

Office use only: _____

學歷證明書申請表
APPLICATION FOR CERTIFICATION OF AWARD

(I) 個人資料 STUDENT PERSONAL PARTICULARS

姓名 (*先生/女士)

Name (*Mr/Ms): _____

學生編號

Student No.:

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英文 (English)

中文 (Chinese)

*請刪去不適用者 Please delete as appropriate

聯絡電話

Contact Phone No.: _____

電郵

Email: _____

(II) 申請資料 APPLICATION PARTICULARS

如需要申請多於一項學術資格之學歷證明書，請為每項申請個別填報表格一份。

Please submit separate application for each award.

畢業課程/將獲頒授之學術資格

Qualification Awarded / Completed : _____

(必須填寫 Mandatory Field)

頒授年份*

Year of Conferment*

(_____)

申請項目 Application item(s) (please click on item hyperlink for letter sample 請點擊項目連結以查看信件樣本)

證明書每份收費為港幣 50 元 Application fee per copy of the certification letter is HK\$50

申請份數

No. of copies

申請人為畢業生

Applicant is a graduate

(i) [申請人已獲頒授學銜 For applicants who have conferred with awards](#) _____

如需要附加下列資料，請於相應方格內加上剔號： If the following additional information is required, please tick by the option(s):

[學銜的教學語言 Medium of instruction of the award](#)

申請人為準畢業生 (已遞交畢業申請(如適用)，並符合有關課程畢業要求及正等待學銜頒授)

Applicant is a potential graduate, i.e. who applied for graduation (if applicable) and have fulfilled all the requirements for graduation, and are pending for conferment.

(ii) [學術資格證明書](#) (準畢業生將於獲頒授學銜前一個月內收到此證明書的免費副本。如有需要，準畢業生可以申請額外的副本。)

[Award Certification Letter](#) (Potential graduates will receive a free copy of the letter within a month before conferment. If required, they may apply for additional copies.) _____

其他 Others

(iii) [申請人已完成有關課程畢業要求，但仍未申請以該課程畢業](#) _____

[Applicants have fulfilled the programme requirements for graduation but they have not yet applied for graduation](#) _____

總申請份數 Total no. of copies applied _____

總費用 (總申請份數 x HK\$50) Total fee (Total no. of copies x HK\$50) = _____

(III) 繳費方法 PAYMENT METHOD (詳情請見重要事項第 3 點) (Please refer to point 3 of Important Notes for details)

Online Payment via ePayment Platform
經電子繳款平台網上繳費

By Cheque / Bank Draft via Post
劃線支票或銀行本票

(IV) 郵寄/領取學歷證明書方法 COLLECTION METHODS

本地郵寄或空郵至學生在大學所登記的地址
By local / airmail to the correspondence address according to student's records

由學生本人或受託人領取^^
In Person / By Representative ^^
^^ 詳情請見重要事項第 5 點
Please refer to point 5 of Important Notes for details

「順豐到付」至學生在大學所登記的地址 (只適用於居住國內的申請人)
Cash on delivery by SF express (only applicable to applicants reside in Mainland)

直接寄往其他院校® (本人同意將本人的個人資料轉移至該院校)
Directly sent to other institution® (I hereby consent to transfer my personal data to the said institution)

® 院校名稱及地址 ®Name & address of the institution

聲明 DECLARATION

本人已細閱載於本表格內的「重要事項」。本人謹此聲明，本申請表所載一切資料依本人所知均屬真確，並無遺漏。
I have read carefully the Important Notes on this form, the relevant regulations inside Student Handbook, and agree to conform to the regulations contained therein. I confirm that the information I have provided in this application and the attached documents is true and accurate to the best of my knowledge.

簽署

Signature: _____

日期

Date: _____

重要事項 IMPORTANT NOTES

1. 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處學分承認及畢業組或保障資料主任。
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Advanced Standing & Graduation Team, Registry, or the Data Protection Officer.
2. 學歷證明書為一份證明畢業紀錄的英文信件，列明同學的名字、其於大學所登記的身份證明文件之編號、其畢業課程名稱/將獲頒授之學術資格、有關學位之榮譽等級（如適用）及畢業日期（如適用）。學生如已完成了課程畢業要求但尚未完成畢業手續，亦可申請學歷證明書以證明其已符合有關課程要求，但必須待該課程所有成績發放後方可提出申請，否則其申請將不會受理。
The Certificate of Award is an official letter (in English) issued by the University which will include the student's name, his/her ID number as registered with the University, the qualification awarded/to be awarded, the honours classification for the award (if applicable) and the date of conferment (if applicable). A student who has completed the programme requirements for graduation but not yet completed the graduation procedure may apply for the Certification of Award. Such application should only be submitted after all final grade(s) for the course(s) of the programme to be certified are released otherwise the application will not be processed.
3. 學歷證明書每份收費為港幣 50 元，所繳費用不會退還。申請人可循以下途徑遞交表格及選取下列一項繳費方法：
A handling fee of HK\$50 per copy will be charged and the fee paid will NOT be refunded. Applicants may submit the application form and settle the fee via one of the following methods:

電子繳費平台 ePayment Platform

- i) 將申請表格以電郵傳送至學分承認及畢業組 (reggrad@hkmu.edu.hk)
 - ii) 待學分承認及畢業組於核對申請表格後會發出電子帳單及電郵繳費通知予申請人
 - iii) 登入 MyHKMU → My Programme → Student Finance → 電子繳費平台 → 電子繳款，選擇相關項目點擊「即時付款」
- i) Email the application form to Advanced Standing & Graduation (ASG) Team (reggrad@hkmu.edu.hk)
 - ii) ASG will issue e-invoice and email payment notification to the applicant
 - iii) Go to MyHKMU → [your programme] → Student Finance → ePayment Platform → click "Pay Now" for payment

劃線支票或銀行本票 Cheque/Bankdraft

連同支票/本票郵寄至九龍何文田 A0511 室
香港都會大學教務處學分承認及畢業組，抬頭請填寫“香港都會大學”。

Submit the application and send a personal cheque or bank draft made payable to "Hong Kong Metropolitan University" to the Advanced Standing & Graduation Team, Hong Kong Metropolitan University, Room A0511, Ho Man Tin, Kowloon

4. 由收妥申請表及費用起計，本組處理有關申請所需之時間一般為十個工作天。
Normal processing time is 10 working days upon receipt of the application form and the fee.
5. 申請人須於學歷證明書發出後的兩個月內領取。領取時必須出示其身份證或其於大學登記的身份證明文件之正本。如申請人授權他人代領，受託人須攜同（一）申請人簽署的授權信，（二）申請人之身份證明文件副本及（三）受託人之身份證明/護照（有關資料必須與授權信上所載的相符）之正本以供大學職員核對。如申請人選擇郵寄方式收取學歷證明書，如有郵遞失誤，大學恕不負責。另外，逾期未領之學歷證明書將被銷毀，恕不另行通知。
Applicants must collect within two months of the issuance of the certification letters. To collect the certification letter, applicant is required to present the HKID / the form of ID you have registered with the University. You may authorize a representative to collect the letter on your behalf. Your representative is required to bring along (1) the authorization letter signed by you, (2) a copy of your ID, and (3) HKID / passport of your representative that matches with the information on the authorization letter for verification purposes. The University bears no responsibility for any loss or damage of the documents during postal delivery. Uncollected certification letters will be destroyed without further notice.
6. 如有查詢，請於辦公時間致電 2768 6683 或 2768 6692 與學分承認及畢業組聯絡。
For enquiries, please contact the Advanced Standing & Graduation Team at 2768 6683 or 2768 6692.

九龍何文田香港都會大學教務處學分承認及畢業組 電話：2768 6683 或 2768 6692 傳真：8148 3379

Advanced Standing & Graduation Team, Registry, Hong Kong Metropolitan University, Ho Man Tin, Kowloon Tel: 2768 6683 or 2768 6692 Fax: 8148 3379