



就學證明書申請表 Application for Testimonial

*** 供證明已遺失畢業證書之學歷 For certification of loss of Graduation Certificate(s) ***

請參閱背頁之申請須知。 Please turn overleaf for notes for application.

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 _____
Daytime Contact No.: _____ Email Address: _____

課程資料及申請詳情 PROGRAMME INFORMATION AND DETAILS OF APPLICATION

課程/學歷名稱 Programme / Award Title	畢業年份 Year Graduated	學生編號 Student No.

費用 (請參閱申請須知第 2 及 3 項) Fees (See Notes 2 & 3 overleaf) HK\$ 120 x _____ (數量 quantity) = HK\$ _____

領取方法 Collection Method:

- 郵寄至指定地址 (請填妥下方表格)
By mail to a designated address (Please fill in the form beneath*)
- 於九龍塘校園中心思齊樓辦事處領取 (須於證明書發出後一個月內到取)
Collect in person at the Kowloon Tong Campus Centre DLB Office (must be collected within 1 month after issuance)

簽署 Signature: _____

日期 Date: _____

本院專用 FOR OFFICE USE ONLY

Application received by: _____ (/ /) Identity verified by: _____ (/ /)

Application Fee received by: _____ (/ /) Receipt No.: _____

Receipt acknowledged by: _____ (/ /)

Testimonial(s) prepared by: _____ (/ /) Verified by: _____ (/ /) Sent out by: _____ (/ /)

<p>+ 如以郵寄方式領取，請用正楷填妥收件人姓名及郵寄地址。 Please print clearly your name and postal address if you request the Testimonial(s) to be sent by mail.</p>	<p>姓名 Name: _____ 地址 Address: _____ _____ _____</p>
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申請須知 Notes for Application

1. 學員若已遺失畢業證書，可申請就學證明書以證明曾獲取之學歷。
The Testimonial is applicable to students who lost their graduation certificate(s) and need to certify their award(s) obtained.
2. 每份證明書只供證明一項曾獲取之學歷，故學員須以申請證明學歷的數量計算所需費用（每項一份）。
Students should note that each award will be shown on separated Testimonials. Therefore, application fee should be counted according to the number of award(s) required certification.
3. 申請費用：每份港幣 120 元正*（如以支票繳付，抬頭請寫上「香港浸會大學」，並於支票背頁寫上姓名、學生編號（如適用）及聯絡電話）。
The application fee is HK\$120* per copy (for cheque payment, please make it payable to "Hong Kong Baptist University". Please write your name, Student No. (if applicable) and contact number on the back of the cheque).
4. 申請方法
 - 郵寄
填妥 (i)申請表，連同 (ii) 香港身份證/學生證副本及 (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「申請就學證明書」；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 / Student ID 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 Testimonial" and the programme name 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.
5. 就學證明書一般會於十個工作天內發出。學員如選擇親身於九龍塘校園中心思齊樓辦事處領取有關文件，本院將個別通知學員有關之領取日期。
The Testimonial will normally be issued within 10 working days. If students choose to collect in person at the Kowloon Tong Campus Centre DLB Office, they will be notified individually of the collection date.
6. 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.*