



### 替補畢業證書申請表

### Application for Replacement of Graduation Certificate

**請注意：此申請不適用於「短期課程」 Attention: The application does not apply to "Short Courses"**

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: \_\_\_\_\_

#### 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 Graduated	學生編號 Student No.	For Office Use Only Cert Serial No.

\* 如課程由本院與其他院校/機構合辦，而該學歷由本院及伙伴院校/機構聯合頒授並由雙方共同簽署證書，則替補證書申請並不適用。  
Issuance of replacement certificate does not apply to collaborative programmes where the qualifications were awarded jointly by the School and the partnering institution(s) / organisation(s), and the original certificates borne the logos and signatures of both parties.

費用 (請參閱申請須知第 4 項) Fees (See Note 4 overleaf)	HK\$ 600 x _____ (數量 quantity) = HK\$ _____
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#### 聲明 DECLARATION (參閱申請須知第 2 項；請於適用處✓ See Note 2 overleaf. Please ✓ where appropriate.)

本人明白所有畢業生就每項由香港浸會大學持續教育學院所頒授的學歷，只可同時持有一張畢業證書 (包括替補證書在內)。  
I understand that all graduates should only possess **ONE** valid copy, including the replacement copy, of the graduation certificate for each qualification awarded by the School of Continuing Education, Hong Kong Baptist University.

本人特此聲明本人上述學歷的畢業證書已經遺失，並承諾日後如尋獲遺失的證書，定必立即將原有或替補證書退還學院註銷。  
I hereby declare that my original graduation certificate of the above mentioned academic qualification is lost. I undertake to return any extra copy to the School immediately if the previously reported lost certificate is subsequently found.

本人特此聲明本人上述學歷的畢業證書已經損毀，隨表謹附原有證書。  
I hereby declare that my original graduation certificate of the above mentioned academic qualification is damaged. The damaged certificate is returned with this application.

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

#### 本院專用 FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_ ( / / ) Application Fee received by: \_\_\_\_\_ ( / / ) Receipt No.: \_\_\_\_\_

Identity verified by: \_\_\_\_\_ ( / / )  Supporting Document /  Original Cert collected by: \_\_\_\_\_ ( / / )

Receipt acknowledged by: \_\_\_\_\_ ( / / ) Original Cert voided by: \_\_\_\_\_ ( / / )  N/A

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

## 申請須知 Notes for Application

1. 畢業證書只頒發一次，並無副本，在任何情況下均不會重發。  
The Graduation Certificate is a unique document. No duplicate copy will be issued and the certificate will NOT be re-issued under any circumstances.
  2. 申請人若遺失畢業證書，須於申請替補證書時提供警方報失紀錄、公證書或法定宣誓聲明作為證明文件。申請人如因畢業證書損毀而申請替補證書，必須將原有畢業證書交回學院註銷。  
If the original graduation certificate was lost, please provide the police report, notarised statement or declaration administered by a Commissioner for Oaths as supporting document(s) when submitting the application for replacement of graduation certificate. In case of damage, please return the original certificate to the School when applying for a replacement certificate.
  3. 替補證書並非原有證書的複製版本。替補證書會按照接獲申請時學院畢業證書的式樣及標準發出，並由時任持續教育學院院長簽署。除原有證書的簽發日期外，證書上亦會註明補發日期。  
The replacement certificate is NOT a replica of the original certificate. It shall adopt the format that are in use, and would bear the signature of Dean of SCE at the time when the application is made. The original award date will still be printed on the certificate, with a note stating the date of re-issuance.
  4. 申請費用：每項學歷港幣 600 元正\*（如以支票繳付，抬頭寫上「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\$600\* per award (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).
  5. 申請方法
    - 郵寄  
填妥 (i)申請表，連同 (ii)香港身份證副本、(iii)有效證明文件副本/原有畢業證書及 (iv)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「申請補領畢業證書」；本院將以電郵確認收妥此申請，申請人須於領取證書時出示證明文件之正本供本院核實。
    - 親身遞交  
填妥 (i)申請表，連同 (ii)有效證明文件正副本/原有畢業證書及 (iii)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, (iii) copy of valid supporting document(s) / the original Graduation Certificate and (iv) 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 Replacement of Graduation Certificate” on the envelope. The School will acknowledge receipt of the application by email. Applicants should produce the original of supporting document(s) for verification upon collection of replacement certificate.
  - In person  
Submit (i) the completed application form with (ii) the original and a copy of valid supporting document(s) / the original Graduation Certificate and (iii) 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.
6. 替補畢業證書一般會於四個星期內發出；本院將於處理完成後通知申請人，請於證書發出後一個月內親臨九龍塘校園中心思齊樓辦事處領取。  
The replacement certificate will normally be issued within 4 weeks. Applicants will be notified when the issuance of certificate is done. Please collect the certificate in person at the Kowloon Tong Campus Centre DLB Office within 1 month after issuance.
  7. 申請人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.