



Application for Transcript

(Please read the guidelines overleaf before completing this form.)

Section I: Student Particulars (Please '✓' the appropriate box)

Student Name: (English) _____ (Chinese) _____
(in BLOCK LETTER)

Student No:

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 HKID No.: _____

College/Institute/University^: CBCC CFHC CIHE SFU Contact No.: _____

Programme Name: _____

Current Year of Study: _____ Year of Graduation (if graduated): _____

(Note^: CBCC: Caritas Bianchi College of Careers; CFHC: Caritas Francis Hsu College;
CIHE: Caritas Institute of Higher Education; and SFU: Saint Francis University)

Section II: Application Details (Please '✓' the appropriate box)

1. No. of Copies Required (HK\$50 per copy): _____

2. Collection Method:

Collect in person during office hours*

By Post (The postage fee is to be borne by the applicant.)

Name of Addressee: _____

Address: _____

By Email sending to the following recipient

Name of Recipient: _____

Email Address: _____

Email Subject: _____

Collect by Authorized Person during office hours*

(Please produce authorization letter upon collection)

(Note*: Monday - Friday, 8:30 am - 7:00 pm, except Saturday, Sunday and Public Holidays)

Signature of Student

Date



Section III: Office Use Only

	By	On		By	On
Form received			Prepared by		
Fee received HK\$50 / copy x _____			Checked by		
HKID / Passport / StudID Checked			Sent out / Mailed to Student		
Postage for <input type="checkbox"/> Local Mail <input type="checkbox"/> Registered Mail <input type="checkbox"/> Air Mail			Recorded on Student File		

Guidelines on Application for Transcript

1. A free copy of transcript will be issued by the Registry to students who have completed the graduation requirements.
2. Other than the free copy mentioned above, an additional transcript would be charged at HK\$50 per copy plus a postage fee (if any). Payment should be made at the Finance and Estates Office. All fees paid are NON-refundable.
3. Students who have withdrawn unofficially are not eligible to apply for a transcript. Such students should complete the withdrawal procedures by filling out the form “**Notification of Official Withdrawal**” (**REG-S05**) available from the Registry and returning their Student Identity Card and other University/ College property before they can apply for the transcript.
4. The completed application form, together with the payment receipt, should be submitted to the **Registry Counter** (2/F Student Service Centre at SFU Building).
5. Normally ten working days should be allowed for processing the request. However, the transcripts for students who graduated before 2005 will need longer processing time.
6. Transcripts issued immediately after the examination periods or before the announcement of results will not show the course(s) being assessed in this semester until the results have been endorsed by the Academic Regulations Committee.
7. The Registry will not be responsible for the loss of the transcript which may occur during its mail delivery. Transcripts mailed to overseas institutions will be sent by ordinary airmail unless specified otherwise.
8. Personal data provided in this form will be treated in strict confidentiality and used by the University/ College for record verification only.