____

FOR OFFICE USE ONLY

Transcript fee: \$50/copy x _____ = \$ _____ Paid

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

Prepared by _____ Checked by _____ Completed/Mailed on _____

Privacy Policy Statement and Personal Information Collection Statement of the University is available at:
<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>

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

Study Programme	Address
<ul style="list-style-type: none">• Top-up Undergraduate Degree programmes• Early Childhood Education programmes• Associate Degree programmes• Higher Diploma programmes administered by the College of International Education (CIE)	SCE – DLB Office 4/F, David C. Lam Building, Shaw Campus Hong Kong Baptist University 34 Renfrew Road Kowloon Tong, Kowloon



Mailing Slip: (A separate mailing slip is required for each address sent. Please make extra copies of the mailing slip whenever necessary.)
Please fill out the **Name of Applicant** and the **Name and Address of Recipient** where the transcript(s) will be sent to.
(To avoid postal errors, please write clearly **within border**. The Academic Registry will bear no responsibility for any loss or damages of the transcript during postal delivery.)

Name of Applicant: _____

Name of recipient: _____
Address: _____

