



**補發註冊證（短期課程）申請表**  
**Application for Re-issuance of Registration Slip(s) (Short Courses)**

**申請須知 NOTES FOR APPLICATION**

- 申請費用：50 元正\*（如以劃線支票繳付，抬頭請寫上「香港浸會大學」，並於支票背頁寫上姓名及聯絡電話）。  
The application fee is HK\$50\* (for cheque payment, please make it payable to "Hong Kong Baptist University". Please write your name and contact number on the back of the cheque.)
- 申請方法
  - 郵寄：填妥 (i) 申請表，連同 (ii) 香港身份證副本及 (iii) 申請費用（劃線支票），郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院學務部」，信封面請註明「申請補發註冊證（短期課程）」；本院將以電郵確認收妥此申請。
  - 親身遞交：填妥 (i) 申請表、連同 (ii) 申請費用（現金/易辦事/劃線支票）親臨本院九龍塘校園中心思齊樓、尖沙咀中心、東九龍中心或灣仔中心辦事處遞交。

Application Methods

  - By mail: Submit (i) the completed application form with (ii) a copy of HKID card and (iii) the application fee (crossed cheque) to "Registry, School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Re-issuance of Registration Slip(s) (Short Courses)" on the envelope. The School will acknowledge receipt of the application by email.
  - In person: Submit (i) the completed application form with (ii) the application fee (cash / EPS / crossed cheque) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre.
- 本院將於收到申請後一個月內，以普通郵遞將重發之註冊證（不包括學費收據）寄予申請人，請於下方表格<sup>+</sup>內填妥郵寄地址。  
The reissued Registration Slip(s) (official receipt of tuition fee not included) will be sent to applicant by regular mail within one month from the date of receipt of application. Please print the address in the form beneath<sup>+</sup>.
- 學員於此表格所填報的個人資料及提交的文件只供處理本項申請，並將會於完成處理後三個月內銷毀。  
The personal data collected in this form and documents submitted are processed for this application only, and will be destroyed in three months after the process is completed.

\*所有費用如有更改，恕不另行通知。 All fees are subject to change without prior notice.

**個人資料 PERSONAL PARTICULARS**

姓名（英文） \_\_\_\_\_ 中文姓名 \_\_\_\_\_ 身份證號碼 \_\_\_\_\_  
Name (English): \_\_\_\_\_ Chinese Name: \_\_\_\_\_ HKID Card No.: \_\_\_\_\_

日間聯絡電話 \_\_\_\_\_ 電郵地址 \_\_\_\_\_ 修讀年份 \_\_\_\_\_ 學期 \_\_\_\_\_  
Daytime Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_ Year: \_\_\_\_\_ Term: \_\_\_\_\_

**申請補發註冊證之科目 COURSE(S) APPLIED FOR RE-ISSUANCE OF REGISTRATION SLIP(S)**

組別編號 Section Code	科目名稱 Course Title	本院專用 For Office Use Only Enrolment No.

簽署: \_\_\_\_\_ 日期: \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**本院專用 FOR OFFICE USE ONLY**

Application received by: \_\_\_\_\_ ( / / ) Identity verified by: \_\_\_\_\_ ( / / )  
Application Fee received by: \_\_\_\_\_ ( / / ) Receipt No.: \_\_\_\_\_

Receipt acknowledge by: \_\_\_\_\_ ( / / )

Registration Slip(s) prepared by: \_\_\_\_\_ ( / / ) Verified by: \_\_\_\_\_ ( / / ) Sent out by: \_\_\_\_\_ ( / / )

<sup>+</sup> 請用正楷填妥收件人姓名及郵寄地址。 Please print clearly your name and postal address.	姓名 Name: _____
	地址 Address: _____