

**HONG KONG BAPTIST UNIVERSITY
UNDERGRADUATE STUDIES SECTION**

Application for Certification / Xeroxing Service

Name: _____ Student No: _____

Contact Tel. No.: _____ E-mail Address: _____

Note:

1. Representative of applicant to apply/collect the certified/xeroxed document(s) must produce an authorization letter and 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 is 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 can be made via Octopus, Alipay, WeChat Pay, or Credit Card at the service counter of the Academic 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\$50 per copy). Document to be certified:

- | | |
|---|--|
| <input type="checkbox"/> Diploma | <input type="checkbox"/> Course Descriptions |
| <input type="checkbox"/> Study Schedule | <input type="checkbox"/> Others: _____ |

B) Request for Xeroxing Service (HK\$5 per page on A4 size paper). How would the xeroxed copies be collected?

- To be collected at the Academic Registry (Room 701, 7/F, Academic and Administration Building, Baptist University Road Campus)
- To be mailed to: _____

Materials to be photocopied:	No. of page(s)
<input type="checkbox"/> Diploma	
<input type="checkbox"/> Study Schedule - Which Study Programme/Department? _____ - Which academic year or which year's Calendar/Bulletin or Student Handbook issued by the Academic Registry? (e.g. 1977-78) _____	
<input type="checkbox"/> Course Descriptions - Which course(s)? _____ - Which academic year or which year's Calendar/Bulletin or Student Handbook issued by the Academic Registry? (e.g. 1977-78) _____	
<input type="checkbox"/> Other information contained in the University Calendar or Student Handbook issued by the Academic Registry (Please specify) _____	
Total no. of page(s)	

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

Application for Certification / Xeroxing Service

For Office Use Only

Certification Service Fee: HK\$50/copy x _____ = \$ _____ Paid

Xeroxing Service Fee: HK\$5/page x _____ = \$ _____ Paid

Application received by _____ on _____

Application Handled by _____ on _____ Mailed on: _____

Acknowledge Receipt by Applicant / Representative

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

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