

# LINGNAN UNIVERSITY

## Application for Transcripts

- Notes :**
1. Applications may be made in person, by post or by email.
  2. For all applications by post/email, a copy of the applicant's HKID and cheque payment must be attached. For email application, please send your cheque by post. To avoid unnecessary delay in the process, applicants are advised to send to the Registry, together with the completed application form, a cheque / bank draft which shall be made payable to "Lingnan University" to settle the required fees. Overseas personal cheques and postal orders are NOT acceptable. Applicants are advised that late payment will delay the application process.
  3. Transcripts will not be issued to the following persons :
    - (a) Students who have outstanding accounts due to the University.
    - (b) Students who have unofficially withdrawn from the University.
    - (c) Students who have not completed a term of studies at the University.
    - (d) Auditing students.
  4. Academic award(s) and disciplinary action(s) taken against a student may be entered into the transcript.
  5. Students should note the possibility of mails being lost during transmission for transcripts not sent by registered mail.
  6. Under normal circumstances, processing of each application takes 7 working days.
  7. Non-academic awards/scholarships and student activities of undergraduate programmes will be recorded in the Certificate of Awards and Participation (CAP), which is issued by the **Student Services Centre** (SSC). For application, please contact SSC direct (**Not applicable to graduates of 2002 and before**).

Name of Applicant : \_\_\_\_\_ Student No. / HKID No. : \_\_\_\_\_

Study Programme : \_\_\_\_\_

Current Year of Study : \_\_\_\_\_ Left the University/Graduated in : \_\_\_\_\_

Await the inclusion of the academic results of the current term : ( ) Yes; ( ) No.

Day-time Contact Telephone No. : \_\_\_\_\_ Email: \_\_\_\_\_

Type of Transcript		A. Official Transcript	B. Student's Copy
No. of Copies			
Transcript Fee (\$50 per copy)		\$	\$
Mailing Charge <sup>#</sup>		\$	\$
Fee for registered mail (\$13 per copy)		\$	\$
<b>TOTAL</b>		<b>\$</b>	<b>\$</b>
Registry's Use	<i>Payment Checked by</i>		
	<i>Prepared by</i>		

**# Local mail: no charge; non-local mail: \$3 per copy.** For enquiry, please contact Registry (email: [registry@ln.edu.hk](mailto:registry@ln.edu.hk); tel: 2616 8750)

I, the undersigned, hereby authorize the University to send my transcript(s) to the following address(es):

### A. Official Transcript

An official transcript is **NOT** issued to a student as a personal copy or to any private individual. An official transcript will be sent sealed direct to the institution requesting the transcript.

Please tick the appropriate box(es) below if you want the CAP to be sent together with your Official Transcript(s) to the address(es) given below and **inform the SSC to send the required set(s) of CAP to the Registry within 4 working days from the day of application for the transcript(s).**

**Name(s) and address(es) of transcript receiver(s):**

<u>Name(s) and address(es) of transcript receiver(s):</u>	<u>No. of Copies</u>	<u>CAP enclosed</u>
(1) _____ _____	( )	<input type="checkbox"/>
(2) _____ _____	( )	<input type="checkbox"/>
(3) _____ _____	( )	<input type="checkbox"/>

*(If space provided above is insufficient, please attach supplementary mailing list and state clearly if CAP is to be enclosed.)*

Remarks : \_\_\_\_\_

### B. Student's Copy

A student's copy is issued to a student as a personal copy. It contains the same information as an official transcript.

( ) To be sent to \_\_\_\_\_ ( )

( ) To be collected by the applicant at the Registry.

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