



掛號方式郵寄證書（短期課程）申請表
Application for Delivery of Certificate(s) by Registered Mail (Short Courses)

申請須知 NOTES FOR APPLICATION

- 學員須於當季證書發出兩星期前遞交申請。
The application should be submitted **two weeks prior to the issuance of certificates of the corresponding term.**
 - 申請費用：30 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）。如學員之成績及出席率未能達到領取證書之要求，所繳之手續費將不獲發還。
The application fee is HK\$30* (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). Application fee will not be refunded if student fails to fulfil the academic and attendance requirement for issuing of certificate.
 - 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「申請掛號方式郵寄證書（短期課程）」；本院將以電郵確認收妥此申請。
 - 親身遞交：填妥 (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 / Registration Slip(s) 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 Delivery of Certificate(s) by Registered Mail (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.
- 同一學期發出的修業及/或聽講證書，將一併以掛號方式郵寄至下列之郵寄地址。
Certificate(s) of Achievement and/or Attendance of the same term will be delivered to the postal address provided below by registered mail in one batch.
 - 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）
Name (English): _____

中文姓名
Chinese Name: _____

身份證號碼
HKID Card No.: _____

日間聯絡電話
Daytime Contact No.: _____

電郵地址
Email Address: _____

修讀年份
Year: _____

學期
Term: _____

證書郵寄地址（請用正楷填寫） POSTAL ADDRESS FOR MAILING OF CERTIFICATE(S) (Please print in BLOCK letters):

室 Flat _____ 樓 Floor _____ 座 Block _____

大廈、屋苑、街道及區域英文名稱 Name of Building, Estate, Street and District in English

_____ 香港 Hong Kong 九龍 Kowloon 新界 New Territories

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: _____ (/ /)

Data Entry done by: _____ (/ /) Certificate(s) sent by: _____ (/ /)