



考試日期證明書申請表 Application for Certification of Examination Schedule

申請須知 NOTES FOR APPLICATION

1. 學員須於考試日期前兩星期遞交此申請。

The application should be submitted 2 weeks prior to the scheduled examination.

2. 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，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」，信封面請註明「申請考試日期證明書」及所修讀之課程名稱（如有）；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/學生證/註冊證副本，電郵至 scereg@hkbu.edu.hk。請於電郵主旨註明「申請考試日期證明書」；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 and (ii) a copy of HKID Card / Student ID Card / Registration Slip(s) to "School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Certification of Examination Schedule" and the programme title (if applicable) on the envelope. The School will acknowledge receipt of the application by email.
- By email: Email (i) the completed application form and (ii) a copy of HKID Card / Student ID Card / Registration Slip(s) to scereg@hkbu.edu.hk. Please make "Application for Certification of Examination Schedule" the subject of the email. The School will acknowledge receipt of the application by email.
- In-person: Submit the completed application form to the Kowloon Tong Campus Centre SCE Tower Office, Town Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.

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

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: _____

申請考試日期證明書之科目 COURSE(S) APPLIED FOR CERTIFICATION OF EXAMINATION SCHEDULE

(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	考試日期 Examination Date

領取方法 Collection Method:

- 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*)
- 於九龍塘校園中心持續教育大樓辦事處領取 (須於證明書發出後一個月內到取) Collect in-person at the Kowloon Tong Campus Centre SCE Tower 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: _____ (/ /)

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 print clearly your name and postal address if you request the Certification of Examination Schedule to be sent by mail.

姓名
Name: _____
地址
Address: _____

