

GRADUATE SCHOOL

### Application for Testimonial

**Important Notes**

(1) Please produce your HKID Card / Passport or Student Card for verification when you submit the form in person.

(2) If this form is submitted by a representative of the applicant, or the testimonial is to be collected by a representative, the representative has to produce his/her own HKID card, 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 testimonial, a fresh application with appropriate payment will be required.

1. Testimonial is usually available **4 working days** after the completed application is received by the Graduate School, except for

testimonial that is for *IANG application* which will take *10 working days* unless proof of employment can be provided.

(5) Before applying for testimonial that is forIANG application, students should have a good knowledge of their own grades and graduation requirements. Testimonial for IANG application can only be applied ONCE.

(6) Testimonial fee is **$50** per copy. Application will only be processed upon complete application details and receipt of payment. NO REFUND will be given under any circumstances.

(7) Upon request, a testimonial can be sent by courier service with a courier service fee for each delivery

(8) To avoid postal errors, applicants are requested to write clearly the address of the recipient(s). The Graduate School will bear no responsibility for any loss or damages of the testimonial during postal delivery.

(9) If you request for collecting the testimonial at the Graduate School, please note that it will be kept for 6 months only after the issue date, and be disposed of thereafter.

# PLEASE COMPLETE THE FOLLOWING IN BLOCK LETTERS AND “🗸” WHERE APPROPRIATE

**(I) PERSONAL PARTICULARS**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ) Student No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(in English) (in Chinese)

Sex: \_\_\_\_ Date of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ HKID/Passport No.: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Contact Tel. No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(II) LIST THE PROGRAMMES YOU HAVE ATTENDED / ARE ATTENDING AT THE INSTITUTION:**

|  |  |  |  |
| --- | --- | --- | --- |
| Date Admitted  (month/year) | Programme | Date Graduated/  Completed | Date  Withdrawn |
| 1. |  |  |  |
| 2. |  |  |  |

1. **TYPE OF TESTIMONIAL APPLIED FOR:**

|  |  |
| --- | --- |
|  | No. of copies |
| **Certification of Student/Graduation Status (HK$50/copy)** |  |
| **Certification of Loss of Diploma (HK$120/copy)** |  |
| **Visa Application (HK$50/copy)**  for Research Students: conference attendance and overseas attachment  *(Relevant application forms & supporting documents should also be submitted)* |  |
| **IANG Application** *(Can be applied ONCE only)* **(HK$50/copy)** |  |
| **Others** *(please specify):* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |  |
| **Total no. of copies:** |  |

1. **HOW SHOULD THE TESTIMONIAL BE DELIVERED?**

collected at the Graduate School

(AAB 904, Level 9, Academic and Administration Building, Baptist University Road Campus, Hong Kong Baptist University, Kowloon Tong) by the student or by an authorized representative

mailed to the correspondence address overleaf by ordinary mail

mailed by other delivery method

Registered Airmail

Registered Local Mail

Courier Service (outside Hong Kong only, please refer to the Courier Service Fee overleaf)

Please specify recipient’s name and contact tel. no:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(V) OTHER REMARKS:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(VI) Applicant’s/Representative's Signature:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***FOR OFFICE USE ONLY***

Testimonial fee: $50/copy x \_\_\_\_\_\_\_\_ = $ \_\_\_\_\_\_\_\_\_ 🞐 Paid

Fee for Loss of Diploma: $120/copy 🞐 Paid

Additional fee for using Courier Service

Courier Service fee: 🞐 $150/delivery (PRC – Guangdong Province)

 🞐 $250/delivery (PRC – Other than Guangdong Province)

 🞐 $280/delivery (Rest of the World)

Form Received by \_\_\_\_\_\_\_\_\_\_\_\_ on \_\_\_\_\_\_\_\_\_\_\_\_\_ HKID/Passport/Student card: 🞐 Checked

Remarks: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Form copied to USS: Yes / No

Prepared by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Checked by \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Completed/Mailed on \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

***To be completed upon collection of testimonial***

Collected by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ( \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ )

(Signature) (Name in BLOCK letters)

HKID/Passport/Student card: Checked Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Personal Data (Privacy) Ordinance**

## Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School 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:

Graduate School AAB 904, Level 9, Academic and Administration Building, Baptist University Road Campus, Hong Kong Baptist University, Kowloon Tong, Kowloon

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**Mailing Slip:** (Please make extra copies of the mailing slip whenever necessary. A separate mailing slip is required for each address sent.)

Please fill out the Name of Applicant and the Name and Address of Recipient where the testimonial(s) will be sent to.

(*To avoid postal errors, please write clearly* ***within border****.)*

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Name of Applicant: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Dear Sir/Madam,

As per request, enclosed please find the testimonial(s) of the above named.

For enquiries, please call 3411-5127.

Best Regards,

Graduate School

Hong Kong Baptist University

Name and Address of Recipient:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Dear Sir/Madam,

As per request, enclosed please find the official transcript(s) of the above named that may provide you with the necessary information on his/her academic performance.

For enquiries, please call 3411-5127.

Best Regards,

Graduate School

Hong Kong Baptist University