TUNG WAH COLLEGE
Registry
Application for Transcript of Studies

Form REG-12

Ref. No.:
TS-_____-_____

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Personal Email (For Withdrawn/De-registered Students ONLY): _____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: Type of Transcript of Studies

Please choose the Type of transcript of Studies (Please √ where appropriate):

☐ Transcript of Studies (Official Copy) - *Please fill in Section C* (**Please see note 7 overleaf**) No. of copies: _____

☐ Transcript of Studies (Student Copy) - *Please fill in Section D* No. of copies: _____

(***Please fill in a separate form if you wish to apply for both Official Copy and Student Copy***)

Section C: Recipient of Transcript of Studies (Official Copy)

The Transcript of Studies (Official Copy) will be sent to the following address by mail:

(Please write clearly to avoid postal errors)

Name: _____

Address: _____

_____

Note: For address outside Hong Kong, please contact the Registry for the postage fee.

Purpose (Please √ where appropriate): ☐ admission ☐ others, pls specify _____

Remarks: _____

Section D: Delivery Method for Transcript of Studies (Student Copy)

The Transcript of Studies (Student Copy) will be: (Please √ where appropriate)

☐ collected at the Registry

(Note: Transcripts <u>not collected within three months</u> from the issue date will be <u>destroyed</u> 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 E: Total Application Fee

Amount (HK$)

_____ copy / copies @ HK$60: _____

Postage fee: _____   Signature of Applicant: _____

Total: _____   Date: _____

***Delete as appropriate**

To be completed upon collection of Transcript of Studies (Student Copy)
I acknowledge receipt of _____ copy / copies of Transcript of Studies (Student Copy).
Signature of Applicant:_____ Date: _____

NOTES TO STUDENTS

1. Completed application form(s) should be submitted to the Registry (Room 805, 8/F, 31 Wylie Road, Homantin, Kowloon; Office hours: Monday – Friday: 9:00am – 5:30pm; Saturday, Sunday and Public Holidays: Closed).

2. The application fee for each copy/set of Transcript of Studies is HK$60.00.

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

4. If the applicant cannot submit the application form/collect the transcript in person, he/she may authorize a representative to submit the application form/collect the transcript 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.

5. 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. **Transcripts 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 transcript again.

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

7. The Transcript (Official Copy) shall NOT be issued to a student or any individual. It shall be sent directly to the educational institution concerned by registered mail upon the consent of the student.

8. To avoid postal error, please put down the names and addresses of the recipients **clearly** in Section C/Section D. 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-12)
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 transcript(s) by _____ on _____
5. Check printed transcript(s) by _____ on _____
6. Scan signed transcript(s) by _____ on _____
7. Send out transcript(s) by local mail / air mail* (if applicable) by _____ on _____
8. Notify applicant transcript(s) ready for collection / has been sent by _____ on _____