



就學證明書申請表 Application for Testimonial

*** 供證明已遺失畢業證書之學歷 For certification of loss of Graduation Certificate(s) ***

只適用於由香港浸會大學持續教育學院頒發之證書及文憑課程。請參閱背頁之申請須知。

Applicable to programmes awarded by the School of Continuing Education of Hong Kong Baptist University. 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: _____

課程資料及申請詳情 PROGRAMME INFORMATION AND DETAILS OF APPLICATION

| 課程/學歷名稱 Programme / Award Title | 畢業年份 Year of Graduation | 學生編號 Student No. |
|---------------------------------|-------------------------|------------------|
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費用 (請參閱申請須知第 2 及 3 項) Fees (See Notes 2 & 3 overleaf) HK\$ 120 x _____ (數量 Quantity) = HK\$ _____

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

- 於九龍塘校園中心持續教育大樓辦事處領取 (申請人須於證明書發出後一個月內到取)
Collect in-person at Kowloon Tong Campus Centre SCE Tower Office (Testimonial must be collected within 1 month after issuance)
- 以平郵或海外空郵郵寄至指定地址 (請填寫郵寄地址表格*)
Mail to a designated address by Local or Air Mail (Please fill in Address Slip*)
- 以電子郵件收取 (以電郵形式收取的文件將以密碼保護及不可列印)
Receive by Email (Documents received via email will be password protected and cannot be printed)
電郵地址 Email address: _____

簽署 Signature: _____ 日期 Date: _____

本院專用 FOR OFFICE USE ONLY

Application Fee received by: _____ (/ /) Identity verified by: _____ (/ /)
Receipt No.: _____ (/ /) Application acknowledged by: _____ (/ /) Data input by: _____ (/ /)

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| <p>+ 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 Testimonial(s) to be sent by mail.</p> | <p>姓名 Name: _____ 地址 Address: _____ _____ _____</p> |
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申請須知 Notes for Application

1. 學員若已遺失畢業證書，可申請就學證明書以證明曾獲取之學歷。只適用於由香港浸會大學持續教育學院頒發之證書及文憑課程。
The Testimonial is applicable to students who lost their graduation certificate(s) and need to certify their award(s) obtained. Only applicable to programmes awarded by the School of Continuing Education of Hong Kong Baptist University.
2. 每份證明書只供證明一項曾獲取之學歷，學員須以申請證明學歷的數量計算所需費用（每項一份）。
Students should note that each application is for certification of one award only. Therefore, application fee should be counted according to the number of application(s).
3. 申請費用：每份港幣 120 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\$120* per copy (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「申請就學證明書」。
 - 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 / Student ID 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 Testimonial” on the envelope.
 - In-person
Submit (i) the completed application form and (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.
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），本院將以電郵確認收妥此申請。如有特別狀況，本院將作個別通知。
It normally requires 10 working days to process an application (from the day of application received, excluding Saturdays, Sundays, public holidays and school holidays). The School will acknowledge receipt of the application by email. In case of any special situation, the School will inform students individually.
6. 如就學證明書於郵遞過程中損壞或遺失，本院恕不負責。
The School should not be held responsible for any loss or damage of the documents during postal delivery.
7. 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.