

申請學業證明文件程序/須知

附錄

1. 請填妥本表格之第一至第四部分，連同所需文件交回諮詢中心之學生紀錄服務站（香港新界大埔露屏路十號費貴子基金會大樓 A-G/F-11室）。
2. 申請表格各欄必須清楚填妥，並請繳交申請費用，此申請方獲處理。如申請人仍未繳清拖欠本校的各種費用，本校將不會發出任何學業證明文件，請無需申請。
3. 所申請之文件將一般於收妥表格後七個工作天內辦妥。若申請者以郵寄方式收取學業證明文件，請額外多預留普通本地郵遞時間約三個工作天。在1月、5月、6月及7月的考試評核高峰期間，處理時間極可能需要延長。逾期仍未收到文件，可致電教務處(852)2948 6177查詢。
4. 收費：
 - ◆ 學業證明文件每份收費為港幣五十元，已包括本地或普通空郵之郵費在內。
 - ◆ 如需要掛號郵遞服務，每個收件地址須加付港幣十五元五角。
例如：申請兩份學業證明文件以掛號郵遞服務寄達同一海外地址，總費用為港幣一百一十五元五角。
5. 付款方法
 - ◆ 於銀行以現金付款
申請人可到任何一間東亞銀行（戶口號碼：015-195-25-00002-0）索取繳費單繳交費用（繳費收條正本須連同申請表一併交回）。
 - ◆ 銀行自動櫃員機
申請人可於各東亞銀行屬下的自動櫃員機轉賬費用到東亞銀行（戶口號碼：015-195-25-00002-0）（轉賬收條正本須連同申請表一併交回）。
 - ◆ 銀行本票付款（只適用於海外申請者）
申請總費用須以銀行港幣本票繳付及須加付銀行手續費港幣一百元，本票抬頭請支付「香港教育大學」。
例如：申請兩份學業證明文件以掛號郵遞服務寄達同一海外地址，總費用為港幣一百一十五元五角，另須加付銀行手續費港幣一百元，即合共二百一十五元五角。
6. 除特殊情況外，申請人不會收到個別通知所申請文件之領取或郵寄日期。
7. 如欲授權其他人士代為領取學業證明文件，受托人於諮詢中心之學生紀錄服務站領取文件時必須攜同由申請人簽署的授權書(內附樣本)、申請人之學生證或身分證副本及受托人之身分證/護照，以作核對及記錄之用。**如受托人未能出示以上全部三項文件，教務處將拒絕把申請人之學業證明文件發給受托人。**
8. 如選擇郵寄方式收取文件，請聲明並清楚填寫附頁之地址表。教務處將不負責任何因郵遞而引致之遺失或損壞。
9. 如申請人未能及早通知更改領取學業證明文件方法，如有文件遺失，教務處恕不負責。

收集個人資料聲明

1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一段時間後將全部銷毀。
2. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。
3. 如在遞交此表格後要查閱或更正個人資料，請聯絡學則及學籍管理組(電郵: exam@eduhk.hk)。

Procedures/Important Notes for Application for Academic Documents

Notes

1. Please complete Sections I to IV of the attached form and return the form together with the required documents to the **Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong)**.
2. Application will be processed upon receipt of the completed application form and payment. If there are still outstanding payments unsettled with the University, the University will withhold the issue of academic document(s). Applicants of this category need not apply.
3. The application will normally be completed within 7 working days from the date of receipt. Please allow about 3 more working days for local ordinary postal delivery. During the peak examinations and assessment periods in January, May, June and July, additional processing time is likely to be extended. If the document is not received on time, applicants may contact the Registry at (852) 2948 6177 to enquire about the progress.
4. Fees:
 - ◆ Fees per single copy of the academic documents, including postage of local or ordinary air mail is HK\$50.
 - ◆ If you require other postal services by registered mail, please add additional charges of HK\$15.5 for each recipient.
For example: If you apply for two copies of academic documents to be sent by registered mail to an overseas recipient, the total payment of application fees should be HK\$115.5.
5. Payment Methods:
 - ◆ **Payment by Cash at bank**
Applicants can obtain a payment slip from any branch of **Bank of East Asia (A/C: 015-195-25-0002-0)** and make cash payment. (Please attach **original payment receipt** to the application form)
 - ◆ **Payment by ATM**
Applicants can pay through ATMs of **Bank of East Asia** by transferring the amount to **Bank of East Asia (A/C: 015-195-25-0002-0)**. (Please attach **original transferal receipt** to the application form)
 - ◆ **Payment by bank draft** (For overseas applicants only)
Total payment of application fees can be settled by a bank draft in Hong Kong dollars, plus an additional bank service charge of HK\$100, made payable to “The Education University of Hong Kong”.
For example: If you apply for two copies of academic documents to be sent by registered mail to an overseas recipient, the total payment of application fees should be HK\$115.5, plus the additional bank service charge of HK\$100, i.e. the total amount of the bank draft is HK\$215.5.
6. Except under special circumstances, applicant will NOT be notified of the date of collecting or mailing the academic document(s).
7. If you wish to authorize another person to collect the academic document(s) on your behalf, your representative is required to bring along the “Authorization for the Collection of Academic Document(s)” (A sample is attached) signed by you, a photocopy of your Student ID/HKID card and HKID card/passport of your representative for verification and record purpose at the Student Records Service Desk of Information Centre. **The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents during collection.**
8. For mail despatch, please complete the attached address slip. The Registry bears no responsibility for any loss or damage of the document(s) during postal delivery.
9. The Registry bears no responsibility for any loss of academic document(s) during collection if no prior notice for change of method of collection is received.

Personal Information Collection Statement

1. The personal data provided by you on this form will be used by Academic Regulations and Records Section for the purpose of processing your application and to be destroyed after a period of time.
2. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
3. Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.

<input type="checkbox"/> Applicant
<input type="checkbox"/> Collection Box
<input type="checkbox"/> Post
Ref. No. _____



申請學業證明文件
APPLICATION FOR ACADEMIC DOCUMENTS

填寫本表格前，請先參閱附頁的程序/須知。Please read the procedures/important notes attached before completing this form.

申請人請以正楷填寫本申請表(The application form should be completed by applicant in BLOCK LETTERS)

第一部分 申請人資料
SECTION I DETAILS OF APPLICANT

姓名(英文) Name (English):		(中文) (Chinese):	
稱銜* 先生/太太/女士/小姐 Title*: Mr/Mrs/Ms/Miss	學生編號 Student No.:	香港身分證號碼 HK ID Card No.:	
日間聯絡電話 Day-time Contact Tel No.:		電郵 Email:	

* 請刪去不適用者。Please delete whichever is inappropriate.

第二部分 申請詳情
SECTION II APPLICATION DETAILS

本人欲申請以下之學業證明文件(可選擇多項):

I would like to apply for the following academic documents (you may choose more than one kind of the documents):

請在適當空格內填上✓號 Please tick as appropriate	數量 No. of Copies	費用 Fees
<input type="checkbox"/> 成績報告表* (詳錄學生於課程內每一科目的名稱及考取並已獲部門主管批核的成績等級，尚未獲部門主管批核的成績等級不會載於報告表內。) Transcript of Studies* (Official academic document showing a full list of course titles and grades approved by the respective Head of Department) Course grades which have not been approved by the Head of Department will not be contained in the document.		
<input type="checkbox"/> 就學證明書* (證明在本校所修讀之課程) Testimonial* (Certifying your enrollment in the programme)		
<input type="checkbox"/> 核證副本 (請攜同正本方能處理) Certified True Copy (Please present your original copy for processing)		
<input type="checkbox"/> 課程/科目資料 (例如：課程手冊、科目大綱) Programme/Course Information (e.g. Programme Handbook and specific course outline)		
<input type="checkbox"/> 經驗學習及成就報告表 (只適用於2005/06年度或以後入學的全日制學生。) Experiential Learning and Achievements Transcript [ELAT] (Only applicable to full-time students admitted in the 2005/06 academic year or thereafter.)		
<input type="checkbox"/> 附加費用：掛號郵遞服務^ Additional Charges: Postal services by registered mail^		\$15.5
<input type="checkbox"/> 附加銀行手續服務# Additional bank service charge#		\$100
總費用 Total Fees (港幣HK\$)		
^ 學業證明文件每份收費為港幣\$50元。如選擇掛號郵遞服務，須加付港幣\$15元5角。 # 倘若海外申請者以銀行本票繳付申請費用，須加付銀行手續費港幣\$100元。 有關付款方法，請參閱申請學業證明文件程序/須知之附錄4。 ^ Fees per single copy of academic documents is HK\$50 . Additional charge of HK\$15.5 is required for registered mail. # Overseas applicant who would settle the application fees by bank draft should pay an additional bank service charge of HK\$100 . Please refer to Note 4 of the "Procedures/Important Notes for Application for Academic Documents" on Payment Methods.		

* 一九九五年前畢業之同學如欲申請成績報告表或就學證明書，請致函教育局專業發展及培訓分部「學校領導及專業發展組」[地址：香港添馬添美道2號政府總部東翼5樓(電話：(852)3509 7577; 傳真：(852)2834 7350; 電郵：pdoslpd3@edb.gov.hk)]。如需查詢其他申請詳情，可致電「香港教育大學」教務處(852)2948 6177。

* For student transcripts and testimonials before the academic year 1994-95, please write to the School Leadership and Professional Development Section, Professional Development and Training Division of Education Bureau. [Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel: (852)3509 7577; Fax: (852)2834 7350; Email: pdoslpd3@edb.gov.hk)] For other enquiries of application details, please contact the Registry of The Education University of Hong Kong at (852) 2948 6177.

第二部分 申請詳情(延續)
SECTION II APPLICATION DETAILS (CONT'D)

有關課程及年級資料：
Information on programme and year of study:

課程名稱及編號 Programme Title/Code:		
入學年份 Year of Admission:	現就讀年級(如適用) Year of Study (if applicable):	畢業年份 Year of Graduation:
主修學科(如適用) Major Subject (if applicable)	副修學科(如適用) Minor Subject (if applicable)	
科目名稱(如適用) Course Title(s) (if applicable):		
其他資料 Other Information:		
申請目的(請在適當的空格內填上✓ 號) Purpose of Request (Please tick as appropriate):		
<input type="checkbox"/> 申請入學課程 Programme Admission	<input type="checkbox"/> 申請職位 Job Application	<input type="checkbox"/> 學歷評審 Academic Qualification Assessment
<input type="checkbox"/> 個人紀錄 Personal Record	<input type="checkbox"/> 申請簽證 Visa Application	
<input type="checkbox"/> 其他，請註明 Others, please specify:		

第三部分 領取學業證明文件
SECTION III COLLECTION OF ACADEMIC DOCUMENT(S)

領取方法 (請在適當的空格內填上✓ 號)
Method of Collection (Please tick as appropriate)

- 由本人親身前來領取
To be collected by myself in person
- 由受託人領取
(受託人必須攜同所有有關證明文件[詳列於申請學業證明文件程序/須知之附錄7]才獲准領取學業證明文件。)
To be collected by an authorized person (The authorized person must bring along all the required documents [indicated in Note 7 of the Procedures/Important Notes for Application for Academic Documents] before collection of academic document(s).)
- 請郵寄學業證明文件 (請填寫附頁之地址表)
Please send the academic document(s) by mail (Please fill in the attached address slip.)
- 請以掛號郵遞服務郵寄學業證明文件 (請填寫附頁之地址表) [詳列於申請學業證明文件程序/須知之附錄4]
Please send the academic document(s) by **registered mail** (Please fill in the attached address slip.) [indicated in Note 4 of the Procedures/Important Notes for Application for Academic Documents]

第四部分 聲明
SECTION IV DECLARATION

1. 隨表已附上 (請在適當的空格內填上✓ 號)
Enclosed please find the following: (Please tick as appropriate)

- 銀行繳費收條正本 / 銀行轉賬收條正本
Original payment receipt / Original transferral receipt
- 銀行本票 (只適用於海外申請者)
Bank Draft (For overseas applicants only)
- 地址表 (以郵寄方式收取學業證明文件)
Address slip (for postal delivery of academic document)

2. 本人明白 I understand

- (i) 如選擇郵寄學業證明文件，教務處將不負責任何因郵遞而引致之遺失或損壞。
For mail dispatch of academic document, the Registry bears no responsibility for any loss or damage of the document(s) during postal delivery.
- (ii) 如欲授權其他人士代為領取學業證明文件，受托人於諮詢中心之學生紀錄服務站領取文件時必須攜同由本人簽署的授權書、本人之學生證或身分證副本及受托人之身分證/護照，以作核對及記錄之用。
如受托人未能出示以上全部三項文件，教務處將拒絕把本人之學業證明文件發給受托人。
If I wish to authorize another person to collect the academic document(s) on my behalf, my representative is required to bring along the "Authorization for the Collection of Academic Document(s)" signed by me, A photocopy of my student card/HKID card and HKID card/passport of my representative for verification and record purpose at the Student Records Service Desk of Information Centre. **The Registry will withhold my academic document(s) if the authorized person cannot produce all the above required documents during collection.**
- (iii) 如本人未能及早通知更改領取方法，如有文件遺失，教務處恕不負責。
The Registry bears no responsibility for any loss of academic document(s) during collection if no prior notice for change of method of collection is received.
- (iv) 所有申請文件將於收妥表格後七個工作天內辦妥。如以郵寄方式寄回表格或收取學業證明文件，需預留約三個工作天作郵遞時間。
The application will be completed within 7 working days from the date of receipt. Please allow about 3 more working days for postal delivery.
- (v) 本人不會收到個別通知所申請文件之領取或郵寄日期。
I will NOT receive individual notification of the date of collecting or mailing the academic document(s).

申請人簽署 Signature of Applicant

日期 Date

第五部分 教務處專用
SECTION V FOR REGISTRY USE

No Liabilities checked by : _____ on _____

Document(s) prepared by : _____ on _____, sent on _____

領取學業證明文件 COLLECTION OF ACADEMIC DOCUMENT(S)

茲證明本人收到第二部分之學業證明文件

I acknowledgement receipt of the academic document(s) as stated in Section II

領取人簽署 Signature of Recipient

日期 Date

地址表
Address Slip

致To:

(收件人Name of Recipient)

(地址Address)



如申請人需要透過本校**直接郵寄**學歷文件致別處或其他收件人，請填寫下列部分以便處理：
Please fill in the following section if you want the University to send your academic document(s) **directly** to other parties by mail:

本校現附上_____ (申請人姓名)之學業證明文件以作為其申請下列事項用途：
The enclosed Academic Document(s) is/are sent at the request of _____ (Applicant's name) who is applying for:

- | | | | |
|--|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> 入學課程
Programme Admission | <input type="checkbox"/> 職位
Job | <input type="checkbox"/> 簽證
Visa | <input type="checkbox"/> 學歷評審
Academic Qualification Assessment |
| <input type="checkbox"/> 其他，請註明
Others, please specify: _____ | | | |

發件人： 香港教育大學
教務處
學則及學籍管理組
香港新界大埔露屏路10號

Sent by: Academic Regulations and Records Section
The Registry
The Education University of Hong Kong
10 Lo Ping Road, Tai Po
New Territories, Hong Kong

日期
Date: _____

授權領取學業證明文件
Authorization for the Collection of Academic Document(s)

本表格只需經由受托人於代領申請人之學業證明文件時提交，並無需於申請學業證明文件時一併遞交。

This form is to be presented by the authorized person when collecting applicant's academic document(s). There is **NO NEED** to attach this to the application form.

致： 教務處
香港教育大學

由於本人未能親身前來領取學業證明文件，本人 _____
(香港身分證號碼/學生證號碼* _____) 欲委托 _____ 先生/女士/小姐*
(香港身分證號碼/護照號碼* _____) 代為領取有關本人的學業證明文件。

To: The Registry
The Education University of Hong Kong

Since I cannot collect the academic document(s) in person, I, _____
(HKID No./Student No.* _____) would like to authorize Mr/Ms/Miss* _____
(HKID No./Passport No*: _____) to collect the academic document(s) on my behalf.

* 請刪去不適用者。Please delete whichever is inappropriate.

申請人簽名
Applicant's Signature : _____
申請人姓名
Applicant's Name : _____
香港身分證號碼/學生證號碼
HKID Card No./Student Card No: _____
日期
Date: _____

重要事項

Important Notes:

當領取學業證明文件時，受托人必須出示及提交以下有關文件以作核對/記錄

The authorized person must produce the following documents for verification/record when collecting the academic document(s):

- (i) 經申請人所填寫及簽署之“授權領取學業證明文件”表格
"Authorization for the Collection of Academic Document(s)" signed by the applicant;
- (ii) 申請人之香港身分證/學生證副本
A photocopy of applicant's Student ID/HKID card; and
- (iii) 受托人之香港身分證/護照
HKID card/passport of the authorized person

如受托人未能出示及提交以上所述之文件以作核對及記錄，教務處將拒絕把申請人之學業證明文件發給該受托人。

The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents for verification and record during collection.