



## 成績證明書申請表 Application for Statement of Study

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

### 個人資料 PERSONAL PARTICULARS

英文姓名 Name in English: \_\_\_\_\_ 中文姓名 Name in Chinese: \_\_\_\_\_ 身份證號碼 HKID Card No.: \_\_\_\_\_

日間聯絡電話 Daytime Contact No.: \_\_\_\_\_ 電郵地址 Email Address: \_\_\_\_\_

### 申請成績證明書之科目 COURSE(S) APPLIED FOR STATEMENT OF STUDY

(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

費用 (請參閱申請須知第 2 及 3 項)  
Fees (See Note 2 & 3 overleaf)

HK\$ 70 x \_\_\_\_\_ (數量 quantity) = HK\$ \_\_\_\_\_

請選擇領取方法。 Please choose the way of collection.

- ☐ 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: \_\_\_\_\_ ( / / )

Document(s) prepared by: \_\_\_\_\_ ( / / ) Verified by: \_\_\_\_\_ ( / / ) Sent out by: \_\_\_\_\_ ( / / )

+ 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 state clearly your name and postal address if you request the Statement of Study to be sent by mail.

姓名  
Name: \_\_\_\_\_

地址  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 申請須知 Notes for Application

1. 所有學員均可申請成績證明書，以證明學員曾於本院修讀之個別科目的成績及出席率。若科目成績於學員遞交申請時尚未公佈，證明書中只會列出其出席率。成績證明書亦會詳列出有關該科目的資料（如：修讀年份及學期）。  
Statement of Study is applicable to all students to certify individual course result and attendance. If the course result has not been officially announced when students submit the application, only the attendance of that course will be shown. Relevant details of the course (Year & Term of study) will be shown on the Statement.
2. 每份證明書只會包括一個科目的資料，故學員須以申請科目的數量計算所需費用（每科一份）。  
Students should note that details of each course will be shown on separate Statement. Therefore, application fee should be counted according to the number of course(s) applied.
3. 申請費用：每份港幣 70 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\$70\* per copy/course (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/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「申請成績證明書」；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（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思齊樓辦事處、尖沙咀教學中心、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 / Student ID Card / Registration Slip 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 Statement of Study" 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 (paid by crossed cheque/ cash / EPS / Octopus card) to the Kowloon Tong Campus Centre DLB Office, Tsimshatsui Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.
5. 申請一般需時十個工作天處理（不包括星期六、日、公眾假期及學校假期，以收妥申請起計）。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。  
It normally requires 10 working days to process an application (from the day of application received, excluding Saturdays, Sundays, public holidays and school holidays). If students choose to collect the document at Kowloon Tong Campus Centre DLB Office, they will be notified individually of the collection date.
6. 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://bupdpd.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://bupdpd.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.