



Application for Provisional Award Certification Letter

Notes and Application Procedures

- The Award Certification Letter is a standard letter issued by Academic Records and Registration (ARR), Academic Registry to certify a **graduate's** status and degree award details. One free copy will be issued upon graduation approval and further requests can be submitted online at: https://www.ab.ust.hk/apply_award_letter.
- Potential graduates** who are in urgent need of proof of program completion (e.g. visa extension or job hunting) may apply for a provisional certification at a fee. This letter **must be** addressed to the institution/employer/organization concerned.
- Students should make the payment (**HK\$30 per copy**) at "Miscellaneous Purchases" via Student Center (<http://arr.ust.hk/student-center>) and submit a printout/image of the successful transaction record as a payment proof.
- Applications with the successful transaction record should be submitted to ARR, Academic Registry:
 - in person: ARR, Academic Registry, HKUST, Clear Water Bay, Kowloon, Hong Kong; or
 - by email: arrgrad@ust.hk
 The normal processing time is **5 working days** upon confirmation of completion of program (**with all course grades finalized**).
- The information given in this form will be used for processing this application only.

Section I Personal Particulars

Name (in English): _____ HKUST Student ID:

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

Email / _____

Contact Phone No.: _____ Date of Birth: _____

Program of Study: _____

Section II Application Details

The provisional letter **must be** addressed to the Institution/Employer/Organization related to the urgent need. Please fill in the name of the recipient below:

Request 1 - No. of Copies: _____	Request 2 - No. of Copies: _____
Name of Institution/Employer/Organization: _____	Name of Institution/Employer/Organization: _____

Collection Details#:

In Person / By Representative

The letter shall be collected in person from the ARR Office. Any representative collecting the letter on your behalf will be requested to present a copy of your identification document* and his/her own identification document to make the collection.

Name of Representative (if any): _____

By Mail

The letter shall be mailed to the following address:

Request 1 - Address: _____	Request 2 - Address: _____
_____	_____
_____	_____
_____	_____

I have read through and understand the Notes and Application Procedures stipulated in this form.

Signature of Applicant: _____ Date: _____

Personal Information Collection Statement

- 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.
- The personal data collected may be provided to major departments/ schools, or relevant administrative offices for the above-mentioned purposes.
- For access or correction of the personal data after submission of this form, please contact the Academic Registrar (email: arrgrad@ust.hk, Office address: Academic Records and Registration, Academic Registry, Room 1381, Academic Building, HKUST). For the University's Privacy Policy, please refer to <http://www.ust.hk/privacy-policy>.

Please tick any of the following boxes and provide the required information as appropriate.

* Examples of the identification document are HKID card, Passport or Student ID card. Copies will NOT be retained after verification.

For Office Use

Processed by: _____ Remarks (if any): _____

Letter serial no.: _____ Collected by: _____ on _____