



## 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

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

(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 Programme <input type="checkbox"/> 學士學位 / 銜接學位課程 Undergraduate / Top-up Degree Programme <input type="checkbox"/> 副學士 / 高級文憑課程 Associate Degree / Higher Diploma Programme 註：只適用於於現正修讀課程/已退學的學生， <u>畢業生</u> 請向浸會大學教務處申請。 Note: Only applicable to current / withdrawn students. For <u>graduates</u> , 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 Programme <input type="checkbox"/> 應用教育文憑 Diploma of Applied Education <input type="checkbox"/> 證書及文憑課程 Certificate & Diploma Programme <input type="checkbox"/> 其他課程 Others

課程名稱 Programme Title: \_\_\_\_\_ 學生編號 Student No.: \_\_\_\_\_

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) 請選擇領取方法。 Please choose the way of collection. <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"/> 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) <input type="checkbox"/> 以電子郵件收取 Receive by Email 電郵地址 Email address _____		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，請選擇派遞方法。 Official Transcript will be sent directly to identifiable organization(s) or institution(s). Please choose the way of delivery. <input type="checkbox"/> 以本地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 / Air Mail (Please fill in Address Slip) <input type="checkbox"/> 以掛號郵件郵寄至指定地址 (請填寫郵寄地址表格) Mail to a designated address by Registered Mail (Please fill in Address Slip) <input type="checkbox"/> 以電子郵件收取 Receive by Email 電郵地址 Email address _____		HK\$

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: \_\_\_\_\_ ( / / )

## 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 transcript are available:

- Transcript (Student Copy)

This can be issued to current students and graduates. If students apply for a transcript within their study period, 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 students as personal copies.

2. 申請費用：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 (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).

申請人組別 Category of Application	詳情 Details
組別一 Category I	<ul style="list-style-type: none"> <li>- 學生存本 (每份) Student Copy (per copy): HK\$50</li> <li>- 學業成績表正本 (每份) Official Transcript (per copy): HK\$70</li> </ul>
組別二 Category II	<ul style="list-style-type: none"> <li>- 首份 First Copy: HK\$80</li> <li>- 申請多於一份 (每份) Extra Copy (per copy): HK\$25</li> </ul> <p>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.</p>

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 (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 (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思齊樓辦事處、尖沙咀教學中心、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 Transcript" 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 DLB Office, Tsimshatsui Learning Centre, Kowloon East Learning Centre or Wan Chai Learning Centre.

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.

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. 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.

## 學業成績表 ( 學生存本 ) 郵寄地址表格

### Address Slip for Transcript (Student Copy)

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 the required information in the spaces provided if you request the transcript(s) to be sent by mail.

姓名 Name: _____ 地址 Address: _____ _____ _____	姓名 Name: _____ 地址 Address: _____ _____ _____
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## 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 state 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

機構名稱 Institution

地址 Address