

Application for Transcript of Studies

Notes and Application Procedures

- Applications will not be processed until the completed application form and appropriate fees are received by the University.
- All transcripts are produced using current transcript standards.
- The transcript will normally be ready for collection within two weeks from the date of receipt of a completed application. Student will be notified by email when the transcript is ready for collection. The transcripts have to be collected within three months from the date of application.
- A handling fee of HK\$100 per copy plus \$15.5 for each registered mail will be charged. Payment can be made:
 - by cash via any branch of Hang Seng Bank (Account No.: 024-262-324999-008).
 - by crossed cheque in HK dollars made payable to "The Hong Kong University of Science & Technology".
- The completed application form, together with proof of payment (such as the validated pay-in-slip or ATM slip) or cheque, should be returned to *Academic Registry*, *The Hong Kong University of Science and Technology*, *Clear Water Bay*, *Kowloon*, *Hong Kong* by mail or in person (office hours: Monday to Friday, 09:00-17:15).
- For enquiry, please call (852) 2358-6123 or email to CL3@ust.hk.

Student's Particulars	
Student Name: Surname Given Name	Student No.: HKID Card No.:
Contact Phone No. (Day-time):	Email Address:
Application Particulars	
Program Title:	
Program Code: F	Program Period (Month/Year): From to
Collection Method (please tick and provide the inform	mation as appropriate):
☐ Please send the transcript(s), (copies) dir the address(es) indicated at the back of this form	ectly under confidential cover and by registered / ordinary mail to m.
	nt and the photocopy of the applicant's HKID Card is required. The /her HKID Card for verification during application and/or collection.
Total copies required :	
Total transcript application fees (HK\$100 per copy	plus \$15.5 for each registered mail): HK\$
Declaration	Procedures" above regarding the application for Transcript of Studies.
Signature of Student:	Date:
For office use only	
Received on Fee enclosed	d HK\$ Pay-in slip / Cheque (No.:)

Please send the transcripts by registered mail directly to the following address(es):	
Name of recipient:	Name of recipient:
Address:	
No. of copies required:	No. of copies required:
Name of recipient:	Name of recipient:
Address:	Address:
No. of copies required:	No. of copies required:
Name of recipient:	Name of recipient:
Address:	Address:
No. of copies required:	No. of copies required:
Name of recipient:	Name of recipient:
Address:	Address
No. of copies required:	No. of copies required: