



Application for Testimonial

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

Personal Particulars

Applicant's Name: _____ Student ID No.:

--	--	--	--	--	--	--	--	--	--

 Daytime Contact Phone No.: _____ HKID/Passport* No.: _____
 E-mail Address: _____

--	--	--	--	--	--	--	--	--	--

Programme Record for the Testimonial:

Programme Code / Programme Title: _____

Collection of Testimonial (Please tick as appropriate)

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

- I wish to collect the testimonial(s) in person.
- Please mail the testimonial(s) to address: _____
 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 testimonial(s) on my behalf. **(Please refer to point 2 under Notes to Applicants.)**

Signature of Applicant

Date

Testimonial(s) Received By

Signature of Applicant/Authorized Person*

Date

(For Office Use Only)

- Octopus Receipt Attached

Prepared by _____

Sent on _____

* Please delete as appropriate

UOW College Hong Kong (UOWCHK) Testimonial

Notes to Applicants

1. A testimonial is a standard report to certify a student's record of studies at the College, which includes information on study status, programme records and award details (if available).
2. Applicants may authorize a third party to submit the application and collect the testimonial 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 testimonial:
 - The application form for testimonial (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. Testimonials 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. Please note that P.O. Box is not acceptable and the College will not be responsible for any mishandling of mails.
4. 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.