**APPLICATION FORM FOR ISSUING CERTIFICATE**

**(For alumni)**

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| **Applicant** |  | **Student No.** |  |
| **Nationality** |  | **Grade** |  |
| **Phone Number** |  |
| **Document Type** |  |
| **Detail Reason for Your Request**  | (If the certificate is required by an organization, the relvent official document should be attached.) |
| **Ways to Get the Certificate** | **□Collect in person in the office** **□Collect by friend or classmate in the office****□Email (PDF copy)****Email address：****NOTE: No post-service** |
| **Signature** |  | **Date** |  |
| **Official Use↓** |
| **Opinion** |  |  |

**Note:**

1. This form is only for alumni, NOT for students who are studying at the university.
2. After passing the verification, documents will be issued in 5-10 workdays. It will take more time in the holidays.
3. No post-service.