TUNG WAH COLLEGE
Registry
Application for Testimonial

Ref. No.:

T-_____-_____

Please read the NOTES TO STUDENTS overleaf before completing this form.

Section A: Student Particulars

Name*(Mr/Miss/Ms*)*: _____ ( ) Student No.: _____

English Name in BLOCK letters   *Chinese Name*

Date of Birth: _____ HKID No.: _____ Phone No.: _____

Programme of Study: _____ (Major: _____)

Personal Email (For Withdrawn/De-registered Students ONLY): _____

Section B: Application Details and Delivery Method

I would like to apply for ____ copy / copies of Testimonial.

Remarks: _____

Certification

☐ **Registration Status/ Withdrawal Status/ De-registration Status** *(processing time: 3 working days)*

☐ **Graduation Status** *(processing time: may vary depends on approval progress of graduation)*

For Non-local Students ONLY:

☐ **Supporting document for extension of student visa** *(processing time: 3 working days)*

For BHSc(N)/HD(N) Students ONLY:

☐ **Supporting document for application of TUNS/TPN (indicating study level, e.g. Year 2, Year 3)**

(processing time: 5 working days, as additional processing time is needed for certification by School of Nursing)

Delivery Method

The Testimonial will be: (Please √ where appropriate)

☐ collected at the Registry

(Note: Testimonials not collected within three months from the issue date will be destroyed for security reason)

☐ sent to the following address by mail (**please read note 8 overleaf**)

For local address: ☐ *ordinary mail (without tracking)* ☐ *registered mail (+HK$15.5)*

For address outside Hong Kong: Please contact the Registry for the postage fee.

(Please write clearly to avoid postal errors)

Name: _____

Address: _____

_____

Section C: Total Application Fee

Amount (HK$)

_____ copy / copies @ HK$30: _____

Postage fee: _____   Signature of Applicant:_____

Total: _____   Date: _____

*Delete as appropriate

To be completed upon collection of Testimonial

I acknowledge receipt of _____ copy / copies of Testimonial.

Signature of Applicant:_____ Date: _____

For FO/REG use only (Form REG-13)

Paid by Cash / Cheque / Bank-in / Octopus / EPS Payment Ref: _____ Amount: $_____

FO Receipt No.: _____   Handled/Recorded by _____ on _____

NOTES TO STUDENTS

1. A Testimonial is a certification of the student's current registration status at Tung Wah College.

2. Completed application form(s) should be submitted to the Registry (8/F, King's Park Campus).

3. The application fee for each copy of Testimonial is HK$30.00.

4. The applicant is required to present his/her Student ID card or Hong Kong Identity (HKID) Card when submitting the application form.

5. If the applicant cannot submit the application form/collect the testimonial in person, he/she may authorize a representative to submit the application form/collect the testimonial on his/her behalf. The applicant should download and complete the authorization form (http://www.twc.edu.hk/reg/download_area), and ask his/her representative to bring (i) the completed and signed authorization form; (ii) a photocopy of the applicant's Student ID card or HKID card; and (iii) the representative's HKID card or Passport to the Registry.

6. Application will only be processed upon receipt of application form and payment. Normal processing time is **3** working days upon receipt of application form and payment (**the processing time for testimonials for application of TUNS is 5 working days** as additional processing time is needed for certification by the School of Nursing). **Testimonials not collected within three months from the issue date will be destroyed for security reason.** The applicant has to submit a new application and pay the application fee for the issuance of testimonial again.

7. If the applicant has attended more than one study programme of Tung Wah College and wish to apply for testimonials of these programmes, he/she should complete **ONE application form for each programme**.

8. To avoid postal error, please put down the names and addresses of the recipient **clearly** in Section B. The College accepts no responsibility for any loss or damage of the documents during postal delivery.

9. The information provided in this form will only be used for processing this application. The Registry will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the College for handling of the application.

For REG use only (Form REG-13)

1. Receive application form by _____ on _____

2. Check HKID/Student ID card by _____ on _____

3. Check applicant has no Stop List in PowerCAMPUS by _____ on _____

4. Print testimonial(s) by _____ on _____

5. Check printed testimonial(s) by _____ on _____

6. Scan signed testimonial(s) by _____ on _____

7. Send out testimonial(s) by local mail / air mail* (if applicable) by _____ on _____

8. Notify applicant testimonial(s) ready for collection / has been sent by _____ on _____