



補發證書（短期課程）申請表
Application for Re-issuance of Certificate(s) (Short Courses)

*** 只供申請補發因郵誤而未接獲證書之用 For claim of loss of certificate(s) due to postal problem only ***

申請須知 NOTES FOR APPLICATION

- 學員須於當季證書發出後第三至第十星期內遞交申請，逾期恕不受理。
The application should be submitted within the third to tenth weeks after issuance of certificates of the corresponding term. Late application will not be considered.
- 申請方法
 - 郵寄：填妥 (i)申請表，連同 (ii)香港身份證/註冊證副本，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「申請補發證書（短期課程）」；本院將以電郵確認收妥此申請。
 - 電郵：填妥 (i)申請表，連同 (ii)香港身份證/註冊證副本，電郵至 scereq@hkbu.edu.hk。請於電郵主旨註明「申請補發證書（短期課程）」；本院將以電郵確認收妥此申請。
 - 親身遞交：填妥申請表，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 / Registration Slip(s) 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 Certificate(s) (Short Courses)" on the envelope. The School will acknowledge receipt of the application by email.
 - By email: Email (i) the completed application form with (ii) a copy of HKID card / Registration Slip(s) to scereq@hkbu.edu.hk. Please make "Application for Re-issuance of Certificate(s) (Short Courses)" the subject of the email. The School will acknowledge receipt of the application by email.
 - In person: Submit this application form to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre.
- 學員必須親身前往本院九龍塘校園中心思齊樓辦事處領取重發的證書。
Students are required to collect the re-issued certificate(s) at the Kowloon Tong Campus Centre DLB Office in person.
- 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.

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: _____

申請補發證書科目 COURSE(S) APPLIED FOR RE-ISSUANCE OF CERTIFICATE(S)

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

聲明 DECLARATION

本人特此聲明本人未曾收到上述修讀年份及學期的證書，並承諾如收到重覆的證書，將立即退還學院。
I hereby declare that I have not received the certificate(s) of the above year and term. I undertake to return any duplicate copy of certificate(s) to the School immediately.

簽署 _____ 日期 _____
Signature: _____ Date: _____

本院專用 FOR OFFICE USE ONLY

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

Receipt acknowledged by: _____ (/ /) Approved by: Approved / Not Approved _____ (/ /)

Remarks: _____

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