

香港中文大學雅禮中國語文研習所



YALE-CHINA CHINESE LANGUAGE CENTRE
THE CHINESE UNIVERSITY OF HONG KONG

地址 Address: 香港新界沙田香港中文大學 Shatin, N.T., Hong Kong, SAR
網頁 Homepage: www.cuhk.edu.hk/clc 電郵 E-mail: clc@cuhk.edu.hk
電話號碼 Phone : (852)3943 6727 傳真號碼 Fax : (852) 2603 5004

STUDENT DOCUMENTS REQUEST FORM

Last Name: _____ First Name: _____

Latest course attended: Full time Regular Programmes Part time / Evening programmes
 Summer Intensive Programmes

Class: Putonghua / Cantonese _____ Study period: _____

Email: _____ Contact Number: _____

Request for: (Please "✓")

<input type="checkbox"/>	Student I.D. Card	Full time current students only; One photo (1" x 1.5") requested	Free of Charge
<input type="checkbox"/>	Re-issue Student I.D. Card	Full time current students only; One photo (1" x 1.5") requested	HK\$10
Reason: _____			
<input type="checkbox"/>	Library Card	Current students only One scanned photo requested	HK\$100/year
<input type="checkbox"/>	Transcript	Ordinary mail included	HK\$40/copy
No. of copies: _____			
Collect / Send to: _____			
<input type="checkbox"/>	Certificate of Attendance	Ordinary mail included	HK\$40/copy
No. of copies: _____			
Collect / Send to: _____			
<input type="checkbox"/>	Certificate of Registration (在學證明書)	Pick up at general office	HK\$40/copy
<input type="checkbox"/>	Extending Student Visa Letter	Tuition prepayment requested	Free of Charge
<input type="checkbox"/>	Reference Letter	Teacher's approval requested	HK\$40/copy
<input type="checkbox"/>	Others		

Date of application: _____

Signature: _____

Note:

- For Registered Mail and Speed Post surcharge, please check with the general office.
- Payment either by cash, cheque or cashier order. (Please make it payable to THE CHINESE UNIVERSITY OF HONG KONG).
- Credit card is only accepted for amount above HK\$200.00.
- Please allow at least **TWO** working days for processing after payment is received.

Office Use:

Handled by: _____ Date: _____ Issued by: _____ Date: _____