



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 (以劃線支票/現金/易辦事/八達通繳付) 親臨本院九龍塘校園中心持續教育大樓辦事處、市區教學中心、東九龍教學中心或灣仔教學中心遞交。
- 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 (paid by crossed cheque / cash / EPS / Octopus card) to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning 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*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*.
 - 香港浸會大學會根據「私隱政策聲明及收集個人資料聲明」收集個人資料。有關詳情，請參閱 <https://bupdp0.hkbu.edu.hk/policies-and-procedures/pps-pics/> (請選擇中文語言)。

Collection of personal data adheres to the Privacy Policy Statement and Personal Information Collection Statement (PPS & PICS) of the Hong Kong Baptist University. Please refer to <https://bupdp0.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS & PICS.

*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

英文姓名 _____ 中文姓名 _____ 身份證號碼 _____
Name in English: _____ Name in Chinese: _____ 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: _____ (/ /)

+ 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: _____

