



## 修業證明書申請表 Application for Reference Letter

請參閱背頁指引。 Please see overleaf for Notes for Applicants.

### 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 Number: \_\_\_\_\_

聯絡電話 Contact Number: \_\_\_\_\_ 電郵地址 Email Address: \_\_\_\_\_

### 申請修業證明書之科目/課程 COURSE/PROGRAMME APPLIED FOR REFERENCE LETTER

(請於適用處✓ Please ✓ where appropriate)

短期課程科目名稱  
Short Course Title: \_\_\_\_\_

組別編號 Section Code: \_\_\_\_\_ 註冊編號 Enrolment Number: \_\_\_\_\_ 修讀年份 Year: \_\_\_\_\_ 學期 Term: \_\_\_\_\_

課程名稱  
Programme Title: \_\_\_\_\_

學生編號 Student Number: \_\_\_\_\_ 修讀/畢業年份 Year of Attendance/Graduation: \_\_\_\_\_

請列明須證明項目 Please specify item(s) that require(s) certification: \_\_\_\_\_

### 領取方法 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 below\*)

於本院總辦事處「九龍塘聯合道三百二十號建新中心二樓」領取 (須於證明書發出後一個月內到取)  
Collect in-person from Headquarters (2/F, Franki Centre, 320 Junction Road, Kowloon Tong) (must be collected within one 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 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 clearly print your name and postal address if you request the Reference Letter to be sent by mail.

姓名 Name: \_\_\_\_\_  
地址 Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## 申請人須知 Notes for Applicants

1. 學員若需申請學業成績以外的證明，如：授課語言、課程更改名稱證明等，可申請修業證明書。  
Students may apply for a Reference Letter to certify details of their studies at the School other than academic results, for instance, certification of the medium of instruction, certification of programme renaming, etc.
2. 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. For payment by cheque, please make it payable to “Hong Kong Baptist University”, and write your name, student number (if applicable) and contact number on the back of the cheque.
3. 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「申請修業證明書」；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），親臨本院總辦事處「九龍塘聯合道三百二十號建新中心二樓」、市區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 Reference Letter” 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 Headquarters (2/F, Franki Centre, 320 Junction Road, Kowloon Tong), Town Learning Centre or Wan Chai Learning Centre.
4. 修業證明書一般會於四星期內發出。學員如選擇親身於九龍塘校園中心持續教育大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。  
The Reference Letter will normally be issued within four weeks. If students choose to collect it in person from Headquarters (2/F, Franki Centre, 320 Junction Road, Kowloon Tong), they will be notified individually of the collection date.
  5. 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.