



## 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. 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 in sealed envelope to be sent directly to this address below:

Research Postgraduate Team, Registry  
Room A0511, 5/F, Block A  
Main Campus  
Hong Kong Metropolitan University  
Ho Man Tin Kowloon  
Hong Kong

### PART II - To be completed by the applicant:

#### Personal Information

Name: \_\_\_\_\_  
(Surname / Family Name) (Other Names)

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

#### Research Postgraduate Program(s) Applied for at HKMU

Program Title : \_\_\_\_\_

**I authorize the release of my transcript(s) to the Research Postgraduate Team of Hong Kong Metropolitan University.**

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