



School of Continuing and Professional Education  
專業進修學院  
香港城市大學  
City University of Hong Kong

**APPLICATION FOR REPLACEMENT OF AWARD CERTIFICATE**  
(Applicable to graduates of CityU SCOPE Certificate/Diploma programmes only)

Please read the Notes to Applicants overleaf before completing this form.

**SECTION I: TO BE FILLED IN BY APPLICANT**

**Personal Particulars**

English Name: \_\_\_\_\_ SCOPE Student No.: 

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Chinese Name: \_\_\_\_\_ HKID/Passport\* No.: 

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Email Address: \_\_\_\_\_ Day-time Contact: \_\_\_\_\_  
Programme Title: \_\_\_\_\_  
Year of Admission: \_\_\_\_\_ Year of Graduation: \_\_\_\_\_

**Request Details** (Please tick as appropriate)

Reason for Replacement

- Original certificate lost / stolen / destroyed\* (Please provide original police report, notarized statement or declaration administered by a Commissioner for Oaths.)
- Original certificate damaged (Please attach original certificate.)
- Original certificate / replacement certificate\* not collected within the prescribed period
- Name change (Please attach the original award certificate and supporting documents such as Deed on Change of Name, HKID Card or Passport.)

For change of name case, new name to be printed on the re-issued award certificate(s):

(English) \_\_\_\_\_ (Chinese) \_\_\_\_\_  
(The name must be identical to the name on your HKID card or passport or as shown on the provided legal documents)

Name that is printed on the original award certificate(s):

(English) \_\_\_\_\_ (Chinese) \_\_\_\_\_

**Award Certificate(s) Requested to be Re-issued**

Qualification Awarded (e.g. Advanced Diploma in Management Studies)	Date of Attendance		Award Classification (e.g. Credit)	Year of Award
	From (mm/yyyy)	To (mm/yyyy)		

**Collection of Replacement Award Certificate** (Please tick as appropriate)

- I wish to collect the re-issued certificate in person.
- I will authorize another person to collect the re-issued certificate on my behalf.
- Please send the re-issued certificate directly to the following address by ordinary mail (local) / regular air mail (overseas):

Name and Address for Posting of Award Certificate:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Declaration**

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the award certificate for each academic qualification I obtained from School of Continuing and Professional Education, City University of Hong Kong. I hereby declare that my original certificate(s) for the academic qualification of

\_\_\_\_\_

\_\_\_\_\_

- Is/are lost/stolen/destroyed/damaged\*
- Was/were not collected within the prescribed period
- Has/have\* to be replaced as my name has been legally changed subsequent to my graduation from CityU SCOPE.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



**SECTION II: FOR OFFICE USE ONLY**

Service Charges (\$400 per copy x \_\_\_\_\_ = \$ \_\_\_\_\_)

- Visa/MasterCard       EPS       Octopus       Receipt Attached
- HKID/Passport verification

Received by: \_\_\_\_\_ Date: \_\_\_\_\_



**SECTION III: ACKNOWLEDGMENT (To be completed upon collection of Replacement Award Certificate)**

I acknowledge receipt of the Replacement Award Certificate.

Signature of applicant: \_\_\_\_\_ Date: \_\_\_\_\_



\*Please delete as appropriate

**NOTES TO APPLICANTS**

1. The award certificate issued by School of Continuing and Professional Education, City University of Hong Kong (CityU SCOPE) is a unique document. CityU SCOPE does not issue duplicate copy of an award certificate under any circumstances.
2. If a graduate's award certificate is permanently lost/destroyed, not collected within the period prescribed by CityU SCOPE, or if in the case of legal name change, a graduate requires his/her updated name to be printed on the award certificate, he/she may apply for replacement award certificate(s) from the CityU SCOPE. However, a graduate is only permitted to retain ONE award certificate, including the replacement certificate, for each academic qualification he/she is conferred by CityU SCOPE.
3. Although a replacement award certificate is equally valid and legal as the original award certificate, it may not be a replica of the original certificate in respect of the award certificate design and paper, wordings and signatures, etc. The replacement certificates are printed in the current format, including use of the signatures of the current School Director. Each replacement award certificate bears at the bottom edge a notation that states "Date of re-issue" in English and "補發日期" in Chinese.
4. To apply for a replacement award certificate, a graduate should complete and sign the attached application form. Please also provide the following documents with the form:
  - (a) Relevant documentary evidence such as a police report, notarized statement or declaration administered by a Commissioner for Oaths for lost or destroyed certificate;
  - (b) For change of name case, supporting documents such as Deed on Change of Name, HKID Card and Passport;
  - (c) The original certificate(s) of which the graduate applies for a replacement copy (for damaged certificate or for name change).
5. CityU SCOPE reserves the right of not issuing replacement award certificate(s) to a graduate in the event that he/she has any unmet obligations to the University (e.g. outstanding tuition fees / library fines / student loans and unreturned library materials) or if the graduate is not able to produce the required documents pertaining to the application for replacement certificate or settle the required replacement fee.
6. Applicants may authorize a representative to submit the application and collect the Replacement Award Certificate on their behalf. In this connection, the authorized person should produce his/her HKID card or passport for identification and record purpose and present the following documents upon application and collection of the Replacement of Award Certificate:
  - The application form for Replacement of Award Certificate;
  - An authorization letter signed by the student concerned (an authorization letter template is available from the "Certification of Student/Graduate Records" section of CityU SCOPE website at <http://www.scope.edu/certification>); and
  - A copy of the student identity card/HKID card/passport of the student concerned (this will be returned to the authorized person after inspection).
7. A graduate may request his/her replacement certificate(s) be sent by local recipient(s) and regular air mail for overseas recipient(s). It is the applicant's responsibility to put down accurate and legible address. Please note that P.O. Box address will not be accepted and CityU SCOPE will not be responsible for any mishandling of mail. He/she will be notified by email when the re-issued certificate is sent out. CityU SCOPE will not be liable for any loss of the certificate during postal delivery.
8. Personal Information Collection Statement:
  - The Personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the School unable to process the application.
  - The information provided may be disclosed/transferred to relevant academic units/administrative offices within the University for consideration and/or necessary actions.
  - For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
  - After the application has been processed, relevant data will be transferred to the student record system of the School.
  - After submission of this form, request for access to and/or correction of the personal data should be made to CityU SCOPE.

- The Privacy Policy Statement of the University can be accessed at <http://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact CityU SCOPE.

### **Application Fee and Payment Methods**

A fee of HK\$400\* will be charged for Replacement of Award Certificate. **All fees paid are not refundable and transferable.**

Please pay by one of the following methods:

- a) Visa/Master Card, EPS or Octopus at the Counter of CityU SCOPE Head Office<sup>#</sup>; or
- b) Electronic transfer to the bill account no. **030005571** for e-payment services. Please refer to <http://www.scope.edu/Admission/PaymentMethods> for the detailed payment methods. Please provide the payment proof together with the application form.

### **Application and Collection Procedures**

1. Please complete Section I of this form. Application can be made by post, email or in person, together with the payment of the required fees or original payment proof at the Counter of CityU SCOPE Learning Centres during the service hours. Please refer to <http://www.scope.edu/venue> for detailed information about CityU SCOPE Learning Centres. For enquiries, please email to [asu\\_cert@scope.edu](mailto:asu_cert@scope.edu).
2. Replacement of Award Certificate may be collected from the Counter of CityU SCOPE Head Office<sup>#</sup> direct and/or be dispatched by local mail. Please allow 14 working days (excluding Saturday, Sunday and public holidays) processing time for normal circumstances from the date of receiving the application. In case of any special situation, the School will inform applicants individually. If unclaimed, your re-issued certificate will be destroyed 3 months after the receipt of your application.

\* All fees are subject to change without further notice.

<sup>#</sup> All visitors entering the CityU SCOPE Head Office must be pre-registered, an email attached with a specific QR code will be sent to the visitor. The visitor must present the QR code and HKID card to the security staff at campus entrance on the day of the visit. Please send email to [asu\\_cert@scope.edu](mailto:asu_cert@scope.edu) for pre-registration arrangement.