



Academic Registry
Application for Transcript of Academic Record (Official Copy)

- (1) **This form is applicable to HKBU graduates (sub-degree and undergraduate level) who graduated in or before 1985.**
- (2) Please submit together with this form proof of identity document (Original or copy of HKID card/Passport or Student card).
- (3) 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.
- (4) Any request for changes after the issuance of the transcript, a new application with appropriate payment will be required.
- (5) The processing time upon receipt of the completed application form is at least 14 working days.
- (6) Transcript fee is **\$70** per copy. Application will only be processed upon receipt of payment. **NO REFUND** will be given under any circumstances.
- (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.
- (8) Once students have collected the Official Transcripts in person, the University will **NOT** send / deliver via any means the collected Official Transcripts to any recipient(s) indicated in their application.

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Date Withdrawn: _____				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: *Research Postgraduate students should apply for transcript at the Graduate School (4/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower (SCE Tower), Baptist University Road Campus).*

Taught Postgraduate students should apply for transcript at the Taught Postgraduate Studies Section (Room 301, 3/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower (SCE Tower), 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.

- ☐ **To Institution** (Once the sealed envelope is opened by the applicant or his/her representative, the institution may not consider it as an Official Transcript)

(Please specify/write clearly all required information to avoid delivery errors)

	No. of Copies
☐ Collect at the Academic Registry (Room 301, 3/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower (SCE Tower), Baptist University Road Campus) (Note: Transcript not collected 6 months after the issue date will be destroyed.) Name of Recipient: _____ Name of Institution: _____	
☐ Send by Email Name of Recipient: _____ Name of Institution: _____ Email Address: _____	
☐ Send by Registered Mail Name of Recipient: _____ Name of Institution: _____ Address: _____ _____ _____	
☐ To World Education Services (WES) Students can choose to share an e-copy of the transcript with WES directly via the WES platform as HKBU and WES has established relationship. The transcript will therefore NOT be sent by registered mail to WES. Please provide the WES reference number below: WES Reference No.: _____	

☐ **For self-use**

(Please specify/write clearly all required information to avoid delivery errors)

	No. of Copies
☐ Collect at the Academic Registry (Room 301, 3/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower (SCE Tower), Baptist University Road Campus) <i>(Note: Transcript not collected 6 months after the issue date will be destroyed.)</i>	
☐ Send by Email Email Address: _____	
☐ Send to the Correspondence Address as Written at the “Mailing Slip” Below by: ☐ Ordinary Mail (Local) / Regular Airmail (Overseas) ☐ Registered Mail	

Remarks: _____

Applicant's E-mail Address: _____ 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 _____

Privacy Policy Statement and Personal Information Collection Statement of the University is available at:

<https://bupdpdpo.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
• Top-up Undergraduate Degree programmes • Early Childhood Education programmes • Associate Degree programmes • Higher Diploma programmes administered by the College of International Education (CIE)	2/F Franki Centre 320 Junction 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: _____
