

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.