



## Application for Certifying Letter

(Please read the Notes to students overleaf before completing this form.)

### Section I. Student Particulars

SFU     CBCC

Student Name: (English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

(in BLOCK LETTER)

Student No:

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Study Mode:  Full-time/  Part-time

Contact No.: \_\_\_\_\_

Programme Name/ Stream: \_\_\_\_\_

Current Year of Study: \_\_\_\_\_

Year of Graduation (if graduated): \_\_\_\_\_

### Section II: Type of Application

Please place a ✓ in the appropriate box(es). You may choose MORE THAN ONE type.

Certification of student status

Certification of graduation

Certification for TUNS's application (For BNUR/ BNAD students ONLY)

Others (please specify \_\_\_\_\_)

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

Reason for Application

Study

Work

Others (please specify \_\_\_\_\_)

Collection Method

In person

By post (*The postage fee is to be borne by the student.*)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

By email sending to the following email

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Pickup by Authorized Person

(Please produce authorization letter upon collection)

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date



**Section III: Office Use Only**

Completed Form received:	By	Date	Document Processed:	By	Date
Required Fee Paid:	<input type="checkbox"/> Yes <input type="checkbox"/> No				

**NOTES TO STUDENTS**

1. Requests for Certifying Letter would be charged at HK\$50 per copy. Payment should be made at the Finance and Estates Office. Fees paid are NOT refundable.
2. Students who have withdrawn unofficially are not eligible to make the application. Such students should complete the withdrawal procedures before they can apply for the certification by filling the form which can be obtainable from the Registry's website or enquiry counter. Upon withdrawal, students are required to return their Identity Card, settle all the library loans and other outstanding University/ College property.
3. The completed application form, together with the payment receipt, should be submitted to the **Registry Counter** (2/F Student Services Centre at SFU Building).
4. Normally 7 working days should be allowed for processing the request.
5. The Registry will not be responsible for the loss of the certifying letter which may occur during its mail delivery. Certifying letters mailed to overseas institutions will be sent by ordinary air mail unless otherwise stated.
6. Personal data provided in this form will be treated in strict confidentiality and will be used by the University/ College for record verification only.