



學業成績表申請表 Application for Transcript

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: _____

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

(請於適用處✓ Please ✓ where appropriate)

申請人組別 Category of Application	課程 Programme
組別一 Category I	<input type="checkbox"/> 深造課程 Postgraduate Prog. <input type="checkbox"/> 學士學位 / 銜接學位課程# Undergraduate / Top-up Degree Prog.# <input type="checkbox"/> 副學士 / 高級文憑課程 Associate Degree / Higher Diploma Prog. # 會計學商學士 (榮譽) 學位除外 <i>Except Bachelor of Commerce (Hons) in Accountancy</i> 註: 只適用於現正修讀課程/已退學的學生, 畢業生請向浸會大學教務處申請。 Note: Only applicable to current / withdrawn students. For graduates , please apply from the Academic Registry of HKBU.
組別二 Category II	<input type="checkbox"/> 大專基礎教育文憑 Diploma of College Foundation Studies <input type="checkbox"/> 毅進課程 Yi Jin Prog. <input type="checkbox"/> 證書及文憑課程 Certificate & Diploma Prog. <input type="checkbox"/> 其他課程 Others

課程名稱 Programme Title: _____ 學生編號 Student No.: _____ 畢業/退學年份 Year Graduated / Withdrawn: _____

學業成績表種類 Types of Transcript	所需數量 No. of Copies	費用 (請參閱申請須知第 2 項) Fees (See Note 2 overleaf)
<input type="checkbox"/> 學業成績表 (學生存本) Transcript (Student Copy) 請從以下選項中選擇領取方法。 Please choose the way of collection below. <input type="checkbox"/> 於校園中心思齊樓辦事處領取 (申請人須於學業成績表發出後一個月內到取) Collect in person at Kowloon Tong Campus Centre DLB Office (Transcript must be collected within 1 month after issuance) <input type="checkbox"/> 郵寄至指定地址* (請選擇郵寄方法) By mail to a designated address* (Please choose the way of delivery) <input type="checkbox"/> 本地平郵/海外空郵 Local / Air Mail <input type="checkbox"/> 海外速遞 Overseas Courier		HK\$
	郵費 Postage:	HK\$
<input type="checkbox"/> 學業成績表正本 Official Transcript 學業成績表正本將直接寄往指定機構或學院, 請選擇郵寄方法, 並填寫郵寄地址表格。 Official Transcript will be sent directly to identifiable organization(s) or institution(s). Please choose the way of delivery and fill in the Address Slip . <input type="checkbox"/> 本地平郵/海外空郵 Local / Air Mail <input type="checkbox"/> 海外速遞 Overseas Courier		HK\$
	郵費 Postage:	HK\$

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: _____ (/ /) Transcript(s) prepared by: _____ (/ /)

Checked by: _____ (/ /) Sent out by: _____ (/ /) Air Waybill No.: _____

<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 (只限學生存本)。 Please print clearly your name and postal address if you request the Transcript to be sent by mail (for Student Copy only).</p>	<p>姓名 Name: _____ 地址 Address: _____ _____ _____</p>
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申請須知 Notes for Application

1. 學業成績表分為學生存本及正本，內詳列學員個人基本資料、修讀之課程名稱、課程內各科目及成績等資料。

- 學業成績表（學生存本）
學員可於修業期間或畢業後申請。如學員於修業期間申請，成績表上則不會顯示其正在修讀或即將修讀的科目。
- 學業成績表正本
此乃唯一由本院簽署及蓋印的正式學業成績證明，並不接受學員申請作個人保存之用。本院會直接將其寄往申請人指定之機構或學院。

A transcript shows a student's personal particulars, programme title, course titles and results etc. Two types of transcripts are available:

- Transcript (Student Copy)
This can be issued to current students and graduates. If students apply for a transcript within their study, only course(s) completed will be shown.
- Official Transcript
This bears the official authorized signature and stamp and is the only form of official academic record issued by the School. Official transcripts are sent directly to designated organisation(s) or institution(s) upon student's request. They are not available to student as personal copies.

2. 申請費用及郵費*：請參考以下列表結算（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、學生編號及聯絡電話）。

Please refer to the lists below for the application fee and postage* (for cheque payment, please make it payable to "Hong Kong Baptist University". Please write your name, student no. and contact number on the back of the cheque).

- 申請費用 Application Fee

申請人組別 Category of Application	詳情 Details
組別一 Category I	- 學生存本（每份）Student Copy (per copy): HK\$50 - 學業成績表正本（每份）Official Transcript (per copy): HK\$70
組別二 Category II	- 首份 First Copy: HK\$80 - 申請多於一份（每份）Extra Copy (per copy): HK\$25 註：如同時申請學業成績表正本及學生存本，須分別計算所需費用。 Note: Fee for Official Transcript and Student Copy is counted separately.

- 郵費 Postage

地區 Region	本地平郵/海外空郵 Local / Air Mail	海外速遞服務收費 [^] Overseas Courier Service Charge [^]
香港 Hong Kong	免費 Free of charge	不適用 N/A
中國（廣東省）PRC – Guangdong Province		HK\$150
中國（廣東省以外地區）PRC – other than Guangdong Province		HK\$250
其他國家 Rest of the world		HK\$280

[^]收費適用於少於 0.5 公斤的包裹；申請人如選用速遞服務，請填妥空運提單（Air Waybill），並親身遞交申請。

Service charge for package weighs less than 0.5 kg; if the transcript is to be delivered by courier service, please clearly type and print the Air Waybill and submit the application in person.

3. 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)申請費用及郵費（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「申請學業成績表」。
- 親身遞交
填妥 (i)申請表，連同 (ii)申請費用及郵費（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 and (iii) the application fee and postage (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 Transcript" on the envelope.
- In person
Submit (i) the completed application form and (ii) the application fee and postage (cash / EPS / crossed cheque) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre. Cash.

4. 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，以收受申請起計），本院將以電郵確認收受此申請。如有特別狀況，本院將作個別通知。

The application normally requires 10 working days to process (exclude Saturdays, Sundays, public holidays and school holidays from the day of application received). The School will acknowledge receipt of the application by email. In case of any special situation, the School will inform students individually.

5. 如學業成績表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.

6. 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.

學業成績表正本郵寄地址表格 Address Slip for Official Transcript

請於空格內以正楷填妥有關資料。

Please print clearly the required information in the spaces provided.

附上以下申請人的學業成績表：

The attached transcript(s) is/are sent at the request of:

申請人姓名 Name

收件機構所提供之申請/參考編號 Application / Reference No.
assigned by the receiving institution

收件人姓名/職銜 Receiver's Name / Post Title

部門名稱 Department Name

機構名稱 Institution Name

地址 Address

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