

**LINGNAN UNIVERSITY
OFFICE OF STUDENT AFFAIRS**

Application for Official Copy of Certificate of Awards and Participation (CAP)

- Notes :
1. "Certificate of Awards and Participation" (CAP) may be applied by the applicant in person/by email (Not applicable to graduates of 2002 and before)
 2. For all applications by post, a copy of the applicant's personal ID must be attached.
 3. CAP will not be issued to the following persons :
 - (a) Students who have unofficially withdrawn from the University.
 - (b) Auditing students.
 4. Students should note the possibility of mails being lost during transmission. You could request the OSA to send the CAP by registered mail. Charges for the registered mail or Airmail will be borne by the applicant.
 5. Under normal circumstances, processing of each application takes 4 working days.

Name of Applicant : _____ Student No. : _____
Study Programme : _____
Current Year of Study : _____ Left the University/Graduated on : _____
Day-time Contact Telephone No. : _____ Email address : _____

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

Official Copy(ies)

An official copy is a sealed document to be sent direct to the institution/ company requesting the certificate.

Name(s) and address(es) of CAP receiver(s)

	<u>No. of Copies</u>	<u>By Registered mail#</u>
(1) _____ _____	_____	Yes / No \$ _____
(2) _____ _____	_____	Yes / No \$ _____

(Please attach supplementary mailing list if space provided here is insufficient)

Remarks : _____

Signature of Applicant : _____ Date : _____

For Office Use Only

Activities Checked Date : _____ Sent on : _____

Please delete as appropriate.

Certificate of Awards and Participation includes records on non-academic activities such as awards, participation in student activities as office bearer, representation in university's committees, the record of Integrated Learning Programme (ILP) attended and functions and participation in leadership programmes (The guideline of inclusion is shown at <http://www.ln.edu.hk/osa/co-curricular-programmes/cap>). Fulfillment for the requirement (if applicable) 1. Information Technology Fluency Test (ITF), 2. Civic Engagement, 3. Hostel Residence, 4. Attendance in Awards Presentation Ceremony and Sports Day also recorded.

Personal Information Collection Statement

1. The purpose of collecting personal data by means of this form is to process your application for this application.
2. In order to serve the specified purposes the personal data collected may be transferred to relevant units within the University for verification. All information provided and raw data will be destroyed by the end of academic year.
3. The personal data collected will not be disclosed to third parties other than those specified without your express approval, or unless required by law.
4. Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application will be void or delayed. Any misrepresentation or false information may liable to disciplinary action by the University.