



**Application for Provisional Award Certification Letter**

**Notes and Application Procedures**

- Potential graduates** who are in urgent need of proof of program completion may apply for a provisional certification at a fee. The letter will only be issued in the last month of the student's expected term of graduation. The normal processing time is **5 working days** upon confirmation of completion of program (**with all course grades finalized**).
- Students should make the payment (**HK\$30 per hard/soft copy**) at "Miscellaneous Purchases" via the SIS (Student Center) and submit an image of the successful transaction record as a payment proof. Payment will not be refunded.
- Applications with the transaction record should be submitted to the Academic Registry in person, or by email to: [ar.grad@ust.hk](mailto:ar.grad@ust.hk).

**Section I Personal Particulars**

Name (in English): \_\_\_\_\_ HKUST Student ID: 

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Email / Phone No.: \_\_\_\_\_ Program (First Major): \_\_\_\_\_

**Section II Application Details**

Please choose one type of application and fill in the details:

<p><input type="checkbox"/> <b>Type A</b> No. of Copies: _____</p> <p>The "Type A" letters will print "To Whom It May Concern" as the letter heading. This type of letter is suitable for:</p> <ul style="list-style-type: none"> <li>- <b>Immigration Arrangements for Non-local Graduates (IANG) - hard copy recommended</b></li> <li>- General Purposes*</li> </ul> <p>*As this application is only for students with urgent need of proof, please state your application reason in brief:  <input type="radio"/> IANG   <input type="radio"/> Employment   <input type="radio"/> Further Education  <input type="radio"/> Others (Please specify: _____)</p>	<p><input type="checkbox"/> <b>Type B</b> No. of Copies: _____</p> <p>The "Type B" letters will be addressed to the Institution/Employer/Organization related to the application.</p> <p>Please specify the name of Institution/Employer/Organization:          _____          _____</p>
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**Section III Collection Details**

- In Person / By Representative**  
 The letter shall be collected in person from the Academic Registry. Any representative collecting the letter on your behalf will be requested to present a copy of your identification document (ID) and his/her own ID to make the collection. Examples of the ID are HKID card, Passport or Student ID card. Copies will NOT be retained after verification.

Name of Representative (if any): \_\_\_\_\_

- By Mail / Email (If you choose Email, a scanned copy will be provided and it will be considered as ONE paid copy.)**  
 The letter shall be mailed to the following address by ORDINARY mail (i.e. NO tracking number will be provided):

Postal Address<sup>@</sup> / Email Address:

<sup>@</sup> For delivery to Mainland China / Taiwan, address in **Chinese** is preferred.

Please **type** the address either on this form or in the submission email.

If the additional copies are to be sent to different addresses, please indicate the details clearly in your email.

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

Signature of Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

**Personal Information Collection Statement**

- i) The personal data provided in this application 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: arprog@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>.

**For Office Use**

Processed by: \_\_\_\_\_ Remarks (if any): \_\_\_\_\_

Letter serial no.: \_\_\_\_\_ Collected by: \_\_\_\_\_ on \_\_\_\_\_