



補發證書 (短期課程) 申請表

Application for Re-issuance of Certificate(s) (Short Courses)

\* 只供申請補發因郵誤而未接獲證書之用 For claim of loss of certificate(s) due to postal problem only \*

申請須知 NOTES FOR APPLICATION

1. 學員須於當季證書發出後第三至第十星期內遞交申請，逾期恕不受理。

The application should be submitted within the third to tenth weeks after issuance of certificates of the corresponding term. Late application will not be considered.

2. 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，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「申請補發證書 (短期課程)」；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/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「申請補發證書 (短期課程)」；本院將以電郵確認收妥此申請。
- 親身遞交：填妥申請表，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 / Registration Slip(s) 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 Certificate(s) (Short Courses)" on the envelope. The School will acknowledge receipt of the application by email.
- By email: Email (i) the completed application form with (ii) a copy of HKID card / Registration Slip(s) to [scereg@hkbu.edu.hk](mailto:scereg@hkbu.edu.hk). Please make "Application for Re-issuance of Certificate(s) (Short Courses)" the subject of the email. The School will acknowledge receipt of the application by email.
- In-person: Submit this application form to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.

3. 學員必須親身前往本院九龍塘校園中心持續教育大樓辦事處領取重發的證書。

Students are required to collect the re-issued certificate(s) at the Kowloon Tong Campus Centre SCE Tower Office in-person.

4. 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://bupdpo.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://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/> for access to the PPS & PICS.

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: \_\_\_\_\_

申請補發證書科目 COURSE(S) APPLIED FOR RE-ISSUANCE OF CERTIFICATE(S)

組別編號 Section Code	科目名稱 Course Title	本院專用 For Office Use Only Certificate Serial No.

聲明 DECLARATION

本人特此聲明本人未曾收到上述修讀年份及學期的證書，並承諾如收到重覆的證書，將立即退還學院。

I hereby declare that I have not received the certificate(s) of the above year and term. I undertake to return any duplicate copy of certificate(s) to the School immediately.

簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

本院專用 FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_ ( / / ) Identity verified by: \_\_\_\_\_ ( / / )

Receipt acknowledged by: \_\_\_\_\_ ( / / ) Approved by:  Approved /  Not Approved \_\_\_\_\_ ( / / )

Remarks: \_\_\_\_\_

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