

## THE UNIVERSITY OF HONG KONG

### Arrangements for Collection of Certificate/Diploma

1. Certificates and Diplomas can be collected in person at the Academic Services Office of the Registry. You will be requested to produce your HKID card/passport for identification purpose and will be asked to sign an acknowledgement of receipt of the document.
2. If you are unable to collect your certificate/diploma in person, you may

*EITHER*

**(a) authorize a person to collect your certificate/diploma on your behalf:**

Please complete Section A of the Authorization Form overleaf. The authorized person will need to present

- (i) the completed Authorization Form,
- (ii) a photocopy of your HKID card/passport, and
- (iii) his/her HKID card/passport

to the Academic Services Office to collect your certificate/diploma. He/She will need to sign an acknowledgement of receipt.

*OR*

**(b) request the University to despatch the certificate/diploma to you by registered mail:**

A fee of HK\$40 will be charged. Please complete Section B of the Authorization Form overleaf and return

- (i) the completed Authorization Form,
- (ii) a photocopy of your HKID card/passport and
- (iii) evidence of payment of HK\$40 (Cash will not be accepted.)

to the Academic Services Office. On receipt of the above documentation, we will mail the certificate/diploma to you.

In either case, the University accepts no responsibility for any loss or damage of a certificate/diploma during collection or delivery. **YOU ARE STRONGLY ADVISED TO COLLECT YOUR CERTIFICATE/DIPLOMA YOURSELF.**

3. Certificates/Diplomas will be destroyed if they remain uncollected for SEVEN years.



H.W.K. Wai  
Registrar

May 2012

Academic Services Office

Address: Room G-04 Ground Floor, Run Run Shaw Building, The University of Hong Kong

Office Hours: Monday – Friday: 9.00 a.m. – 5.30 p.m. Saturday: 9.00 a.m. – 12.30 p.m.

Closed on Sunday, Public Holidays and University Holidays (*i.e.* Christmas Eve, New Year's Eve (p.m.), The day preceding Lunar New Year (p.m.) and Foundation Day (March 16)).

Tel: 2859 2433

Fax: 2540 1405

Email: [asoffice@hku.hk](mailto:asoffice@hku.hk)

# THE UNIVERSITY OF HONG KONG

## Authorization Form for the Collection of Certificate/Diploma

Please read the notes overleaf carefully and complete this form if you are unable to collect the certificate/diploma yourself.

### Personal Particulars

Name in English (in BLOCK letters, surname first): \_\_\_\_\_

Name in Chinese (if applicable): \_\_\_\_\_

University number: \_\_\_\_\_ HKID/Passport number\*: \_\_\_\_\_

Title of degree/certificate/diploma: \_\_\_\_\_

Classification (if applicable): \_\_\_\_\_ Year of award: \_\_\_\_\_

Contact number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

Correspondence address: \_\_\_\_\_

### Section A - Personal Particulars of the Authorized Person

Please complete this section and attach a photocopy of your HKID card/passport if you wish to authorize a person to collect your certificate/diploma on your behalf.

Name of authorized person (in English, surname first): \_\_\_\_\_

HKID/Passport number\*: \_\_\_\_\_

Contact number in Hong Kong: \_\_\_\_\_ E-mail address (if any): \_\_\_\_\_

OR

### Section B - Mailing Address for the Certificate/Diploma

Please complete this section and attach a photocopy of your HKID card/passport and evidence of payment of HK\$40 if you request the University to despatch the certificate/diploma to you by registered mail.

Name and Address (in BLOCK letters): \_\_\_\_\_

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To: The Registrar

I cannot collect my certificate/diploma in person and hereby #

- authorize the person named in Section A of this form to collect it on my behalf.
- request that my certificate/diploma be sent to me by registered mail to the address stated in Section B of this form. Evidence of payment/authorization form for credit card payment of HK\$40 and a photocopy of my HKID card/passport\* are enclosed.

I understand that the University accepts no responsibility for any loss or damage of the certificate/diploma during collection or postal delivery.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

(The signature must be the same as the one you used when studying at the University.)

\* Delete as appropriate

# Please check one box

# THE UNIVERSITY OF HONG KONG

## Notes for Fee Payment for Postal Delivery of Certificate/Diploma

1. The fee for sending the certificate/diploma to you by registered mail is HK\$40 (non-refundable).

2. Methods of Payment:

(a) Students residing in Hong Kong:

(i) Please pay the fee, using one of the methods overleaf;

*or*

(ii) Please complete the form below for payment by credit card.

If you are using the payment methods in 2(a)(i) above, it is essential that the original ATM customer advice / CQM transaction advice, or in the case of internet banking, a printed copy of the bank's acknowledgement statement which contains the payment reference number be stapled to your authorization form for submission to the University. Please retain a photocopy of the receipt as proof of fee payment.

(b) Students abroad

Please pay by bank draft (*in Hong Kong Dollars*) drawn on a bank in Hong Kong and made payable to "The University of Hong Kong", or by credit card (*please complete the form below*).

✂ .....

### CREDIT CARD PAYMENT

Full name of student (as registered with the University): \_\_\_\_\_

Please complete and attach this sheet to your authorization form if you choose to pay the fee by credit card.

Credit Card	<input type="checkbox"/> VISA <input type="checkbox"/> MasterCard
Name printed on credit card ( <i>BLOCK LETTERS</i> )	
Card Number	□□□□ - □□□□ - □□□□ - □□□□
Expiry Date	□□ / □□ ( <i>Month/Year</i> )

To: The Registrar

I hereby authorize The University of Hong Kong to charge HK\$40 to the above credit card account to cover the fee for sending the certificate/diploma by registered mail.

Signature of credit card holder: \_\_\_\_\_ Date: \_\_\_\_\_

(*The signature must be the same as that on your credit card.*)

Methods of Payment (for students residing in Hong Kong only)

<i>Payment method</i>	<i>Procedures</i>	<i>Receipt to be attached to the authorization form</i>
ATM (Automatic Teller Machine)	<ol style="list-style-type: none"> <li>1) Locate an ATM with 'Bill Payment' function</li> <li>2) Select "Bill Payment" → "Education" → "The University of Hong Kong" <i>(Please do not use the account transfer function for payment)</i></li> <li>3) Enter Bill Type: "06" Other Fees</li> <li>4) Enter Bill Account Number: "Your University Number (10 digits)" + 4002 (If you have forgotten your University Number, please use "2099999983" in lieu)</li> <li>5) Enter the amount of payment: HK\$40</li> </ol>	Original ATM customer advice
Internet banking	<ol style="list-style-type: none"> <li>1) Logon to any of the following websites: HSBC &lt;<a href="http://www.hsbc.com.hk">http://www.hsbc.com.hk</a>&gt; Hang Seng Bank &lt;<a href="http://www.hangseng.com">http://www.hangseng.com</a>&gt; JETCO &lt;<a href="http://www.jetpayment.com.hk">http://www.jetpayment.com.hk</a>&gt; BEA &lt;<a href="http://www.hkbea.com">http://www.hkbea.com</a>&gt;</li> <li>2) Make bill payment by choosing the following function: <i>(Please do not use the account transfer function for payment)</i> HSBC: View and Pay Bills Hang Seng Bank: View and Pay Bills JETCO: JET Payment BEA: Bill Payment / CyberPayment / JET Payment</li> <li>3) Select "The University of Hong Kong" as the merchant for payment</li> <li>4) Enter Bill Type: "06" Other Fees</li> <li>5) Enter Bill Account Number: "Your University Number (10 digits)" + 4002 (If you have forgotten your University Number, please use "2099999983" in lieu)</li> <li>6) Enter the amount of payment: HK\$40</li> </ol>	A printed copy of the bank's acknowledgement statement which contains the payment reference number
HSBC's CQM (Cheque Deposit Machine)	<ol style="list-style-type: none"> <li>1) Make a crossed cheque payable to "The University of Hong Kong" and write your name and your University Number (10 digits) at the back of the cheque <i>(Post-dated cheque is not acceptable)</i></li> <li>2) Deposit the cheque at any HSBC's CQM by               <ol style="list-style-type: none"> <li>a) entering The University of Hong Kong's bank account number 002-222834-002 and the cheque amount; and</li> <li>b) selecting "Reference" and entering the reference number: "Your University Number (10 digits)" + 4002 (If you have forgotten your University Number, please use "2099999983" in lieu)</li> </ol> </li> <li>3) Insert the cheque into the cheque insertion slot <i>[For details, please refer to the instructions listed on the machine]</i></li> </ol>	Original CQM transaction advice

# THE UNIVERSITY OF HONG KONG

## Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application procedures and forms designated for various purposes, *e.g.* for admission to a programme of study, for the issuance of your student registration card, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
  - (a) as a basis for selection of applications;
  - (b) as evidence for verification of the applicant's identity, examination results, academic records and other information; and
  - (c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student records will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.



H.W.K. Wai  
Registrar

September 2007