



Application for Letter of Certification

Please read the **Notes to Applicants** overleaf before completing this form.

Personal Particulars

Applicant's Name: _____ Student ID No.:

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Daytime Contact Phone No.: _____ HKID/Passport* No.:

E-mail Address: _____

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Programme Record for the Letter of Certification:

Programme Code / Programme Title: _____

Cohort: _____

Application Particulars (Please tick as appropriate)

To certify the enrolment details, e.g. normal duration of the programme, mode of study, expected graduation date.

Extension of student visa (*For non-local students, please see Note 4 overleaf*)

Collection of Certification Letter (Please tick as appropriate)

Number of certification letter(s) required (HK\$30 per copy): _____

I wish to collect the certification letter(s) in person.

Please mail my certification letter(s) to _____
 by ordinary mail (Local)/ regular air mail (Overseas)

by registered mail (HK\$20 per recipient) *P.O. Box is not acceptable*

I will authorize another person to collect the certification letter(s) on my behalf. (**Please refer to Note 2 overleaf.**)

Signature of Applicant

Date

Certification Letter(s) Received By

Signature of Applicant/Authorized Person*

Date

(For Office Use Only)

Octopus

Receipt Attached

Prepared by _____

Sent on _____

UOW College Hong Kong (UOWCHK) Letter of Certification

Notes to Applicants

1. Students may apply for various certification letters in respect of their studies at the College.
2. Applicants may authorize a third party to submit the application and collect the certification letter on their behalf. In this connection, the authorized person should produce his/her HKID card or passport for identification and record purpose and present the following documents upon application and collection of the certification letter:
 - The application form for certification letter (present this only upon application);
 - An authorization letter signed by the student concerned; and
 - A copy of the Student Identity Card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
3. Certification letters sent by post will be by ordinary mail for local recipients and regular air mail for overseas recipients. If registered mail is required, additional postal fee will be charged. P.O. Box address is not acceptable. The College will not be responsible for any mishandling of mail.
4. For non-local students who need certification letters for an extension of their student visa, please return the completed application form with their original Travel Document (通行證)/ Passport (this will be returned to the student or authorized person after inspection).
5. Personal Information Collection Statement:
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
 - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the College for consideration and/or necessary actions.
 - For non-local students, changes in student records may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
 - After the application has been processed, relevant data will be transferred to the student record system of the College.

Application Procedures

You may apply in person with the required fees payment, together with a valid legal proof of identity, e.g. HKID Card or passport for verification, to the College Office at:

Kowloon Tong Campus --- FW 402, 4/F, Festival Walk Tower, 80 Tat Chee Avenue, Kowloon Tong; or
Telford Campus --- Telford Plaza, 33 Wai Yip Street, Kowloon Bay

Fees Payment

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (UOWCHK account no.: 359-300001-004); or
- b. by electronic transfer to the above UOWCHK account at any Hang Seng Bank/HSBC ATM machine; or
- c. by Octopus at the College Office

For fees settled by (a) or (b) above, please attach the original receipt to the application form as proof of payment.