

**Employment Certification**  
**In support of Access to University Services/Facilities**  
**(For use by Eligible Retirees Only)**

**Important Notes**

1. Eligible Retirees for this purpose are categorized into 2 groups with respect to the number of years they have served the University prior to retirement or completion of service:
  - “**Eligible Retirees with 10 years or more service**” are appointees with 10 years or more full-time continuous service immediately prior to retiring from University appointment on regular Terms of Service (“TOS”)/Continuous Appointment (“CA”) mode; or on completion of contract upon reaching age 60 or the day immediately prior to the 60th birthday or beyond.
  - “**Eligible Retirees with less than 10 years’ service**” are appointees with less than 10 years’ full-time continuous service immediately prior to retiring from appointment on regular TOS/CA mode.
2. Eligible Retirees may complete Part I of this Form and send the form to the Human Resources Office, 4/F Mong Man Wai Building, The Chinese University of Hong Kong, by fax at 3942 0946 or email to [hro-cert@cuhk.edu.hk](mailto:hro-cert@cuhk.edu.hk) for Human Resources Office’s completion of Part II.
3. Request for this employment certification should be made 5 working days in advance. Request from prospective retirees should be made no earlier than 4 weeks before the effective date of service departure.
4. The personal data provided in this form will be used for the purpose of processing this request only.
5. If you need certification of your service at the University for other purpose, please contact the Human Resources Office by phone at 3943 7332 or 3943 9512 or by fax at 3942 0946.

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**Part I – To be completed by Eligible Retiree**

To: Human Resources Office

I, \_\_\_\_\_ (Full Name), holder of HKID Card Number \_\_\_\_\_, would like to request for employment certification in support of my application to access University services/facilities. I would like to collect the completed certification\*:-

- In-person
- By mail (please state correspondence address, the address will also be used to update your correspondence address in the University’s personnel record):

\_\_\_\_\_

\_\_\_\_\_

Signature of Applicant: \_\_\_\_\_

Contact Phone No. & email address: \_\_\_\_\_

Date: \_\_\_\_\_

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**Part II – To be completed by Human Resources Office**

This is to certify that the above-named is :

- an Eligible Retiree with 10 years or more full-time continuous service immediately prior to retiring from the University appointment (i) on regular TOS/CA mode; or (ii) on completion of contract upon reaching age 60 or the day immediately prior to the 60th birthday or beyond.
- an Eligible Retiree with less than 10 years’ full-time continuous service immediately prior to retiring from the University appointment on regular TOS/CA mode.

<b>Applicable to prospective retiree only</b>
Status effective date:  _____

Certified by Human Resources Office: (Office Chop)

Date: \_\_\_\_\_