

Graduate School
Manual for Applicants

Please note that the paper form for application for transcripts / testimonials is no longer available. Please submit your application through the online application system.

Two platforms are available for online application: “**Kiosk**” version and “**Online**” version

Version	Payment Method	Access	Remarks	How to Access? (Please see P.2 for screenshots)	Expected Completion Date
Kiosk	<ul style="list-style-type: none"> - Octopus - Credit Card (Visa, MasterCard & UnionPay) - WeChat Pay - AliPay <p>at GS counter</p>	GS computer only	Applicants must present their original identification document at GS counter.	At GS computers, click the shortcut “ Transcript Application (Kiosk) ”	Testimonial: 7 working days* Transcript: 7 working days
Online	Online Payment <ul style="list-style-type: none"> - Credit Card (Visa & MasterCard) - UnionPay - Wallyt (WeChat Pay, Alipay, Alipay HK, FPS, BOC Pay) 	Any mobile device or computer with internet access via web browser	Applicants will be requested to upload a scanned copy of their identification document.	GS website → Quick Link → On-line Application for Testimonial / Transcript of Academic Record	

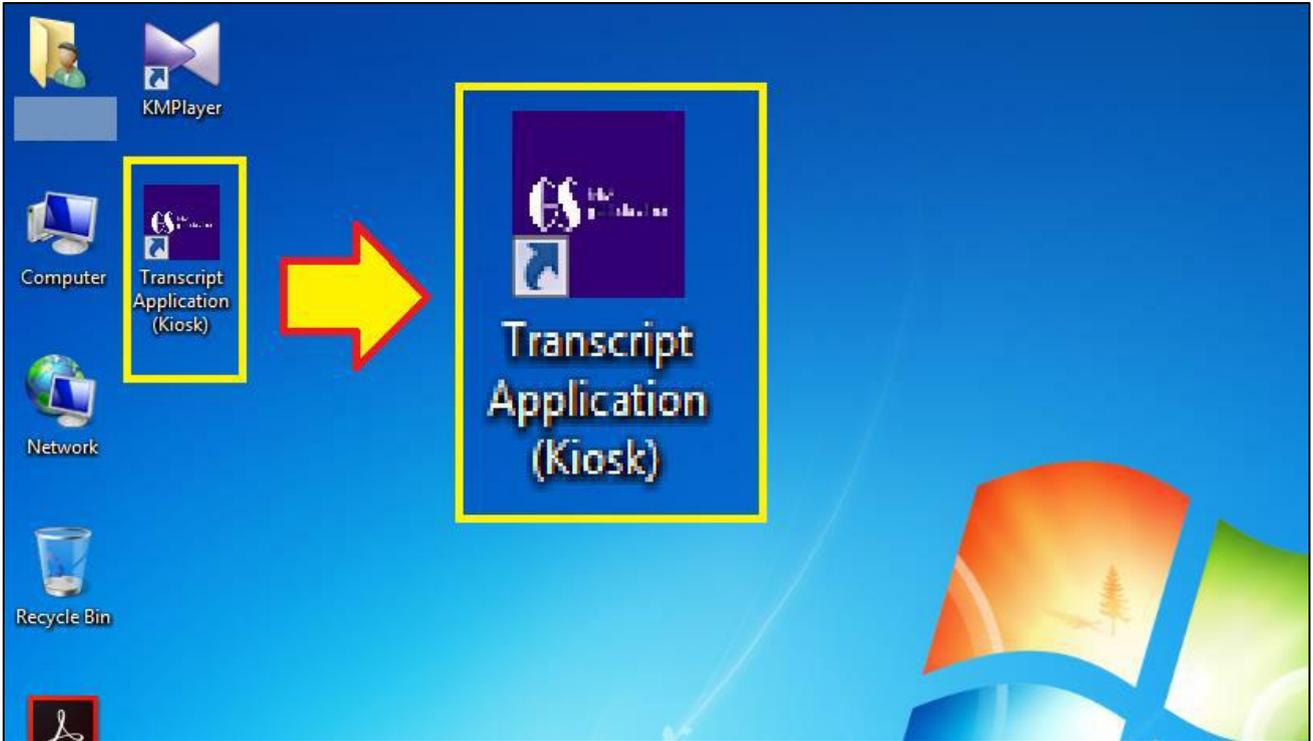
*Testimonial for IANG application will take 10 working days

If you wish to choose **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 PGTran.

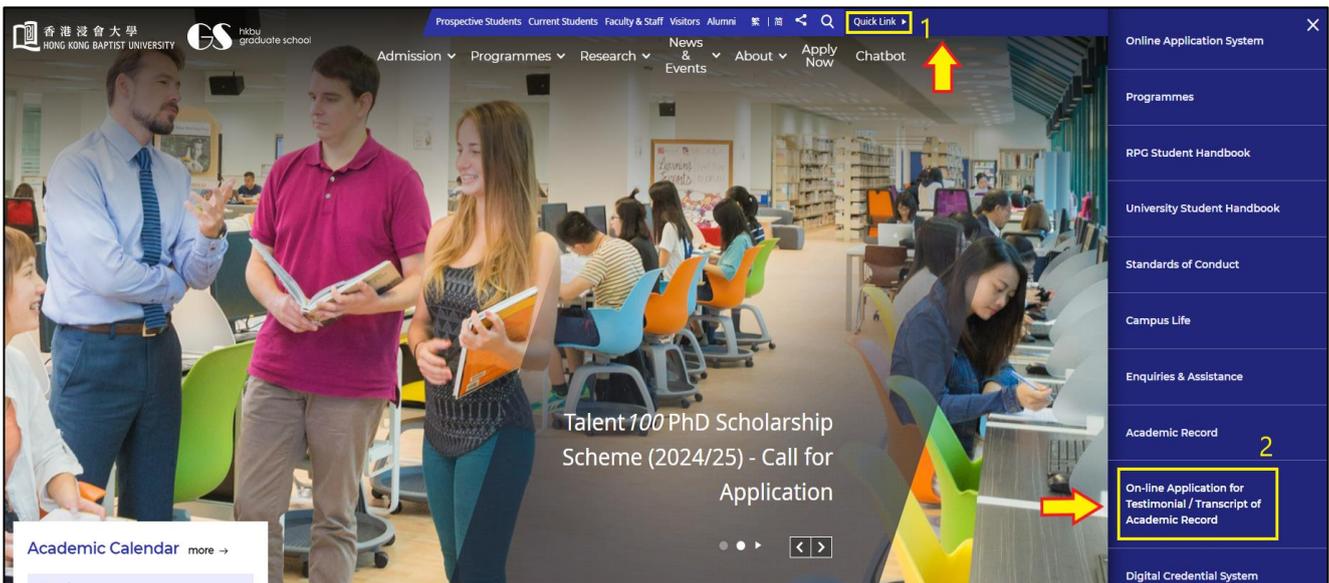
Procedure

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

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



- For devices other than 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 study level (i.e. Research Postgraduate Level for PhD/MPhil students)

Application for Testimonial / Transcript

Application for Testimonial / Transcript of Academic Record
(For Research / Taught Postgraduate Studies)
* For application for study level other than Postgraduate Level, please apply here

Please select your study level:

Taught Postgraduate Level
Professional Doctorate Degree/Taught Postgraduate Degree/Diploma/Certificates Programmes

Research Postgraduate Level
Doctor of Philosophy and Master of Philosophy

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

Testimonial Official Transcript Testimonial for IANG

Important Notes on Application for Testimonial

1. Testimonials are issued by the Graduate School as proof of student status at the University and can be applied online.
2. To apply for Testimonial for Visa Application for Non-local International Research Learning Experience, please provide supporting document (e.g. invitation/ proof of acceptance from the partner institution) and submit “Application for Study Leave (Non-local International Research Learning Experience)” via BUniPort.
3. Your application will only be processed upon the Graduate School's receipt of your complete application (including payment). Please expect the testimonials to be available in **7 working days** thereafter.
4. The testimonial fee is **\$50** per copy. NO REFUND will be given under any circumstances.
5. Upon request, courier service can be arranged with a fee for each delivery.
6. If you wish to arrange for a representative to collect your testimonial, the representative has to present his/her HKID card, an **authorization letter** bearing your signature and a copy of your HKID card.
7. Testimonials can be collected from the Smart Locker. You can choose the delivery method “**Collect at GS Locker**”. Please make sure you have read the collection procedure here before choosing this delivery method.

Apply Testimonial Now

4. Enter application details; items with * must be filled. Click “Next” for the next step.

- Please ensure the details entered are accurate. Incorrect or missing information may cause delay in processing your application.
- If you use HKID as ID type, **do not enter the brackets**. For example, HKID No. A123456(7) should be entered as 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
If you use HKID as ID type, do not enter brackets. For example, if your HKID is A123456(7), please enter A1234567.

* Country / Region: Hong Kong

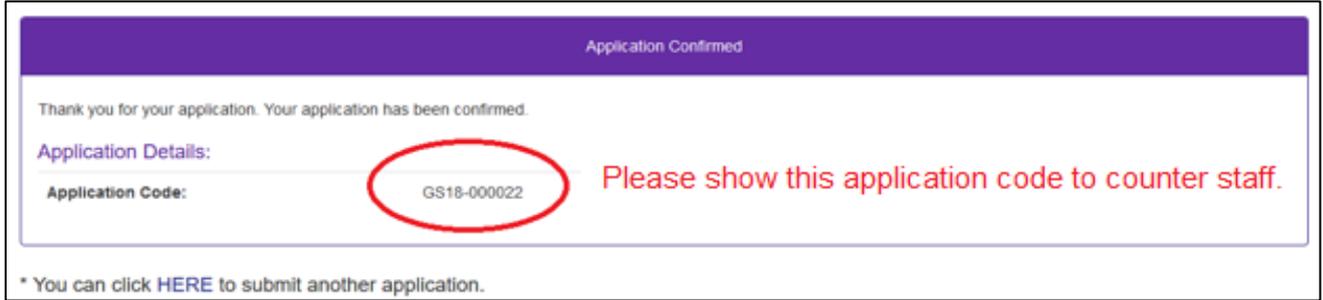
* Contact Telephone Number: Enter Contact Telephone Number

* Email Address: Enter Email Address

5. Click “**Add**” to choose the “**Number of Copies**” and “**Delivery Method**”.
 - For each collection method and delivery address, add a **separate** record.
 - If you would like to use the Smart Locker to collect your documents, please choose “**Collect from GS Locker**” as “**Delivery Method**”, and make sure you have read the collection procedure [here](#) before choosing the delivery method.
 - For documents to be sent by mail, the following delivery modes are available:
 - i. Local / Air mail (tracking number is unavailable);
 - ii. Registered mail
 - iii. Courier Service (outside Hong Kong only)
 - For the most updated details about the first two delivery modes, please refer to Hong Kong Post’s website:
 - i. For local correspondence address:
https://www.hongkongpost.hk/en/sending_mail/local/index.html
 - ii. For non-local correspondence address:
https://www.hongkongpost.hk/en/sending_mail/international/index.html
6. For subsequent steps, please check whether you are using Kiosk version or the Online version.

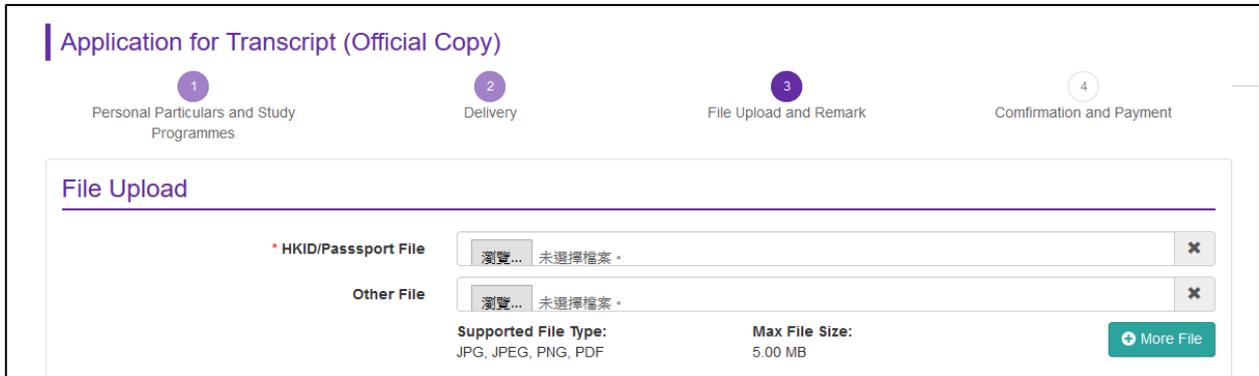
Kiosk Version

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

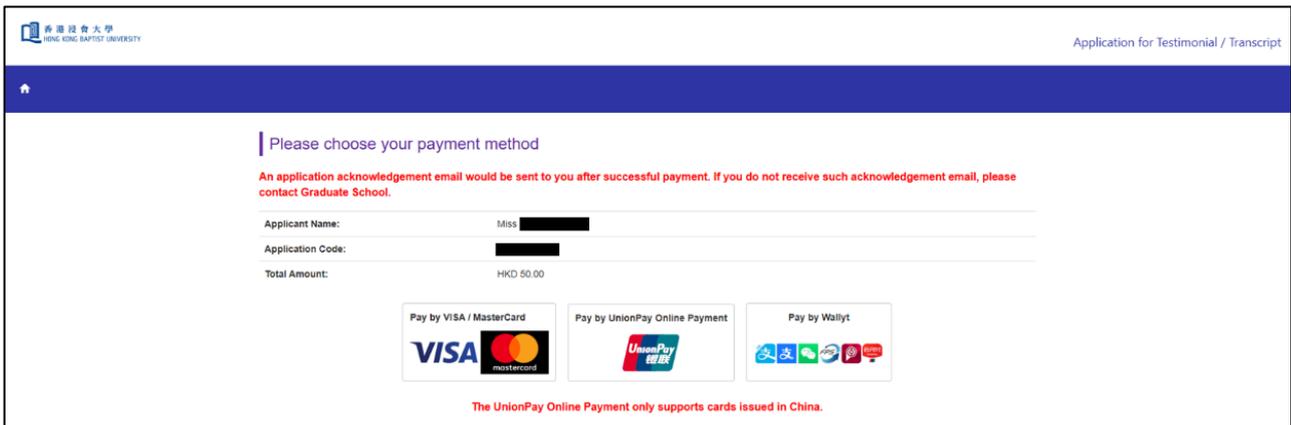


Online Version

8. Upload your identification document. If you have other relevant documents, you may also upload them via “**Other File**”. After choosing and uploading the appropriate files, click “**Next**” to continue your application.



9. Check the application details, and click “**Pay**” at the bottom of the page to submit your application. You will then be directed to the payment page to choose your payment method.



10. Upon successful payment, an acknowledgement message will be shown on the webpage, and an acknowledgement email will also be sent to you.

Acknowledgment of Online Application for Official Transcript

Thank you for your payment. Your application has been confirmed. An application acknowledgement email has been sent to [REDACTED]

Payment Transaction Details:

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

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