

INSTRUCTION AND USER GUIDE – ONLINE TESTIMONIAL APPLICATION

INSTRUCTIONS TO APPLICANTS

Testimonial is an official document which certifies the qualification(s) awarded to you or the programme you are studying. It is usually used to attest student status for application of Immigration Arrangements for Non-local Graduates (IANG), job hunting and sitting public examinations (e.g. TOEFL). For non-local students applying for the extension of student visa, please contact the Admissions and Academic Liaison Section (AAL) (<https://www.studentvisa.hku.hk/>) for assistance in the first instance. The University reserves the right to withhold issuance of testimonial to a student owing fees or any other debt to the University, or who has failed to discharge all obligations towards the University.

APPLICATION FEE

HK\$30 per copy (inclusive of postage by ordinary mail). For document(s) to be sent by registered post, an additional \$20 will be charged per mailing address. All fees paid are NOT refundable.

PROCESSING TIME

The normal processing time is 10 working days (excluding Saturday, Sunday and public holidays). Uncollected document(s) will be destroyed 3 months after the date of issue. Testimonials for fresh graduates will require a longer processing time to include the class of honours or qualification attained, if applicable. Students are responsible for ensuring that their overall results have been formally announced before submitting an application for testimonial to the Academic Services Office. For students graduated in or before 1993, a longer processing time may be required as most of the records have to be re-constructed into computerized format.

PERSONAL INFORMATION COLLECTION STATEMENT

Available at http://www.ase.hku.hk/doc/PICS_159_716.pdf

LOGIN PAGE FOR GRADUATES

If you apply for testimonial via HKU Portal, please go to [page 5](#).

Online Application System for Graduates

[Graduate Login](#)

Instruction and User Guide

The "Instruction and User Guide" (i.e. the violet button on the top left hand corner) highlights important information regarding the application of the document and the User Guide provides screen snapshot of the entire application process. You may always refer to the User Guide when you encounter any problems during your application.

To login, please complete Section A and section B (for new application only).

For section A, please enter the username and password of your graduate email account.

Remarks: If you have just created a new '@connect.hku.hk' email account, please login for online application 1 day after your account registration.

For section B, you are required to upload your HKID card or passport for identification for new application (file size: maximum 1MB; file format: JPG or PDF; file name: maximum 80 characters, please save the file name as "<Your University No.>-transcript", e.g. 2000123456-transcript.pdf for our easy reference). You may prepare the file before you login.

Section A

Username

Password

Server

☐ @connect.hku.hk ☐ @graduate.hku.hk

Please input your graduate account user name and password

University document you wish to apply [\(Which document fits your purpose?\)](#) ☐ Transcript ☐ Testimonial ☐ AAP

☐ New Application (or to continue with the "Incomplete / Unsuccessful" application)

☐ View Application Status

Choose
"New Application" (go to [page 6](#)) or
"View Application Status" (go to [page 3](#))

Click "Continue" to proceed

For the sake of security, please close all browsers after use.

If you do not have a graduate email account or have forgotten the password, please click [here](#).

If you do not have a graduate email account or have forgotten the password, please click to create an account or to reset the password.

Enquiries can be addressed to the Academic Services Office by phone at 852-2859 2433 or by email to [asos@connect.hku.hk](#).

If you have chosen "View Application Status" in page 2, you will see your previous testimonial application record(s), if any. Please refer to the "Remark on Application Status" below for the progress of your application(s) or other information.

View Application Status

[Graduate Login](#)

Application Record

No online application received.

If there is no previous application, the message "No online application received" will be shown.

Application Number	Type of Application	Date of Application	Status*
	Testimonial	29-Mar-2021 11:13	In Progress - Paid, application is being processed
	Testimonial	29-Mar-2021 11:51	Done - Document is ready on 31-Mar-2021 00:00
	Testimonial	29-Mar-2021 11:56	Hold - Application is pending due to outstanding fees to University or awaiting the award of the qualification
	Testimonial	29-Mar-2021 11:57	Incomplete / Unsuccessful - Application will not be processed.

*Remark on Application Status:

1. Incomplete / Unsuccessful - Application will not be processed.

You will NOT be charged for incomplete / unsuccessful application even you may have received notification from the bank of your authorization for payment. If you have repeated unsuccessful attempts, please consider using another browser for your online application. Incomplete / Unsuccessful application will be kept for 3 days, you may continue with this application by choosing 'New Application (or to continue with "Incomplete / Unsuccessful Application)' in the login page. After uploading your HKID card or passport for identification purpose, you can continue with this application by clicking the Application Number or to start a **New Application**. Once you have proceeded with your new application, the Incomplete / Unsuccessful application will be cancelled. **If you cannot proceed to payment due to "Duplicate Invoice", please start a New Application.**

2. In Progress - Paid, application is being processed.

For Transcript and Testimonial:

The normal processing time is 10 working days (excluding Saturday, Sunday and public holidays). For fresh graduates and students graduated in or before 1993, longer processing time may be required.

For AAP:

The normal processing time is 14 working days (excluding Saturday, Sunday and public holidays) for graduates. For final year students of the current academic year, please refer to the "AAP Guidelines and Instructions" on the application form for information.

3. Hold - Application is pending due to outstanding fees to University or awaiting the award of the qualification.

Your application is on hold due to

- outstanding fees to University, please contact the Finance and Enterprises Office to settle the outstanding fees; and/or
- your request to wait for the award of the qualification

4. Done - Document is ready on <<date>>.

Your document is ready. For document to be collected at the Academic Services Office, please bring along your HKID card or passport to collect the document in person during office hours#. In case the document is to be collected by an authorized person, the authorized person as stated on the application is required to present his/her HKID card/passport for verification. For document to be sent by post, it will be sent to the address(es) as stated on your application. Longer mailing time is required for overseas address and/or during peak seasons in January/February and July/August.

After you have chosen “New Application”, please upload your HKID card or passport in this page.

Upload Supporting Document

[Graduate Login](#)

Section B

Please upload your HKID card or passport for identification purpose.

File size: maximum 1MB;

File format: JPG or PDF;

File name: maximum 80 characters, please save the file name as "<Your University No.>-<document type>", e.g. 2000123456-transcript for our easy reference.

Please select the file and click "Upload and Continue" for uploading the file. In case you have any problem in uploading the file on HKID card or passport, you may close all browsers and login again.

The uploaded file on HKID card or passport will be kept for 4 months for the processing of the application and will be destroyed afterwards.

Upon successful uploading of your HKID card or passport, you will be directed to a new page. Please click the "New Application" button to give the application details.

No file chosen

Please choose a file from your device and click “Upload and Continue” to upload the file

FOR CURRENT STUDENTS WHO HAVE LOGGED IN VIA HKU PORTAL ACCOUNT



For current students who have logged in via HKU Portal Account, the online application forms can be found under SIS Menu > Online Applications. Please click "Application for Testimonial".

My Page | MyEmail | My eLearning | MyLibrary | Events | My

Menu

- ▼ SIS Menu
 - Self Services
 - Student Center
 - Request Temporary Adviser
 - Master Registration
 - Change Contact Information
 - Student Card Document Upload
 - Report Lost/ Damaged Card
 - Guide to Reveal SIS Menu Links
 - HKU Event Calendar (Timetable*)
 - ▼ Online Applications
 - Application for Awards
 - Application for Outgoing Exchg
 - Application for Resident Hall
 - Application for Transcript
 - Application for Testimonial
 - Application for AAP

Notices for Students

Today's Notices

Administrative and Ser

FOR GRADUATES WHO HAVE UPLOADED THE ID DOCUMENT; AND CURRENT STUDENTS WHO HAVE CHOSEN "APPLICATION FOR TESTIMONIAL"

THIS IS THE FIRST PAGE OF APPLICATION, YOU MAY START A NEW APPLICATION, TO CONTINUE WITH INCOMPLETE APPLICATION OR TO VIEW THE APPLICATION RECORD

Please click "New Application" button

New Application

Please click to start a new application.

If you have unsuccessful application due to "Duplicate Invoice" (see page 16), please start a new application.

Application Record

If there is no previous application, the message "No online application received" will be shown.

No online application received. If you wish to submit an online application, please click the "New Application" button above to proceed with the online application.

Application Number	Type of Application	Date of Application	Status*
	Testimonial	29-Mar-2021 11:13	In Progress - Paid, application is being processed
	Testimonial	29-Mar-2021 11:51	Done - Document is ready on 31-Mar-2021 00:00
	Testimonial	29-Mar-2021 11:56	Hold - Application is pending due to outstanding fees to University or awaiting the award of the qualification
	Testimonial	29-Mar-2021 11:57	Incomplete / Unsuccessful - Application will not be processed.

You may click the application number to continue with previous incomplete application.

*Remark on Application Status:

1. **Incomplete / Unsuccessful - Application will not be processed.**

You will NOT be charged for incomplete / unsuccessful application even you may have received notification from the bank of your authorization for payment. If you have repeated unsuccessful attempts, please consider using another browser for your online application. Incomplete / Unsuccessful application will be kept for 3 days, you may continue with this application by choosing 'New Application (or to continue with "Incomplete / Unsuccessful Application)' in the login page. After uploading your HKID card or passport for identification purpose, you can continue with this application by clicking the Application Number or to start a **New Application**. Once you have proceeded with your new application, the Incomplete / Unsuccessful application will be cancelled. **If you cannot proceed to payment due to "Duplicate Invoice", please start a New Application.**

2. **In Progress - Paid, application is being processed.**

For Transcript and Testimonial:

The normal processing time is 10 working days (excluding Saturday, Sunday and public holidays). For fresh graduates and students graduated in or before 1993, longer processing time may be required.

For AAP:

The normal processing time is 14 working days (excluding Saturday, Sunday and public holidays) for graduates. For final year students of the current academic year, please refer to the "AAP Guidelines and Instructions" on the application form for information.

3. **Hold - Application is pending due to outstanding fees to University or awaiting the award of the qualification.**

Your application is on hold due to

- outstanding fees to University, please contact the Finance and Enterprises Office to settle the outstanding fees; and/or
- your request to wait for the award of the qualification

4. **Done - Document is ready on <<date>>.**

Your document is ready. For document to be collected at the Academic Services Office, please bring along your HKID card or passport to collect the document in person during office hours#. In case the document is to be collected by an authorized person, the authorized person as stated on the application is required to present his/her HKID card/passport for verification. For document to be sent by post, it will be sent to the address(es) as stated on your application. Longer mailing time is required for overseas address and/or during peak seasons in January/February and July/August.

The following pages (pages 7 – 17) are demonstration of submitting a new application

Application for Testimonial

The University of Hong Kong Online Application For Testimonial

Close Online Application

If you wish to close the application and to continue at a later stage, click “Close Online Application”

Applicant: [REDACTED]

Part 1. Methods of Collection

You will be informed via your HKU e-mail when the testimonial(s) is/are ready.

Despatch by Mail

Please choose the collection method: By mail OR Collect in person

Testimonial(s) will be sent by ordinary mail or registered post as indicated on the application form. If you wish to know more about the two types of mail services, you may visit the Hong Kong Post website:

<https://www.hongkongpost.hk/en/home/index.html>

For overseas addresses, registered post will be sent by regular air mail or surface mail depending on the availability of mail delivery services via Hong Kong Post. You may check the Hong Kong Post website at https://www.hongkongpost.hk/en/about_us/whats_new/notices/index.html for the latest update.

Please allow extra mailing time for the testimonial(s) to be sent by post. Longer mailing time is required for overseas addresses (especially to the United States and Canada); and/or during peak seasons in January/February and in July/August. **The University accepts no responsibility for any loss or damage to the documents during postal delivery.** To avoid postal error, applicants must give clear and complete addresses of the recipients of the testimonials on the application form.

If you are in urgent need of the testimonial(s), please consider collecting the document(s) at the Academic Services Office. In case you have any questions, please send email to asoffice@hku.hk.

Collection in Person from the Academic Services Office

[Back to First Page](#)

If you have chosen "Despatch by Mail" as the collection method, please fill in the required information in this page.

Close Online Application

The University of Hong Kong
Online Application For Testimonial

Applicant: [REDACTED]

Part 2a. Despatch by Mail

(The testimonial will be sent to you by ordinary mail. If you wish the document to be sent to you by registered post, for the question "Sent by Registered Post" below, please choose "Yes", and an additional \$20 will be charged per mailing address.)

Sent by Registered Post, an additional \$20 will be charged per address: ☐ Yes ☐ No

(Please list below the name and address to which the testimonial(s) should be sent)

Name:

Address:

Please only input the address in English OR Chinese. DO NOT include both languages.

Please input each line with a maximum of 38 characters for English OR 16 characters for Chinese, including spaces and symbols.

- Use abbreviations: such as "Building - Bldg", "House - Hse", "Street - St", "Road - Rd", "Department - Dept", "Room - Rm", "4th floor - 4/F", "Number - No", "Application number 1234 - App 1234", and "Reference number 5678 - Ref 5678"

- Avoid unnecessary symbols, such as °, , .

Country:

Mobile phone number for mail delivery (optional):

(The phone number will be shown on the envelope)

Purpose of application:

(If the award of qualification is required, please mark "Overall results required" and to certify medium of Instruction, please mark "MOI".)

No. of testimonial(s) to this address:

Pack the testimonial(s) in:

(If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN")

Attachment(s) to be included in testimonial(s)*:

☐ Yes ☒ No

*If the testimonial is to be sent with a "Request for testimonial form" provided by some institutions, please choose "Yes" for the question "Attachment(s) to be included in testimonial(s)" and upload this form under Part 3 "Application Summary". Documents other than the "Request for testimonial form" will not be accepted.

Take note of the guidelines, especially for long addresses.

Address:

Please only input the address in English OR Chinese. DO NOT include both languages.

Please input each line with a maximum of 38 characters for English OR 16 characters for Chinese, including spaces and symbols.

- Use abbreviations: such as "Building - Bldg", "House - Hse", "Street - St", "Road - Rd", "Department - Dept", "Room - Rm", "4th floor - 4/F", "Number - No", "Application number 1234 - App 1234", and "Reference number 5678 - Ref 5678"

- Avoid unnecessary symbols, such as °, , .

If you wish to enclose an attachment to your testimonial, please choose "Yes" and click "Request for testimonial form" for the details.

Save and Continue (Save this record to your summary of application) Back

Cancel and Back to First Page

Click "Save and Continue" to proceed

The University of Hong Kong
Online Application For Testimonial

Applicant: [REDACTED]

Part 3. Application Summary

Method of Collection	Name	No. of Copies	Check / Amend
By Ordinary Mail	Academic Services Office	1	Check / Amend

[Request another copy \(Despatch by Mail\)](#)

[Request another copy \(Collection in Person\)](#)

Upload Attachment:

You may upload a new attachment to overwrite the previous attachment if required

[Choose File](#) No file chosen

[Upload File](#)

Uploaded Attachment: u303000000-WES.pdf uploaded at 11:28:30 29-Mar-2021

Please upload the "Attachment" here if you have chosen "Yes" for "Attachment(s) to be included in testimonial(s)"

Once the "Attachment" is successfully uploaded, the upload details will be shown here

Part 4. Other Information Required

Please provide the following information for your application

Contact Telephone Number:

You will be informed via your HKU e-mail when the document(s) is / are ready.

[Save and Continue](#)

[Delete Application](#)

Click "Save and Continue" if you have no further amendment to the application

[Back to First Page](#)

If you have chosen "Collection in Person from the Academic Services Office", please fill in the required information in this page.

Application for Testimonial

Close Online Application

The University of Hong Kong Online Application For Testimonial

Applicant: [REDACTED]

Part 2b. Collection in Person from the Academic Services Office, G-04, Run Run Shaw Building

Purpose of application:

(If the award of qualification is required, please mark "Overall results required" and to certify medium of Instruction, please mark "MOI".)

No. of testimonial(s) to be collected:

Pack the testimonial(s) in:

(If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN")

Attachment(s) to be included in testimonial(s)*:

☒ Yes ☐ No

*If the testimonial is to be sent with a "[Request for testimonial form](#)" provided by some institutions, please choose "Yes" for the question "Attachment(s) to be included in testimonial(s)" and upload this form under Part 3 "Application Summary". Documents other than the "Request for testimonial form" will not be accepted.

If you wish to enclose an attachment to your testimonial, please choose "Yes" and click "Request for testimonial form" for the details

If you wish to authorize a person to collect the testimonial(s) on your behalf, please give details:

Name of the authorized person:

HKID/Passport No:

Save and Continue

(Save this record to your summary of application)

Back

[Cancel and Back to First Page](#)

Click "Save and Continue" to proceed

The University of Hong Kong
Online Application For Testimonial

Applicant: [REDACTED]

Part 3. Application Summary

Method of Collection	Name	No. of Copies	Check / Amend	Delete
By Ordinary Mail	Academic Services Office	1	Check / Amend	Delete
In Person	Name of the authorized person	1	Check / Amend	Delete

Click "Check / Amend" if you want to check the information you have entered or to make amendments (see next page).

[Request another copy \(Despatch by Mail\)](#)

Part 4. Other Information Required

Please provide the following information for your application

Contact Telephone Number:

You will be informed via your HKU e-mail when the document(s) is / are ready.

[Save and Continue](#) [Delete Application](#)

Click "Save and Continue" to proceed.

If you click "Delete Application", all saved entries under this application will be removed and this application will NOT be kept in your application record.

[Back to First Page](#)

Check / Amend the "Method of Collection" in Part 3. Application Summary

Close Online Application

The University of Hong Kong Online Application For Testimonial

Applicant: [REDACTED]

Part 3a. Amend Information (Despatch by Mail)

(The testimonial will be sent to you by ordinary mail. If you wish the document to be sent to you by registered post, for the question "Sent by Registered Post" below, please choose "Yes", and an additional \$20 will be charged per mailing address.)

Sent by Registered Post, an additional \$20 will be charged per address: ☒ Yes ☐ No

Application Number : [REDACTED]

Name: Academic Services Office

Address: Address 1

Please only input the address in English OR Chinese. DO NOT include both languages. Address 2

Please input each line with a maximum of 38 characters for English OR 16 characters for Chinese, including spaces and symbols. Address 3

- Use abbreviations: such as "Building - Bldg", "House - Hse", "Street - St", "Road - Rd", "Department - Dept", "Room - Rm", "4th floor - 4/F", "Number - No", "Application number 1234 - App 1234", and "Reference number 5678 - Ref 5678" Line 4

- Avoid unnecessary symbols, such as * , . Line 5

Country:

Mobile phone number for mail delivery (optional):
(The phone number will be shown on the envelope) 12345678

Purpose of application:
(If the award of qualification is required, please mark "Overall results required" and to certify medium of Instruction, please mark "MOI".)

No. of testimonial(s) to this address: 1

Pack the testimonial(s) in:
(If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN") ONE single University envelope

Attachment(s) to be included in testimonial(s): ☐ Yes ☒ No

*If the testimonial is to be sent with a "Request for testimonial form" provided by some institutions, please choose "Yes" for the question "Attachment(s) to be included in testimonial(s)" and upload this form under Part 3 "Application Summary". Documents other than the "Request for testimonial form" will not be accepted.

Save and Continue

Please check / amend the information you have previously entered.

Click "Save and Continue" to proceed.

Application for Testimonial

Close Online Application

The University of Hong Kong Online Application For Testimonial

Applicant: [REDACTED]

Part 3b. Amend Information (Collection in Person)

Application Number : [REDACTED]

Purpose of application:
(If the award of qualification is required, please mark "Overall results required" and to certify medium of Instruction, please mark "MOI".) Internship

No. of testimonial(s) to be collected: 1

Pack the testimonial(s) in:
(If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN") ONE single University envelope

Attachment(s) to be included in testimonial(s): ☐ Yes ☒ No

*If the testimonial is to be sent with a "Request for testimonial form" provided by some institutions, please choose "Yes" for the question "Attachment(s) to be included in testimonial(s)" and upload this form under Part 3 "Application Summary". Documents other than the "Request for testimonial form" will not be accepted.

If you wish to authorize a person to collect the testimonial(s) on your behalf, please give details:

Name of the authorized person: Name of the authorized person (amend)

HKID/Passport No: A123456(7)

Save and Continue

Please check the summary of your application carefully before you proceed to payment

Application for Testimonial

[Instruction and User Guide](#)

The University of Hong Kong
Online Application for Testimonial

[Close Online Application](#)

If you wish to close the application and to continue at a later stage, click "Close Online Application".

Applicant: [REDACTED]

Part 5a. Application Fee

Application Number: [REDACTED]

Total no. of testimonial(s) applied for: 2

Total Fee Payable: HK\$ 60

Part 5b. Please check the information clearly before payment.

Despatch By Ordinary Mail

Name:	Academic Services Office
Address:	Address 1
	Address 2
	Address 3
Country:	Country
Mobile phone number for mail delivery (optional): (The phone number will be shown on the envelope)	123456789
No. of testimonial(s) to this address:	1
Purpose of application: (If the award of qualification is required, please mark "Overall results required" and to certify medium of Instruction, please mark "MOI".)	Internship
Pack the testimonial(s) in: (If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN")	ONE single University envelope
Attachment(s) to be included in testimonial(s):	No

Collection in Person from Academic Services Office

No. of testimonial(s) to be collected: 1

Purpose of application:

(If the award of qualification is required, please mark "Overall results required" and to certify medium of Instruction, please mark "MOI".)

Pack the testimonial(s) in:

(If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN")

Attachment(s) to be included in testimonial(s):

ONE single University envelope

No

You have authorized a person to collect the testimonial(s) on your behalf, details are as follows:

Name of the authorized person:

Name of the authorized person

HKID/Passport No:

[I want to Amend the above information](#)

[Credit Card Payment](#)

[Delete Application](#)

Please click "Credit Card Payment" to proceed.

If you click "Delete Application", all saved entries under this application will be removed and this application will NOT be kept in your application record.

The University of Hong Kong
Online Application For Testimonial

Applicant: [REDACTED]

Part 6. Credit Card Payment (Jetco Payment Gateway)

Application Number: [REDACTED]
Type of Application: Testimonial
Total no. of testimonial(s) applied for: 2
Total Fee Payable: HK\$ 60

To the Registrar:

I hereby authorize The University of Hong Kong to charge HK\$ 60 to cover the application fee for the testimonial(s).

Please check the payment details and click "Pay" to proceed.
Please click "Back" if you want to go back to the previous page.

* This electronic payment is securely transmitted to the **JETCO Payment Gateway** directly for transaction authorisation using 128-bit encryption. The University will not receive any information on your credit card. Please read the University's [Privacy Policy Statement](#) and [Personal Information Collection Statement](#). For VISA/MasterCard holder's information, the University of Hong Kong is domiciled in Hong Kong.

Amount: **HKD 60.00**
Merchant: HKU-REGISTRY TESTIMONIAL
Invoice Number: XXXXXXXXXX

You will be directed to the payment gateway of the Bank of East Asia.

Please follow the instructions to complete the online payment.

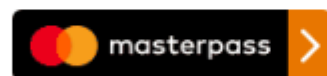
Press your payment method to pay.

Card Type

VISA



Digital Wallet



[Learn More](#)

Click "Cancel" to return to your testimonial application
if you want to make amendments

« Cancel, and return to HKU-REGISTRY TESTIMONIAL

You are connected to a Secure Payment Page operated by Joint Electronic Teller
Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.



Amount: **HKD 60.00**
Merchant: HKU-REGISTRY TESTIMONIAL
Invoice Number: [REDACTED]

Card Information

Enter your card information.

Card Type: **VISA**

Credit Card Number: [REDACTED] - [REDACTED] - [REDACTED] - [REDACTED]

Expiry Date: [MM] [YYYY]

Card Verification Number: [REDACTED] [What is this?](#)

Pay Now

« Cancel, and return to HKU-REGISTRY TESTIMONIAL

Visa Secure

This payment website supports Visa Secure.
You might be redirected to your card issuing bank and required to enter a password for authentication.
Please contact your card issuing bank for service details.

VISA

SECURE

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.



When you have filled in the required information, please click "Pay Now" to complete the online payment.

Click "Cancel" to return to your testimonial application if you want to make amendments.

Do not click the browser's "BACK" button during the payment process as it will result in transaction error.

If you see the following error message, it is not possible to proceed further. Please submit a "New Application".

Duplicate Invoice. Transaction cancelled. (34)

Please contact your merchant for any order or payment enquiries.

**The University of Hong Kong
Online Application For Testimonial**

Applicant: [REDACTED]

Part 6b: Credit Card Payment Result

Application Number : [REDACTED]
 Type of Application : Testimonial
 Date Received : 29-Mar-2021
 Status : In Progress - Paid, application is being processed

Successful Payment, please [PRINT](#) and **KEEP** this Application Summary for your own reference, and close this application [Close Online Application](#)

TRANSACTION TIME :
 TRANSACTION AMOUNT :
 TRANSACTION ID :
 APPROVAL CODE :
 REFERENCE NUMBER :

**Part 7: Application Summary**Despatch By Ordinary Mail

Name:	Academic Services Office
Address:	Address 1
	Address 2
	Address 3
Country:	Country
Mobile phone number for mail delivery (optional): (The phone number will be shown on the envelope)	123456789
No. of testimonial(s) to be sent:	1
Purpose of application: (If the award of qualification is required, please mark "Overall results required" and to certify medium of instruction, please mark "MOI".)	Internship
Pack the testimonial(s) in: (If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)	ONE single University envelope
Attachment(s) to be included in testimonial(s):	No

After you have completed the online payment successfully, this application summary is shown, please print or save a copy for your own record. You may click "Back to First Page" and see this application under "Application Record" with the status as "In progress" (refer to page 6).

If you do not see this page, please check your "Application Record" (refer to page 6). If the application is "Incomplete / Unsuccessful", please click the "Application Number" to continue with the application. No application fee will be charged for "Incomplete/ Unsuccessful" applications.

Collection in Person from Academic Services Office

No. of testimonial(s) to be collected: 1
 Purpose of application:
 (If the award of qualification is required, please mark "Overall results required" and to certify medium of instruction, please mark "MOI".) Internship
 Pack the testimonial(s) in:
 (If the testimonials are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".) ONE single University envelope
 Attachment(s) to be included in testimonial(s): No
 You have authorized a person to collect the testimonial(s) on your behalf, details are as follows:
 Name of the authorized person: Name of the authorized person
 HKID/Passport No: A123456(7)

[Back to First Page](#)