

NEW ASIA--YALE-IN-CHINA CHINESE LANGUAGE CENTER
STUDENT DOCUMENTS REQUEST FORM

Name : _____

Latest course attended: Full time regular programmes Part time/ Evening Programmes
 Summer/ Winter Intensives Programmes

Class : P/C _____

Study period: _____

Request for which documents? Please “√”

- Student I.D. Card (for full time current students only; need one photo)
- Re-issue Student I.D. Card (for full time current students only; need one photo and \$10) Reason/s: _____
- Library Card (for current students only; HK\$100 per year; need to complete ‘Application form for Borrower’s Card and 1 photo)
- Transcript (HK\$40/copy. Ordinary mail is included)

No. of Copies: _____ Collect/ Send to: _____

- Certificate of Attendance (HK\$40/copy. Ordinary mail is included)

No. of Copies: _____ Collect/ Send to: _____

- Certificate of Registration (在學證明書) (HK\$10/copy if pick up at general office)

Reason/s: _____

- Extending Student Visa Letter

- Reference Letter (HK\$40/copy)

Reason/s: _____

- Others: _____

Date of application: _____ Signature: _____

Notes:

1. For registered mail and speed post surcharge, please check with the general office. Tel: 2609 6727
clc@cuhk.edu.hk.
2. Payment either by cash, cheque or cash order (payable to “Chinese University of Hong Kong”. Credit card is only accepted for amount from HK\$50 up. Please also fill in credit card payment form in such a case.
3. **Please allow at least two working days for processing after receiving payment.**

OFFICE USE:

Handled by: _____ Date: _____

Issued by: _____ Date: _____