

THE CHINESE UNIVERSITY OF HONG KONG
International Summer School

Transcript Request

- a. This form is only applicable for non-CUHK students who have attended the CUHK International Summer School (ISS).
- b. Completed Transcript Request Form and Payment Authorization Form should be returned together to the ISS by fax at (852) 2603-7262 or by email at iss@cuhk.edu.hk.
- c. For enquiries, please contact the ISS at iss@cuhk.edu.hk or (852) 3943-1826.

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Name: _____
(in BLOCK LETTERS)

CUHK Student ID No.: _____ Enrollment Year: _____

Correspondence Address: _____

E-mail Address: _____ Tel No.: _____

Transcript Request:

Official transcripts will not be issued to a student or any private individual. They will be sent directly to an institution or a prospective employer. **Transcripts issued to a student or any private individual will be an unofficial copy marked "Student Copy".**

- * No. of official transcript(s) requested: _____ (Not to be sent to a student or any private individual)
- No. of transcript(s) requested: _____ (Unofficial copy marked "Student Copy")

Collection Method:

- * I prefer to pick up my transcript(s) from the International Summer School. Please call me at _____ (Hong Kong number) when they are ready.
- Please send the transcript(s) direct to the following address(es):
(Please ensure you put the FULL address including country of destination, postal code and telephone number, if applicable.)

Delivery Method:

For mail delivery, please note that the **ISS accepts no responsibility for any loss or damage of the transcript(s) during postal delivery.** The application normally takes about 10 days to process upon receipt of the appropriate fee. Postal delivery by air takes another 5-14 days, depending on the destination.

- * Normal local/airmail (postage included in the application fee)
- SpeedPost (additional charges required)
- Registered mail (HK\$15.5)

Signature: _____ Date: _____

* please tick as appropriate

