



## 考試日期證明書申請表 Application for Certification of Examination Schedule

### 申請須知 NOTES FOR APPLICATION

- 學員須於考試日期前兩星期遞交此申請。  
The application should be submitted 2 weeks prior to the scheduled examination.
  - 申請方法
    - 郵寄：填妥 (i)申請表，連同(ii)香港身份證/學生證/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」，信封面請註明「申請考試日期證明書」及所修讀之課程名稱（如有）；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/學生證/註冊證副本，電郵至 [scereg@hkbu.edu.hk](mailto:scereg@hkbu.edu.hk)。請於電郵主旨註明「申請考試日期證明書」；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 and (ii) a copy of HKID Card / Student ID Card / Registration Slip(s) to "School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Certification of Examination Schedule" and the programme title (if applicable) on the envelope. The School will acknowledge receipt of the application by email.
  - By email: Email (i) the completed application form and (ii) a copy of HKID Card / Student ID Card / Registration Slip(s) to [scereg@hkbu.edu.hk](mailto:scereg@hkbu.edu.hk). Please make "Application for Certification of Examination Schedule" the subject of the email. The School will acknowledge receipt of the application by email.
  - In person: Submit the completed application form to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre.
- 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 \_\_\_\_\_  
Daytime Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

### 申請考試日期證明書之科目 COURSE(S) APPLIED FOR CERTIFICATION OF EXAMINATION SCHEDULE

（請於適用處 ✓ Please ✓ where appropriate）

短期課程 Short Courses  課程名稱 Programme Title: \_\_\_\_\_ 學生編號 Student No.: \_\_\_\_\_

修讀年份 Year	學期 Term	組別編號 Section Code	科目名稱 Course Title	考試日期 Examination Date

### 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 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### 本院專用 FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_ ( / / ) Identity verified by: \_\_\_\_\_ ( / / )  
Receipt acknowledged by: \_\_\_\_\_ ( / / )  
Document(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 Certification of Examination Schedule to be sent by mail.</p>	<p>姓名 Name: _____ 地址 Address: _____ _____ _____</p>
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