SCE-AF-011 (04/2025)

身份證號碼

學業成績表正本申請表 Application for Official Transcript

中文姓名

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

個人資料 PERSONAL PARTICULARS

英文姓名

Name in English:		Name in Chinese:			HKID Card No.:		
日間	聯絡電話		電郵均	也址			
Dayt	ime Contact No.:		Email	Address:			
課程	資料及申請詳情	PROGRA	MME INFORMATION AND	DETAILS OF APPLI	CATION		
(請	於適用處 ✓ Ple	ease √ w	nere appropriate)				
申訪	青人組別						
	egory of plication	課程 Programme					
組別		□ 深造課程 Postgraduate Programme					
	引一 tegory l	□ 學士學位/ 銜接學位課程 Undergraduate / Top-up Degree Programme					
		□ 副學士/高級文憑課程 Associate Degree / Higher Diploma Programme					
		註:只適用於現正修讀課程 / 已退學的學生 · 畢業生 請向浸會大學教務處申請。 Note: Only applicable to current / withdrawn students.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.					
		□ 證書	及文憑課程 Certificate & Dip	oloma Programme			
組別	_{iii} —		基礎教育文憑 Diploma of C	_	udies		
	tegory II		教育文憑 Diploma of Applie	d Education			
			課程 Yi Jin Programme				
		□ 其他	課程 Others				
課程	呈名稱 Programn	ne Title			學生編號 Stu	dent No.	
請獎	選擇領取方法	_	- Un estima			所需數量 No. of	費用(請參閱申請須 知第2項) Fees (See Note 2
Ple	ase choose the	way of c	ollection			Copies	overleaf)
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申請須知 Notes for Application

1. 學業成績表正本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。此乃唯一由本院簽署及蓋印的正式學業成績證明。學員可於修業期間或畢業後申請。如學員於修業期間申請,成績表正本上則不會顯示其正在修讀或即將修讀的科目。

An Official Transcript shows a student's personal particulars, programme title, course titles and results etc. This bears the official authorized signature and stamp and is the only form of official academic record issued by the School. Official Transcript can be issued to current students and graduates. If students apply for an Official Transcript within their study period, only course(s) completed will be shown.

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	詳情 Details		
Category of Application			
組別一	- 每份 Per copy: HK\$70		
Category I	- щр т ст сору. т тфто		
組別二	- 首份 First Copy: HK\$80		
Category II	- 申請多於一份(每份)Extra Copy (per copy): HK\$25		

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三樓香港浸會大學持續教育學院學務部」·信封面請註明「申請學業成績表正本」。

● 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 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 Official 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 SCE Tower Office, Town 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 date of receipt, 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://bupdpo.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://bupdpo.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.

申請人姓名
Name of Applicant

收件機構所提供之申請/參考編號(知適用)
Application / Reference No. assigned by the receiving institution (if applicable)

以性人姓名
Name of Recipient

部門名稱(知適用)
Department (if applicable)

機構名稱(知適用)
Institution (if applicable)

地址
Postal Address

: