



學業證明文件申請表 Application for Academic Documents

第一部分 申請人資料 Section I Details of Applicant

姓名(中文) : Name (Chinese):		(英文) : (English):	
身份證號碼 : HKID Card No.:		學生編號 : Student No.:	
聯絡電話 : Contact Tel No.:		電郵地址 : Email:	
入學年份 : Year of Admission:		現就讀班別(如適用) : Class of Study (if applicable):	
畢業年份(如適用) : Year of Graduation (if applicable):			

第二部分 申請詳情 Section II Application Details

本人欲申請以下之學業證明文件： I would like to apply for the following academic documents:		
在適當空格內填上✓號（可選擇多項） Please tick as appropriate (can choose more than one)	數量 No. of Copies	小計 Sub Total
<input type="checkbox"/> 學業成績表副本 (級別：_____) Copy of Academic Report (Secondary: _____)	\$25 x _____ copies	
<input type="checkbox"/> 在學證明信 School Attendance Certificate	\$25 x _____ copies	
<input type="checkbox"/> 學生學習報告 (學年：_____ *上學期 / 下學期) Student Learning Report (Academic Year: _____ *First Term / Second Term)	\$25 x _____ copies	
<input type="checkbox"/> 其他(請註明) : Others (please specify):	\$25 x _____ copies	
備註：學校不會重發畢業證書，如需畢業證明，請申請在學證明信。 Note: The school does not re-issue Graduation Certificate. Please apply the School Attendance Certificate.		
* 請刪去不適用者。Please delete whichever is inappropriate.		
總計 Total		

第三部分 申請目的 Section III Purpose of the Application

請在適當的空格內填上✓號（可選擇多項） Please tick as appropriate (can choose more than one)	
<input type="checkbox"/> 進修 / 升學用途 Further Study	<input type="checkbox"/> 申請職位 Job Application
<input type="checkbox"/> 學歷評審 Academic Qualification Assessment	<input type="checkbox"/> 個人紀錄 Personal Record
<input type="checkbox"/> 其他(請註明) : Others (please specify):	

第四部分 領取方式
Section IV Method of Collection

請在適當的空格內填上✓號

Please tick as appropriate

本人親身到校領取 To be collected in person

由受托人領取 Through an authorised person

第五部分 聲明
Section V Declaration

本人明白 I understand

1. 校方收妥申請表後需時約7個工作天處理文件，完成後校方將以電話或電郵通知。
The application will normally be completed within 7 working days after receiving the application form, we will contact applicant by phone or email after completion.

2. 每份學業證明文件收費HK\$25元。
Each single copy of the academic documents charges HK\$25.

3. 如欲授權其他人士代為領取學業證明文件，受托人於領取文件時必須攜同由申請人簽署的「授權領取學業證明文件」、申請人身分證副本及受托人之身分證/護照，以作核對之用。如受托人未能出示以上全部三項文件，學校將拒絕把申請人之學業證明文件發給受托人。

If you wish to authorise another person to collect the academic document(s) on your behalf, your representative is required to bring along the “Authorisation for the Collection of Academic Document(s)” signed by you, a photocopy of your HKID card and HKID card/passport of your representative for verification. The school will withhold the applicant's academic document(s) if the authorised person cannot produce all the above required documents during collection.

申請人姓名： 申請人簽署： 日期：
Name of Applicant: _____ Signature of Applicant: _____ Date: _____

第六部分 由校方填寫
Section VI For Staff Use

收費金額： Total Charge:		收據號碼： Receipt No.:	
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第七部分 學業證明文件簽收
Section VII Collection of Academic Document(s)

茲證明本人已收訖所申請之學業證明文件。

I acknowledge the receipt of the academic document(s).

領取人姓名： 領取人簽署： 日期：
Name of Applicant/
Authorised person: _____ Signature of Applicant/
Authorised person: _____ Date: _____

負責職員姓名： 負責職員簽署： 日期：
Name of Staff: _____ Signature of Staff: _____ Date: _____