

## **Manual for Applicants**

Please note that paper form application for transcript / testimonial is now unavailable. Please use the online application system to submit your application.

There are 2 platforms for the online application: “**Kiosk**” version and “**Online**” version

<b>Version</b>	<b>Payment Method</b>	<b>Access</b>	<b>Remarks</b>	<b>How to Access?</b> <i>(Please see <a href="#">P.2</a> for screenshots)</i>	<b>Expected Completion Date</b>
Kiosk	<b>Octopus Card</b> at GS counter	GS computer only	Original copy of identification document must be presented to counter. <b>Must</b> use this for testimonial for IANG / loss of diploma application.	Using GS computers, click the shortcut “ <b>Transcript Application (Kiosk)</b> ”	Testimonial: <b>4 working days*</b> Transcript: <b>5 working days**</b>
Online	<b>Online Payment</b> , e.g. Credit card	Mobile or computer device that can access the Internet using web browser	Can upload scanned copy of identification document.	<a href="#">GS website</a> → Quick Link → On-line Application for Testimonial / Transcript of Academic Record	

\* Testimonial for IANG application will take 10 working days

\*\* Transcript (student copy **only**) for TPG programmes may be available immediately, if the application fulfills the following criteria:

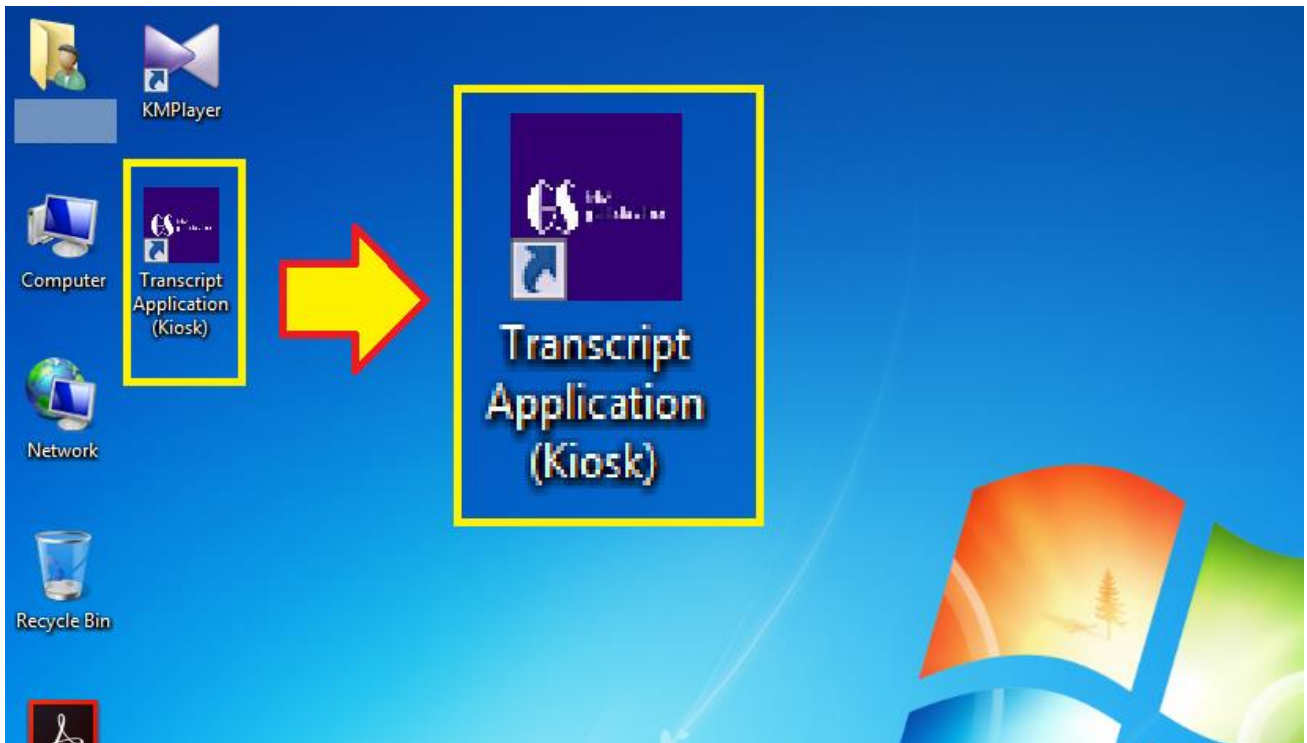
1. Submit the application using kiosk version of GSTran;
2. Pay the fee successfully at GS counter;
3. Delivery method: Collect at GS;
4. Application type: Transcript (student copy **only**) for TPG programmes

If you wish to pay with **online payment**, please use the **online version**. You may access the online version instantly using your mobile device. Non-GS computers (e.g. your notebook and computers at HKBU libraries) can also access the online version of GSTran.

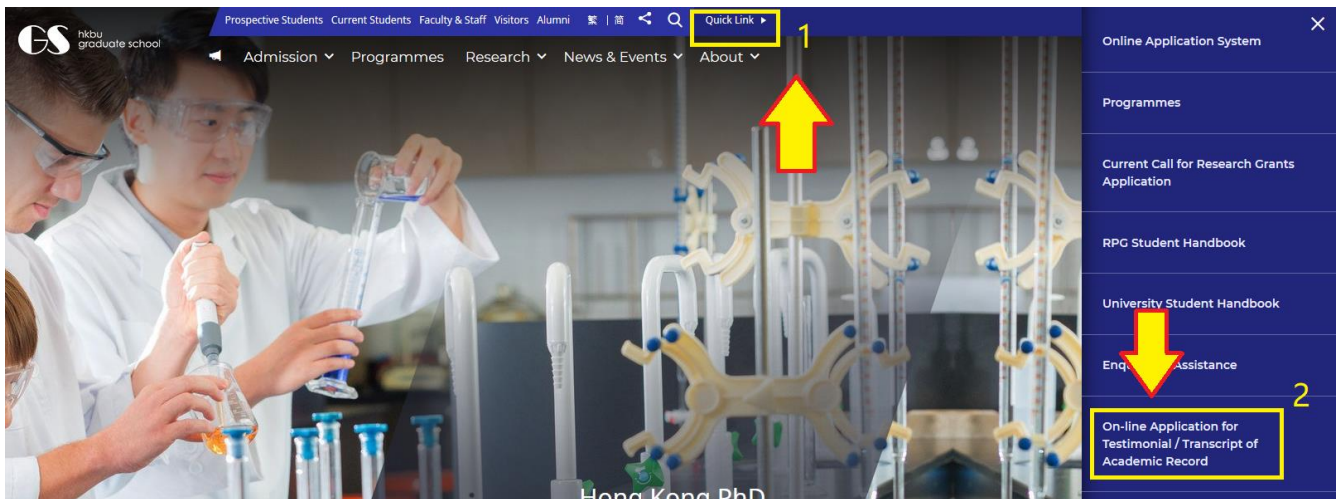
## Procedure

1. To start, choose the version of GSTran you would like to use.

- For computers at GS, please use the **shortcut “Transcript Application (Kiosk)”**



- For non-GS computers, please access the online version by visiting the [GS website](#) → Quick Link → On-line Application for Testimonial / Transcript of Academic Record



2. Choose the appropriate type of application, read the important notes and click “**Apply Now**”.

Testimonial      Transcript (Official Copy)      Transcript (Student Copy)

Official Transcript: NOT available for students as personal copies      Student Copy: Available for students as personal copies

### Important Notes For Testimonial

1. Testimonials are issued by the Graduate School as proof of student status at the University.
2. Testimonials are usually available **4 working days** after the completed application is received (except for IANG application which will take 10 working days).
3. Upon request, a testimonial can be sent by courier service with a fee for each delivery.
4. If 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.

**Apply Testimonial Now**

3. Enter application details; items with \* must be filled. Click “**Next**” to the next step.

- Please ensure the accuracy of the details entered. Incorrect or missing information may cause delay in your application.
- If you use HKID as ID type, **do not enter brackets**. If your HKID is A123456(7), please enter A1234567.

### Personal Particulars

Title	Miss
* Family Name	TEST
* Other Name	TEST
Chinese Name	Enter Chinese Name
* Date of Birth	1995-01-01
* ID Type	HKID Card
* ID Number	A1234567
	<small>If you use HKID as ID type, <b>do not enter brackets</b>. For example, if your HKID is A123456(7), please enter A1234567.</small>
* Country / Region	Hong Kong
* Contact Telephone Number	Enter Contact Telephone Number
* Email Address	Enter Email Address

4. Click “Add” to choose the number of copies and delivery mode.
  - For each collection method and delivery address, add a **separate** record.
  - For applications for **official copy of transcript**, if you wish to attach testimonial to it, please **tick the relevant box** and **make a separate application for testimonial**.

Application for Transcript (Official Copy)

Delivery

\* Number of Copies: 2

\* Delivery Method: ---- Please Select ----

with attachment(s) (e.g. Transcript request form / verification form of an institution) [Please upload accordingly]

with testimonial / certified true copy of corresponding graduation certificate [Please apply separately (if applicable)]

Close Save changes

5. For subsequent steps, please check if you are using Kiosk version or Online version.

### **Kiosk Version**

6. Check the application details, click “Confirm” at the bottom of the page to submit your application. You will receive an acknowledgement of your submission. **Please show the application code to GS counter for further process of your application.** You will receive an acknowledgement email **after successfully paying your application.**

Application Confirmed

Thank you for your application. Your application has been confirmed.

Application Details:

Application Code: GS18-00022 Please show this application code to counter.

\* You can click [HERE](#) to submit another application.

## Online Version

6. Upload your identification document. If you have other relevant documents, you may also upload them. Click “**More File**” if you need to upload more than one relevant documents. After choosing appropriate files, click “**Next**” to continue the application.

The screenshot shows a web interface for an 'Application for Transcript (Official Copy)'. At the top, there are four numbered steps: 1. Personal Particulars and Study Programmes, 2. Delivery, 3. File Upload and Remark (which is the active step), and 4. Confirmation and Payment. Below the steps is a 'File Upload' section. It contains two file selection fields: '\* HKID/Passport File' and 'Other File'. Both fields have a '瀏覽...' (Browse) button and a '未選擇檔案' (No file selected) message. Below these fields, it specifies 'Supported File Type: JPG, JPEG, PNG, PDF' and 'Max File Size: 5.00 MB'. A green 'More File' button is located at the bottom right of the upload area.

7. Check the application details, click “**Pay**” at the bottom of the page to submit your application. You will be then directed to payment page. You will receive acknowledgement email upon successful payment. An acknowledgement message would be shown at webpage.

The screenshot shows a confirmation page titled 'Acknowledgment of Online Application for Official Transcript'. The page has a purple header. Below the header, it says: 'Thank you for your payment. Your application has been confirmed. An application acknowledgement email has been sent to [REDACTED]'. Underneath, there is a section for 'Payment Transaction Details' with the following information:

Applicant Name:	[REDACTED]
Application Code:	GS18-000023
Amount:	HKD 420.00
Transaction Number:	GS00TRAN1800000031
Transaction Date Time:	2018-[REDACTED]

At the bottom of the page, there is a note: '\* You can click [HERE](#) to submit another application.'