



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 the Open University of Hong Kong. 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 Office, Registry
Room A0511, 5/F, Block A
Main Campus
The Open University of Hong Kong
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 OUHK

Program Title : _____

I authorize the release of my transcript(s) to the Research Postgraduate Office of the Open University of Hong Kong.

Signature : _____ Date : _____