香港浸會大學持續教育學院
SCHOOL OF CONTINUING EDUCATION
HONG KONG BAPTIST UNIVERSITY

SCE-R-012 (08/2017)

修業證明書申請表 Application for Reference Letter

請參閱背頁之申請須知。 Please turn overleaf for notes for application.

個人資料 PERSONAL PARTICULARS

姓名（英文）
Name (English): _____ 中文姓名
Chinese Name: _____ 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 Courses (Title): _____

組別編號
Section Code: _____ 註冊編號
Enrolment No.: _____ 修讀年份
Year: _____ 學期
Term: _____

❑ 課程名稱
Programme Title: _____

學生編號
Student No.: _____ 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 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+)

❑ 於九龍塘校園中心思齊樓辦事處領取（須於證明書發出後一個月內到取）
Collect in person at the Kowloon Tong Campus Centre DLB 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: _____ (/ /)

Application Fee received by: _____ (/ /) Receipt No.: _____

Receipt acknowledged by: _____ (/ /)

Document prepared by: _____ (/ /) Verified by: _____ (/ /) Sent out by: _____ (/ /)

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+ 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 Reference Letter to be sent by mail.

姓名
Name: _____

地址
Address: _____

_____

_____

申請須知 Notes for Application

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。

   Student may apply for a Reference Letter for certification of his/her studies at the school other than academic results, for instance, certification for medium of instruction, certification for 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 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).

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（現金/易辦事/劃線支票），親臨本院九龍塘校園中心思齊樓、尖沙咀中心▲、東九龍中心或灣仔中心辦事處遞交。

   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 (cash / EPS / crossed cheque) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre▲, Kowloon East Centre or Wan Chai 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思齊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 4 weeks. If students choose to collect in person at the Kowloon Tong Campus Centre DLB Office, they will be notified individually of the collection date.

5. 學員於此表格所填報的個人資料及提交的文件只供處理本項申請，並將會於完成處理後三個月內銷毀。

   The personal data collected in this form and documents submitted are processed for this application only, and will be destroyed in three months after the process is completed.

*所有費用如有更改，恕不另行通知。　All fees are subject to change without prior notice.

▲尖沙咀中心暫時停止運作　Tsimshatsui Centre temporarily ceases to operate