HONG KONG BAPTIST UNIVERSITY UNDERGRADUATE STUDIES SECTION

Application for Certification / Xeroxing Service

1. Representative of applicant to apply/collect the certified/xeroxed document(s) must produce an authorization letter an a photocopy of the applicant's HKID Card / Passport. The representative will be requested to show his/her HKID Card or Passport for verification of identity. **Certification Service** 2. Please bring along the original document and photocopy of the document which requires certification. If photocopy in not provided, we provide xerox service at HK\$5 per page on A4 size paper (all copies will be made on A4 size paper). Certified document(s) will be ready for collection immediately after it is verified. 3. Applications for certifying documents not issued by the University will not be entertained. Copies of transcripts and testimonials will not be certified as they can be issued upon request. **Xeroxing Service** 4. Xeroxed materials will be ready for collection two working days after application is received. 5. Applications for xeroxing personal documents etc. will not be entertained. **Payment:* 6. Payment: 6. Payment can be made via Octopus, Alipay, WeChat Pay, or Credit Card at the service counter of the Academia Registry (AR). You may also complete the credit card payment form which is available at the Download Area of the AR website and send it to AR for processing. Application will only be processed upon receipt of payment. **Please tick as appropriate:** A) Request for Certification Service (HK\$5 per page on A4 size paper). How would the xeroxed copies be collected Diploma Course Descriptions Course Descriptions	Name:Contact Tel. No.:		Student No:					
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Acknowledge Receipt by Applicant / Representative										
Applicant's/Representativ	ve's signature: _		Date:							

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