



掛號方式郵寄證書 (短期課程) 申請表

Application for Delivery of Certificate(s) by Registered Mail (Short Courses)

申請須知 NOTES FOR APPLICATION

1. 學員須於當季證書發出兩星期前遞交申請。

The application should be submitted two weeks prior to the issuance of certificates of the corresponding term.

2. 申請費用：30 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)。如學員之成績及出席率未能達到領取證書之要求，所繳之手續費將不獲發還。

The application fee is HK\$30\* (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). Application fee will not be refunded if student fails to fulfil the academic and attendance requirement for issuing of certificate.

3. 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「申請掛號方式郵寄證書 (短期課程)」；本院將以電郵確認收妥此申請。
- 親身遞交：填妥 (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 / Registration Slip(s) 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 Delivery of Certificate(s) by Registered Mail (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.
4. 同一學期發出的修業及/或聽講證書，將一併以掛號方式郵寄至下列之郵寄地址。  
Certificate(s) of Achievement and/or Attendance of the same term will be delivered to the postal address provided below by registered mail in one batch.

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://bupdpdpo.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://bupdpdpo.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: \_\_\_\_\_

證書郵寄地址 (請用正楷填寫) POSTAL ADDRESS FOR MAILING OF CERTIFICATE(S) (Please print in BLOCK letters):

室 Flat \_\_\_\_\_ 樓 Floor \_\_\_\_\_ 座 Block \_\_\_\_\_

大廈、屋苑、街道及區域英文名稱 Name of Building, Estate, Street and District in English

\_\_\_\_\_ ☐ 香港 Hong Kong ☐ 九龍 Kowloon ☐ 新界 New Territories

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 acknowledged by: \_\_\_\_\_ ( / / )

Data Entry done by: \_\_\_\_\_ ( / / ) Certificate(s) sent by: \_\_\_\_\_ ( / / )