



HONG KONG BAPTIST UNIVERSITY  
ACADEMIC REGISTRY

Transcript/Testimonial Fee (Credit Card Payment Form)

Student Information:

Name: \_\_\_\_\_ Student No.: \_\_\_\_\_  
(Surname) (Other Name)

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_

Email Address: \_\_\_\_\_

Type of Credit Card (Please ✓)

Visa Card  Master Card

Credit Card No.: \_\_\_\_\_

CVV (Visa) / CVC (Master) Code: \_\_\_\_\_  
(The LAST 3 digits of numbers printed on the signature field at the back of the credit card)

Card Holder Name: \_\_\_\_\_

Expiry Date: \_\_\_\_\_

Transcript/Testimonial/Postage Fee: HK\$ \_\_\_\_\_  
(Please do not change the payment to other currency.)

Signature: \_\_\_\_\_  
(Please use authorized signature as shown on your credit card.)

Date: \_\_\_\_\_

*Please submit this form to the Academic Registry either by mail or by fax.*

~~~~~  
Address: Hong Kong Baptist University, Academic Registry, Kowloon Tong, Hong Kong.

Undergraduate Studies : Fax: (852) 3411-7373 Phone: (852) 3411-7847

Postgraduate Studies : Fax: (852) 3411-5133 Phone: (852) 3411-5127

**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