



The Hong Kong University of Science and Technology
Academic Registry
Application for Transcript of Studies

UG & PG
Form EX-10

Notes and Application Procedures

- 1) Students' academic transcripts provide the FULL record of their academic results and performance. A free copy of the official transcript will be issued automatically by the Academic Registry to students who have: (i) completed a degree program at the University and have been formally admitted to the degree (i.e. after the Congregation); or (ii) withdrawn from the University and have completed all formal procedures for withdrawal.
- 2) Requests for further copies of official transcript can be submitted via the online application system at: <http://transcript.ust.hk/> . The fee for the official transcript is HK\$50 per copy plus \$15.5 for each registered mail.
- 3) For requests submitted using this paper form, payments should be made at "Miscellaneous Purchases" via Student Center (<http://arr.ust.hk/student-center>). A printout / image of the successful transaction record **must be submitted** as proof of payment.
- 4) Sections I and II must be completed. Completed application form, together with proof of payment should be returned to the Academic Registry: in person during office hours (Monday to Friday, 09:00-17:15) / by mail (address : Academic Registry, Room 1381, via Lift 17-18, HKUST, Clear Water Bay, Kowloon, Hong Kong) / by email (transcript@ust.hk) / by fax (852-2358-0769).
- 5) Application and / or collection of transcript made by a representative must bear the authorization of the applicant by presenting a letter of authorization and the photocopy of the applicant's identification document[#]. The representative will be requested to show his / her photo-bearing identification document[#] for verification during application and / or collection. The photocopy of the applicant's identification document[#] shall be destroyed afterwards.
- 6) If it is required to have a covering form (such as Transcript Request Form, etc.) attached to the transcript or to have the transcript sealed in an official envelope, students must indicate so at the time of submitting this form. Requests that are raised subsequent to the delivery / collection of the transcript shall **not** be considered.
- 7) Normally, five working days should be allowed for processing the request. Transcript requests are processed in the order of receipt and the transcripts have to be collected within three months from the date of application.
- 8) Students are advised **not** to apply for the official transcripts during periods where course and / or registration records are subject to changes (e.g. grade reporting, grade review, course registration, add-drop periods, awaiting for the approval for graduation status, etc).

[#] Examples of identification documents are HKUST Card, HKID Card, Passport...etc.

Section I (Student's Particulars)

Student Name: _____ Student No.:

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Surname Other Name

Contact Phone No.: _____ Email Address : _____

Section II (Application Particulars) *(Please tick and provide the information as appropriate)*

Please send the transcript, (copies) directly under confidential cover and by registered / ordinary mail to the address(es) indicated at the back of this form.

I / my representative* shall collect the transcript, (copies) in person. (*Please see Note 5 above)

Total copies required _____ :

Total transcript application fees (HK\$50 per copy plus \$15.5 for each registered mail) _____ : **HK\$** _____

I understand that official transcripts are normally **not** issued during periods where course and / or registration records are subject to changes (e.g. grade reporting, grade review, course registration, add-drop periods, awaiting for the approval for graduation status, etc). If I request a transcript during these periods and should changes occur after the transcript is printed, a **fresh application** will be made if I need an updated copy.

Signature of Student

Date

Personal Information Collection Statement

- i) The personal data provided in this form will be used for checking of records and processing this application only. It is obligatory for you to supply the required data on this form. Your application may be delayed or may not be considered if the data submitted are incomplete.
- ii) The personal data collected may be provided to major departments /schools, or relevant administrative offices for the above-mentioned purposes.
- iii) For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: progreg@ust.hk; Office address: Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

Please send the transcripts by registered mail directly to the following address(es) :

Name of recipient : _____

Address : _____

No. of copies required :

Name of recipient : _____

Address : _____

No. of copies required :

Name of recipient : _____

Address : _____

No. of copies required :

Name of recipient : _____

Address : _____

No. of copies required :

Name of recipient : _____

Address : _____

No. of copies required :

Name of recipient : _____

Address : _____

No. of copies required :

Official Use Only

Transcript prepared by : _____ on _____

Transcript sent by : _____ on _____

Acknowledgement of Receipt

IMPORTANT: Please check your official transcript when you receive the document. To ensure data integrity of your transcript, further requests such as attaching a covering form (e.g. Transcript Request Form, etc) to the transcript or having the transcript sealed in an official envelope shall **not** be considered **once** you have signed this acknowledgement of receipt and take the transcript away.

Signature of Student : _____ Date : _____