

授權領取學業證明文件須知

Important Notes for Authorization for the Collection of Academic Document(s)

(1) 當領取學業證明文件時，受託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) 受託人之香港身分證/護照
HKID card/passport of the authorized person

(2) 請注意：

如受託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託人。申請人授權他人協助其領取學業證明文件前，務必填妥以下表格委託可信賴之受託人。若領取文件後有所損毀或遺失，本校概不承担任何責任。

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. To authorize others to collect the academic document(s) on your behalf, applicant is required to complete the following form and reminded to appoint a trusted representative for you. The University accepts no responsibility for damage or loss of the document(s) once collected.

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 Authorization for the Collection of Academic Document(s)

本表格需經由受託人/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.

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 _____
(學生證號碼/身分證號碼 * _____) 欲委託 _____ 先生/女士/小姐*
(身分證號碼/護照號碼* _____) 或自費委託 _____ 速遞服務公司職員
(員工編號 _____) 代為領取有關本人的學業證明文件。本人明白大學將不負責受託人/速遞服務職員
領取文件後任何損壞或遺失。

To: The Registry
The Education University of Hong Kong

Since I cannot collect the academic document(s) in person, I, _____
(Student No., /Personal ID Card No.* _____) would like to authorize
Mr/Ms/Miss* _____ (Personal ID Card No./Passport No*: _____) or
representative with Staff ID: _____ of _____ (company name of self-paid courier
provider) to collect the academic document(s) on my behalf. I understand that the University accepts no responsibility for any
damage or loss of the document(s) once collected by my authorized person/representative of the self-paid courier service provider.

* 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:	_____
申請人就讀課程編號	
Programme Code:	_____
日期	
Date:	_____