

GRATIA CHRISTIAN COLLEGE

Application for Replacement of Graduation Certificate

Please read the Notes to Applicants before completing this form.

*Delete where inappropriate

Part I: Personal Particulars

English Name (Family Name first): _____ Chinese Name (if any, as in HKID card): _____

Student No: _____ HKID/ Passport* No.: _____

Day-time Contact Phone No.: _____ E-mail Address: _____

Part II: Request Details (Please tick the appropriate box.)

Reason for Replacement:

Original certificate lost/ stolen/ destroyed * (Please provide original police report, notarized statement or declaration administered by a Commissioner for Oaths. **Name, HKID number and Name of Graduation Title must be include on the above document.**)

Original certificate damaged (Please attached original certificate.)

Original certificate/ replacement certificate* not collected within the prescribed period. (Verification by duty staff)

Name change {Please attach the original graduation certificate, a completed Form "Change of Personal Particulars" and supporting documents such as Deed on Change of Name, HKID Card or Passport. Applicant is also required to approach Registry for name amendment **in advance**. For details, please contact Registry at 5804 4143. or email Registry@gratia.edu.hk}

For change of name, new name to be printed on the re-issued graduation certificate(s): (English) _____ (Chinese) _____ (The name must be identical to the name on your HKID card or passport or as shown on the provided legal document.) Name that is printed on the original graduation certificates(s): (English) _____ (Chinese) _____
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Graduation Certificate(s) Requested to be Re-issued

Programme Name	Date of Conferment

Part III: Collection of Replacement Graduation Certificate (Please tick the appropriate box.)

In person (Please produce your HKID card or passport for verification when collecting the re-issued certificate.)

By an authorized representative (Please complete **Authorization Letter for Graduation Certificate** if you authorize another person to collect the replacement of graduation certificate on your behalf. Your authorized representative should bring along the duly signed Authorization Letter and the documents specified in the letter for collection of the certificate.)

By registered mail (Please type or print your address clearly. The College does not take responsibility for any loss of certificate during postal delivery.)

Name and Address for Posting of Graduation Certificate:

(Please write in Chinese for address)

Name: _____

Address: _____

Part IV: Payment Information

A **non-refundable** application fee of **HK\$500** is charged for replacement of each graduation certificate. In the case of name change, the application fee is also **HK\$500** for each of the graduation certificate to be replaced under the same name.

Payment Methods:

- a) By direct deposit at any branch of Bank of China Hong Kong or Bank of China ATM transfer to the Gratia Christian College account number **012-650-1-048857-0** (Please attach original payment receipt with the application form.)
- b) Payment by scanning the below Faster Payment System QR Code (FPS QR Code) with enabled e-wallet or mobile apps & provide proof of payment after transfer



- c) By cash payment at Registry counter

Part V: Declaration

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the graduation certificate for each academic qualification I obtained from the Gratia Christian College. I hereby confirm that the information provided in Part II is true and accurate.

I understand that I must surrender to the College ALL certificates bearing my former name, and that my replacement graduation certificate which bears my new legal name can only be processed after approval is given by the College on the updating of my new legal name in its student records.

Signature of the Applicant: _____ Date: _____

(For Office Use Only)

Completed by Registry Duty Staff

Received by: _____ (name) Payment received by: Cash Receipt attached

Completed by Process Owner

R Cert Checked by: _____ R Cert Checked on: _____

Application for Replacement of Graduation Certificate

Notes to Applicants

1. The graduation certificate issues by the Gratia Christian College is a unique document. The College does not issue duplicate copy of a graduation certificate under any circumstances.
2. If a graduate's graduation certificate is permanently lost/ destroyed, not collected within the period prescribed by the College, or if in the case of legal name change, a graduate requires his/her updated name to be printed on the graduation certificate, he/ she may apply for replacement of graduation certificates(s) from the Registry. However, a graduate is only permitted to retain ONE graduation certificate, including the replacement certificate, for each academic qualification he/she is conferred by the College.
3. Although a replacement of graduation certificate is equally valid and legal as the original graduation certificate, it may not be a replica of the original certificate in respect of the graduation certificate design and paper, wordings and signatures, etc. The replacement certificates are printed in the current format, including use of the signatures of the current College Officers. Each replacement of graduation certificate bears at the bottom edge a notation that states "this graduation certificate is reissued on (date)" in English and "此畢業證書於（日期）補發" in Chinese.
4. To apply for a replacement graduation certificate, a graduate should complete and sign on the attached application form. Please also provide the following documents with the form:
 - a) A copy of his/her HKID card/ passport (it will be returned to the graduate with the replacement of graduation certificate);
 - b) Relevant documentary evidence such as a police report, notarized statement or declaration administered by a Commissioner for Oaths for lost/ stolen/ destroyed certificate. Name, HKID number and Name of Graduation Title must be included on the above document;
 - c) The original certificate(s) of which the graduate applies for a replacement copy (for damaged certificate or for name change);
 - d) For change of name, a graduate should apply with the Registry. Registry has no specific application form for change of legal name. The application may write/ fax to Registry with supporting documents. Enquiry to Registry can be made at 5804 4140 or email Registry@gratia.edu.hk . A graduate should also complete and return the form "Change of Personal Particulars" and form "Application for Replacement of Graduation Certificate" to Registry for further processing; and
 - e) The required application fee of HK\$500 for each replacement of graduation certificate.

5. It will normally take 2 week's time to prepare for the replacement certificate(s), counting from the date of receiving the duly completed and signed application from and all the required documents and charges.
6. The College reserves the right of not issuing replacement of graduation certificate(s) to a graduate in the event that he/ she has any unmet obligations to the College (e.g outstanding fees/ library fines/ student loans and unreturned library materials) or if the graduate is not able to produce the required documents important to the application for replacement certificate or settle the required replacement fee.
7. A graduate may collect the replacement of graduation certificate(s) in person or authorize a representative to collect the certificate(s) from the Registry upon notification. The graduate or the authorized representative is required to produce his/her HKID card/ passport for identity verification and sign for acknowledgement of the replacement certificate (s). The authorized representative should also bring along a photocopy of the graduate's HKID card/ passport for checking and the photocopy will be returned to the representative after verification.
8. A graduate may request his/ her replacement certificate(s) be sent by registered mail to the given address, no P.O. Box address will be accepted. He/ she will be notified by email when the replacement certificate is sent out. The College will not be liable for any loss of the certificate during postal delivery.
9. As the application fee is non-refundable, applicants are advised to check with the Registry, before making application and payment for the replacement of graduation certificate, whether their original graduation certificates have been collected or not if they are not sure about this.
10. Enquiries can be made to the Registry via email at Registry@gratia.edu.hk or telephone at (852) 5804 4143.
11. Personal Information Collection Statement:
 - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
 - After the application has been processed, relevant data will be transferred to the student record system of the College.
 - After submission of this form, requests for access to and /or correction of the personal data should be made to the Registry.