

## 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<br>畢業生姓名                                                          |  |
| Contact Number<br>聯絡電話                                                             |  |
| Email<br>電郵                                                                        |  |
| Mailing Address<br>郵寄地址<br><small>Please write in BLOCK LETTERS<br/>請以正楷填寫</small> |  |
|                                                                                    |  |
|                                                                                    |  |
| Postal Code<br>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\*

Graduate's signature  
畢業生簽名

Date  
日期

\_\_\_\_\_

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