香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

COVERING LETTER FOR TRANSCRIPT

PART I

Note to Applicant:

Please complete Part II of this form and ***send it to the awarding university/institution*** to request for an official transcript of study. All original transcript(s) must be forwarded directly by the awarding body. No photocopies will be accepted. In any circumstances, original transcript(s) received will not be returned.

Notes to officer responsible for issuing transcripts:

The applicant has applied for a Research Postgraduate Programme at Hong Kong Metropolitan University. Please arrange for the applicant's official transcript of study (in English) together with this covering letter to be sent directly to the Graduate School at gs@hkmu.edu.hk.

PART II - To be completed by the applicant:

Personal Information

Name: _____ _____
(Surname / Family Name) (Other Names)

Contact Phone Number: _____

Email Address: _____

Research Postgraduate Programme(s) Applied for at HKMU

Program Title : _____

I authorize the release of my transcript(s) to the Graduate School of Hong Kong Metropolitan University.

Signature : _____ Date : _____