Request for Mailing Degree Certificate
郵寄畢業證書申請

To: Registrar's Office, Hong Kong Chu Hai College
致: 香港珠海學院教務處

I, (Name of Graduate) _____ (Student Number: _____) am currently outside of Hong Kong. I cannot collect the degree certificate in person and now request the certificate to be mailed to my address below. I have attached a photocopy of my Hong Kong Identity Card for your verification. I understand that the College bears no responsibility for any loss or damage of the certificate during postal delivery.

本人 (畢業生姓名)_____ (學生編號: _____) 未能親自回校領取畢業證書。現申請郵寄畢業證書至以下地址，並附上本人的香港身份證副本以供查證。本人明白學院將不負責任何因郵遞而遺失或損壞的證書。

Name of Graduate 畢業生姓名	
Contact Number 聯絡電話	
Email 電郵	
Mailing Address 郵寄地址 **Please write in BLOCK LETTERS** 請以正階填寫	
Postal Code 郵編 （如適用）	

Please affix a copy of the graduate's

Hong Kong Identity Card here*.

請貼上畢業生的香港身份證副本*

* If you do not have a HKID card, please provide a copy of your passport.

* 如畢業生未持有香港身份證，請提供閣下的護照影印本。

Graduate's signature   Date
畢業生簽名   日期

_____   _____