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

當領取學業證明文件時，授權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) 由申請人親自填妥及簽署之"授權領取學業證明文件表格" 正本(不接受電子版)。
Hard copy (electronic copy not accepted) of the "Authorization form for the Collection of Academic Document(s)" fully completed and signed by the applicant; and

(ii) 申請人之學生證/香港身分證副本
A photocopy of the applicant's EdUHK Student ID/HKID card; and

(iii) 授權人之香港身分證/護照
Personal ID card/Passport of the authorized person

注意：每位授權人每天只能代領最多十份文件。
Important note: Each authorized person may collect up to 10 documents per day.

教務處將在以下情況下拒絕把申請人之學業證明文件發給該授權人: (i) 授權人未能出示及提交以上所述之文件以作核對及記錄;及/或(ii)授權表格不經由申請人親自填妥。
The Registry will withhold the applicant's academic document(s) if (i) the authorized person cannot produce all the above-required documents for verification and record-keeping during collection and/or (ii) the authorization form is only partially/incomplete by the applicant.

申請人與授權人於領取文件涉及任何糾紛，一概與本校無關。
The University bears no responsibility for any disputes between the authorizing party and the applicant regarding the collection of academic documents.

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個學年後將全部銷毀。
2. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。
3. 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。
4. 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）。
5. 本校的「私隱政策聲明」可見於 https://www.eduhk.hk/main/privacy-policy/。

Personal Information Collection Statement:

1. The personal data provided by you on this form will be used for the purpose of processing your application and to be destroyed after one academic year.
2. Failure to provide complete and accurate information in this form may result in the University being unable to process the application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
4. 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.
5. The University's Privacy Policy Statement (PPS) can be accessed at https://www.eduhk.hk/main/privacy-policy.

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

本表格需由授權人/速遞服務職員於代領申請人之學業證明文件時提交。
This form is to be presented by the authorized person/representative of the self-paid courier service provider when collecting the applicant's academic document.

申請人姓名 Applicant's Name:	
申請人就讀課程編號 Programme Code:	
學生證號碼 Student Card No:	
香港身分證件號碼 Hong Kong ID Card No.	
授權領取文件 Academic Document to be collected:	

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

授權人姓名 Name of Authorized Person:	
身分證件號碼/護照號碼 Personal ID Card No./Passport No:	
與委托人關係 Relationship with Applicant:	
**自費委託速遞服務公司職員員工編號 Staff ID of self-paid courier provider:	

**或提供印有申請人姓名的速遞預約單據。
Or provide a courier booking receipt showing the applicant's full name.

注意：每位授權人每天只能代領最多十份文件。
Important note: Each authorized person may collect up to 10 documents per day.

□ I declare that the authorization form is fully completed by me and understand that the University bears no responsibility if the document is damaged, lost, or misused by the authorized person or the courier provider. 我聲明此授權書已由我本人親自填妥，並理解若文件被獲授權人或快遞服務供應商損壞、遺失或誤用，一概責任與大學無關。

申請人簽名 Signature of Applicant	申請日期 Application Date