THE CHINESE UNIVERSITY OF HONG KONG
International Summer School

Transcript Request Form

- This form is only applicable for non-CUHK students who have attended CUHK International Summer School (ISS).
- Transcript Request Form and Credit Card Payment Authorization Form should be returned together to ISS by email at iss@cuhk.edu.hk.
- For enquiries, please contact ISS at iss@cuhk.edu.hk or (852) 3943-9784.

Student's Particulars

Full Name: ________________________________________________________________________________
(in BLOCK letters, surname first)

CUHK Student ID No.:_________________________ Enrollment Year: _________________________

Correspondence Address: ___________________________________________________________________
________________________________________________________________________________________

E-mail Address: ______________________________ Tel No.: ________________________________

Transcript Request

Official transcripts will not be issued to student or any private individual. They will be sent directly to an institution or a prospective employer. Transcripts issued to student or any private individual will be an unofficial copy marked “Student Copy”.

☐ No. of official transcript(s) requested: __________ (not to be sent to student or any private individual)

☐ No. of unofficial transcript(s) requested: __________ (marked “Student Copy”)

Collection Method

☐ I will pick up the transcript(s) in person. Please call me at ______________ (HK phone no.) when ready for collection.

☐ Please send the transcript(s) to me in PDF format by email.

☐ Please send the transcript(s) directly to the following address(es):
(Please ensure you put a full address including country, postal code and telephone number. If you send to an institution, please include recipient name and related office/department. You can put the address(es) in the email content for accuracy.)

_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________

Country: ______________________ Postal Code: ____________________ Tel. No.: ______________________

Delivery Method

Please note that the ISS accepts no responsibility for any loss or damage of the transcript(s) during postal delivery. The application normally takes about 10 days to process upon receipt of the appropriate fee. Postal delivery by air takes another 5-14 days, depending on the destination. If you need it urgently, you are recommended to choose FedEx with a higher cost which is the speediest way of delivery and can trace the mail.

☐ Normal local / airmail

☐ FedEx (additional charge listed on credit card payment authorization form)

(Please check the box as appropriate)

Signature: _____________________________ Date: ____________________________
I hereby authorize INTERNATIONAL SUMMER SCHOOL of THE CHINESE UNIVERSITY OF HONG KONG to charge my credit card according to the following instructions.

Card Type: ☐ Visa ☐ Master

Card Issuing Bank: ______________________

Card number: ______________________

Name printed on credit card (in BLOCK letters): ______________________

Card Expiry Date: __ / __ (Month / Year)

Transaction Particulars and Amount:

Name of student: ________________________________________________

CUHK student ID no.: ____________________________________________

No. of transcript(s) requested (HK$40 per copy including normal local / airmail): ____________

FedEx charge * (optional): HK$ ____________

* For FedEx, additional charge of HK$300 per shipment to America, Australia, Canada, Denmark, France, Germany, New Zealand and United Kingdom; HK$180 per shipment to China, Japan, South Korea, Singapore and Taiwan is required. For other destinations, please consult ISS for the exact fee.

Total amount to be debited: HK$ ____________

Signature of Credit Card Holder: ____________________________________________

(Please use the authorized signature as on your credit card)

Date: ____________________________________________

Please return this form together with the Transcript Request Form to International Summer School of The Chinese University of Hong Kong by email at iss@cuhk.edu.hk.