

領取經驗學習及成就報告表授權書

Authorisation for the Collection of ELAT

第一部分 申請人資料

Section I Details of the 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.:
日間聯絡電話 Day-time contact tel. no.:	電郵 Email:

第二部分 委託人資料

Section II Details of the Authorised Person

姓名 (英文) Name (English):	(中文) (Chinese):
稱銜* 先生 / 太太 / 女士 / 小姐 Title*: Mr / Mrs / Ms / Miss	香港身分證編號 HKID:

*Please delete as appropriate.

申請人簽名 Applicant's signature:	
日期 Date:	

重要事項

Important Notice:

當領取報告表時，受託人必須出示及提交以下有關文件以作核對/記錄

The authorised person must present the following proofs when collecting the ELAT certificate(s):

- (i) 經申請人所填寫及簽署之授權"領取經驗學習及成就報告表"表格
Authorisation for the Collection of ELAT" 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
The authorised person's HKID Card/passport.

如受託人未能出示及提交以上文件，學生事務處有權拒絕將報告表發給該受託人。

The Student Affairs Office reserves the right to withhold the applicant's ELAT if the authorised person cannot present all the above-required items for verification.

經驗學習及成就報告表

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，所提供的資料於完成申請程序的三年後將全部銷毀。
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，請電郵至: elat@eduhk.hk

Experiential Learning & Achievements Transcript

Personal Information Collection Statement

1. Your personal data provided on this form are used to process your application and will be destroyed in 3 years after the completion of the application procedure.
2. Information provided will be treated strictly confidential and may be transferred to other units within the University for necessary action (where applicable).
3. Applications for access to and correction of personal data after submitting this form should be made by email to elat@eduhk.hk