

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Personal Email (For Withdrawn/De-registered Students ONLY): _____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

(Please write clearly to avoid postal errors)

Name: _____

Address: _____

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

- sent to the following address by

- ordinary mail (local)/ regular air mail (overseas) registered mail (+HK\$15.50)

(Please write clearly to avoid postal errors)

Name: _____

Address: _____

Section E: Total Application Fee

_____ copy / copies @ HK\$60:	Amount (HK\$)	Signature of Applicant: _____
Postage fee: _____		Date: _____
Total: _____		

*Delete as appropriate

For FO/REG use only (Form REG-12)

Paid by Cash / Cheque / Bank-in / Octopus / EPS Payment Ref: _____ Amount: \$ _____
FO Receipt No.: _____ Handled/Recorded by _____ on _____

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. For transcript(s) to be sent to overseas addresses outside Hong Kong, the applicant is required to pay additional air postage at the following rate (please visit the website of Hong Kong Post at <http://www.hongkongpost.hk> for the updated postage rate):

	Zone	Weight*	Postage# (HK\$)	Postage for each additional 10g (HK\$)
-	The mainland of China and Taiwan	under 50g	\$9.10	\$1.60
1	Asia (except Japan)	under 50g	\$11.00	\$1.80
2	Japan, Oceania, Europe (except Eastern Europe and Scandinavia) and North America	under 50g	\$12.50	\$1.90
3	Eastern Europe, Scandinavia, Russia, South America, Africa and other destinations	under 50g	\$13.10	\$2.00

* Transcript of Studies without any enclosure weights under 50g.
For registered mail, an additional **\$15.50** shall be incurred.

9. 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.
10. 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.

<u>For REG use only (Form REG-12)</u>	
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 <u>local mail / air mail</u> * (if applicable) by _____ on _____
8.	Notify applicant transcript(s) ready for collection / has been sent by _____ on _____