

香港中文大学(深圳)  
**THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN**

教务处

Registry Office

学业成绩表申请表

**APPLICATION FOR TRANSCRIPT OF ACEDMIC RECORD**

(正本)

**(OFFICIAL COPY)**

注意事项

Notes:

1. 学业成绩表正本只由本校按申请直接寄达有关机构或雇主。  
Official copy usually is to be sent directly to the institutions or prospective employers in accordance with the application submitted.
2. 填表前请参考背页的申请注意事项。  
Please read the Notes for Application at the back before completing this form.

姓名(英文) Name: ( in English ) _____ 学院 School: _____ 学号 Student I.D. No.: _____ 邮箱地址 E-mail Address: _____ 学制 Time Basis: <input type="checkbox"/> 全日制 <input type="checkbox"/> 兼读 Full-time          Part-time 主修课程 Major/Programme: _____	(中文) ( in Chinese ) _____ 书院 College: _____ 身份证/护照号 I.D./Passport No.: _____ 联系电话 Contact Tel. No.: _____ 入学时间 Admitted in: _____ 副修课程 Minor(s): _____
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申请份数

No. of Copies:            中文版 Chinese version \_\_\_\_\_ copies            英文版 English version \_\_\_\_\_ copies

邮寄/领取学业成绩表(请在适当位置「√」)

Method of Despatch (Please tick as appropriate):

- 本人自行领取                                       由他人代为领取(附委托书)  
I will collect in person.                                      To be collected by the person authorized in the letter attached
- 请邮寄(请将地址清楚填在地址表内)。  
Please send the transcript(s) by mail (Please fill in the address slip to which your transcript(s) is/are to be sent).

通讯地址

Correspondence Address: \_\_\_\_\_

签名

Signature: \_\_\_\_\_

日期

Date: \_\_\_\_\_

**收集个人资料声明**

- i. 此表格所收集的资料将用以处理有关的申请,所提供的资料于无需保留时将全部销毁。
- ii. 如在递交此表格后要查阅或改正个人资料,请联系教务处:(电话:(0086) 0755 8427 3626 电邮: registry@cuhk.edu.cn)
- iii. 本表格所收集的资料或会转交香港中文大学(深圳)其他行政或教学部门作考虑或批核用。

**Personal Information Collection Statement:**

- i. The personal data provided on this form will be used by the Registry Office for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
- ii. For correction of or access to the personal data after submission of this form, please contact the Registry Office: (Tel. No.: (86)755-8427 3626, e-mail address: registry@cuhk.edu.cn)
- iii. Information provided on this form may be transferred to other departments/administrative units within CUHK (SZ) for consideration and granting approval, where applicable.

### 注意事项:

1. 处理时间一般为缴费后的 3 -5 个工作日。
2. 缴费办法: 请申请人通过银行转账进行缴费。

账户名: 香港中文大学 (深圳)  
账 号: 7441110182600142708  
开户行: 中信银行深圳金山大厦支行

3. 收费:

学业成绩表收费为中英文版 均 20 元 /份。

如需要其他邮递服务, 请支付快递费用给快递公司: 顺丰快邮, 邮费自付。

4. 领取办法:

- 以邮递方式寄达有关机构 (仅限学业成绩表正本) 或申请人; 请将每个地址清楚填在「邮寄地址字条」内。
- 自行或委托他人领取; 如委托他人代领文件, 必须出示申请人的委托信 (信内须列明受托人的身份证或护照号码) 及申请人的身份证或护照副本, 以供本处核对。另外, 逾期未领的文件将于申请日起一年后被销毁。

5. 本处将不負責任何因邮递而引致的遗失或损坏。

### Note:

1. Normal processing time is 3-5 working days upon receipt of application and payment. Some may take longer processing time if student records of the applicants were not computerized.

2. Payment Method:

Please complete payment via using WeChat self-service function.

3. Fees per single Chinese/ English version of the transcript is RMB 20.

If you require other postal services, please pay additional charges to Express Company:

Express Mail: SHUNFENG Express Students are responsible for postage

4. Despatch Method:

- Sent directly to institutions (official transcript) or to the applicant; please fill in on the address slip to which the transcript(s) is/are to be sent.
- Collected in person, or by an authorized person and in this case, the applicant must submit an authorization letter stating the ID Card/Passport No. of the authorized person together with the photocopy of the applicant's ID Card/Passport for verification. Uncollected document will be destroyed 1 year after the application date.

5. The Registry Office accepts no responsibility for any loss or damage of the documents during postal delivery.