Last update: Feb 2021

Manual for Applicants

Please note that the paper form for application for transcripts / testimonials is no longer available. Please submit your application through the online application system.

There are 2 platforms for online application: "**Kiosk**" version and "**Online**" version

Version	Payment Method	Access	Remarks	How to Access? *(Please see P.2 for screenshots)*	Expected Completion Date
Kiosk	**- Octopus** **- Credit Card** (Visa, MasterCard & Unionpay) **- WeChat Pay** **- AliPay** at GS counter	GS computer only	Applicants must present their original identification doucment to the counter. Applicants **must** use the Kiosk platform for testimonials for IANG application purpose.	At GS computers, click the shortcut **"Transcript Application (Kiosk)"**	Testimonial: **7 working days*** Transcript: **7 working days***
Online	**Online Payment**, e.g. Credit card	Any mobile device or computer with internet access via web browser	Applicants will be requested to upload a scanned copy of their identification document.	GS website → Quick Link → On-line Application for Testimonial / Transcript of Academic Record	

* Testimonial for IANG application will take 10 working days

If you wish to choose **online payment**, please use the **online version**. You may access the online version <u>instantly</u> using your mobile device. Non-GS computers (e.g. your notebook and computers at HKBU libraries) can also access the online version of GSTran.

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<u>Procedure</u>

1. To start, choose the version of GSTran you would like to use.
   - For computers at GS, please use the **shortcut "Transcript Application (Kiosk)"**
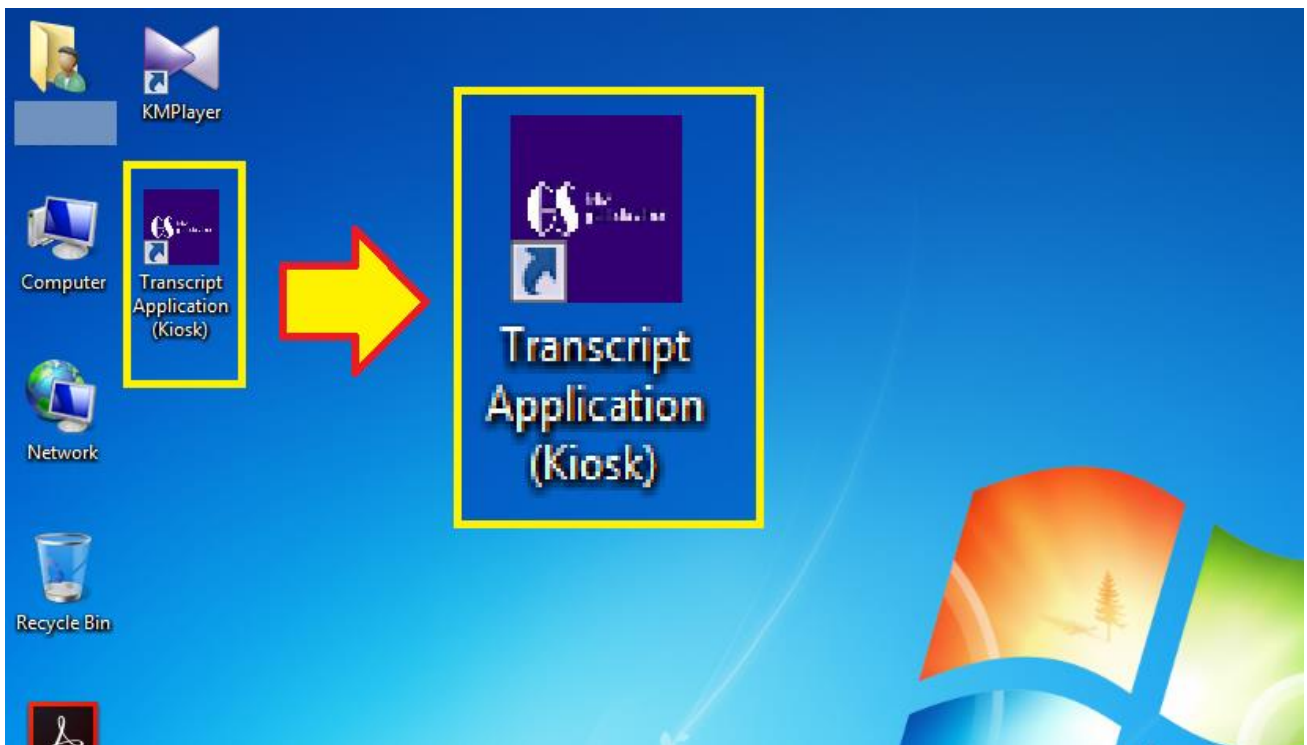
   - For non-GS computers, please access the online version by visiting the <u>GS website</u> → Quick Link → On-line Application for Testimonial / Transcript of Academic Record
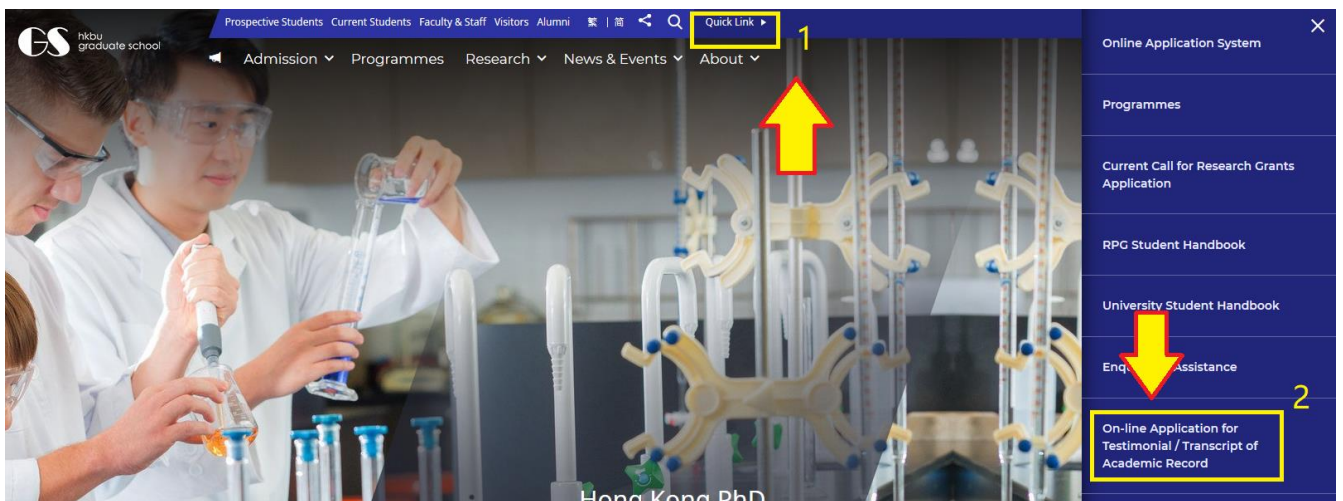
2. Choose the appropriate type of application, read the important notes and click "**Apply Now**".

Testimonial	Official Transcript

Important Notes on Application for Testimonial

1. Testimonials are issued by the Graduate School as proof of student status at the University.

2. Testimonials are usually available **in 7 working days** after the completed application (including payment) is received (except for testimonials for IANG applications, which will take 10 working days). Due to COVID-19, application processing time may be longer than usual. We thank you in advance for your patience and understanding.

3. Applications for testimonials for IANG application purpose must be made at the Graduate School Office in person during **service counter opening hours**.

4. The testimonial fee is **$50** per copy. Your application will only be processed upon the Graduate School's receipt of your complete application details and payment. NO REFUND will be given under any circumstances.

5. Upon request, testimonials can be sent by courier service with a fee for each delivery.

6. If the testimonial is to be collected by a representative, the representative has to present his/her HKID card, an **authorization letter** bearing the applicant's signature and a copy of the applicant's HKID card.

Apply Testimonial Now

3. Enter application details; items with * must be filled. Click "**Next**" to the next step.
   - Please ensure the accuracy of the details entered. Incorrect or missing information may cause delay in the processig of your application.
   - If you use HKID as ID type, **do not enter brackets**. For example, HKID No. A123456(7) should be entered as A1234567.

Personal Particulars

Title	Miss
* Family Name	TEST
* Other Name	TEST
Chinese Name	Enter Chinese Name
* Date of Birth	1995-01-01
* ID Type	HKID Card
* ID Number	A1234567

If you use HKID as ID type, **do not enter brackets**. For example, if your HKID is A123456(7), please enter A1234567.

|	
* Country / Region	Hong Kong
* Contact Telephone Number	Enter Contact Telephone Number
* Email Address	Enter Email Address

4. Click "**Add**" to choose the number of copies and delivery mode.
    - For each collection method and delivery address, add a **separate** record.
    - For applications for **official copy of transcript**, if you wish to attach a testimonial to it, please **tick the relevant box** and **make a separate application for testimonial**.
    - For documents to be sent by mail, the following delivery modes are available:
        i.   Local / Air mail (tracking number is <u>unavailable</u>);
        ii. Registered mail
        iii. Courier Service (outside Hong Kong only)
    - For the most updated details about the first 2 delivery modes, please refer to Hong Kong Post's website:
        i.   For local correspondence address:
             https://www.hongkongpost.hk/en/sending_mail/local/index.html
        ii. For non-local correspondence address:
             https://www.hongkongpost.hk/en/sending_mail/international/index.html
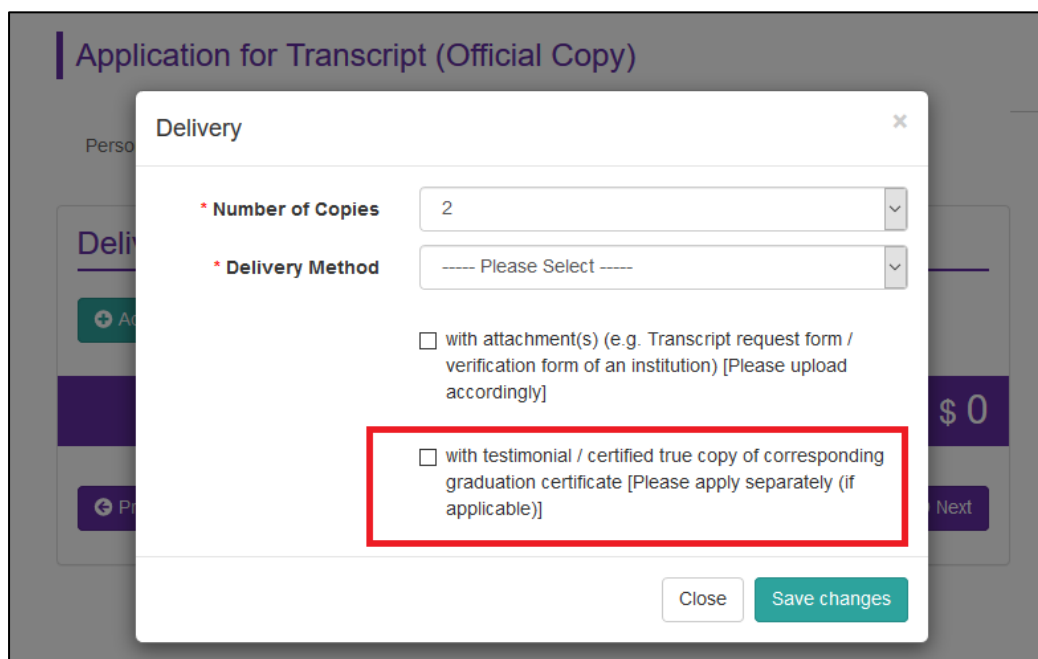
5. For subsequent steps, please check whether you are using Kiosk version or the Online version.
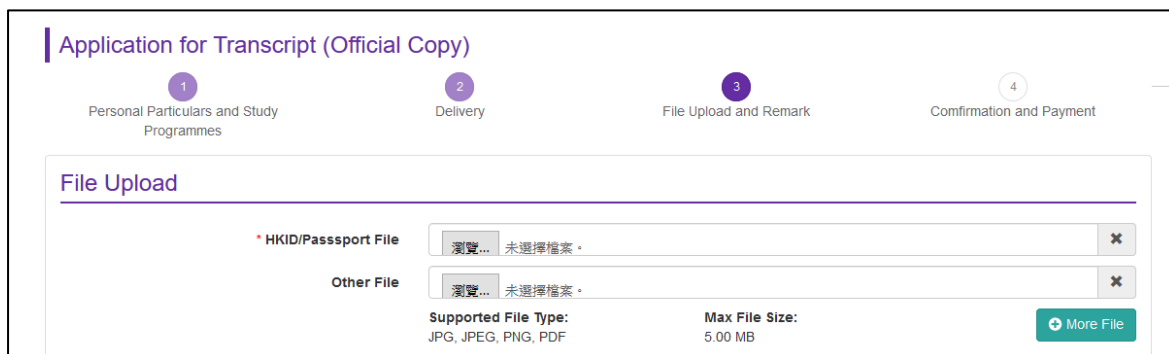
Kiosk Version

6. Check the application details, click "**Confirm**" at the bottom of the page to submit your application. You will receive an acknowledgement of your submission. <u>**Please show the application code to GS counter for further processing of your application**</u>. You will receive an acknowledgement email **after successfully paying your application fee**.
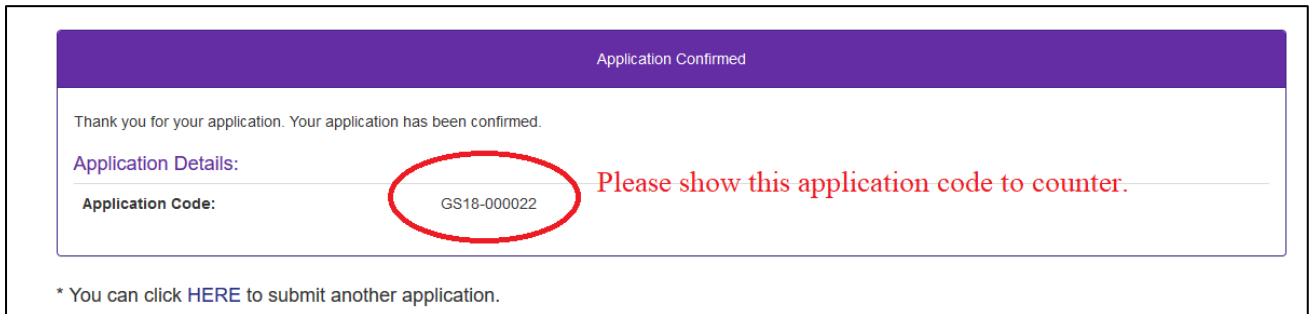
Online Version

6. Upload your identification document. If you have other relevant documents, you may also upload them. If you need to upload more relevant document, please upload the file via "**Other File**". After choosing and uploading the appropriate files, click "**Next**" to continue your application.

7. Check the application details, click "**Pay**" at the bottom of the page to submit your application. You will then be directed to the payment page. Upon successful payment, an acknowledgement message will be shown on the webpage, and an acknowledgement email will be sent to you.

Acknowledgment of Online Application for Official Transcript	
Thank you for your payment. Your application has been confirmed. An application acknowledgement email has been sent to ███████	
Payment Transaction Details:	
Applicant Name:	██████
Application Code:	GS18-000023
Amount:	HKD 420.00
Transaction Number:	GS00TRAN1800000031
Transaction Date Time:	2018-███████████

* You can click HERE to submit another application.