授權領取學業證明文件須知

Important Notes for Authorization for the Collection of Academic Document(s)

當領取學業證明文件時，受托人<u>必須</u>出示及提交以下有關文件以作核對/記錄

The authorized person <u>must</u> produce the following documents for verification/record when collecting the academic document(s):

(i) 經申請人所填寫及簽署之"授權領取學業證明文件" 表格
   "Authorization for the Collection of Academic Document(s)" signed by the applicant;

(ii) 申請人之香港身分證/學生證副本
   A photocopy of applicant's Student ID/HKID card; and

(iii) 受托人之香港身分證/護照
   HKID card/passport of the authorized person

如受托人未能出示及提交以上所述之文件以作核對及記錄，教務處將拒絕把申請人之學業證明文件發給該受托人。

The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required douments for verification and record during collection.

授權領取學業證明文件
Authorization for the Collection of Academic Document(s)

本表格需經由受託人/速遞服務職員於代領申請人之學業證明文件時提交。
This form is to be presented by the authorized person/representative of the self-paid courier service provider when collecting the applicant's academic document.

致: 教務處
　　香港教育大學

由 於 本 人 未 能 親 身 前 來 領 取 學 業 證 明 文 件 ， 本 人 _____

(學生證號碼/身分證件號碼 *_____) 欲委託_____先生/女士/小姐*

(身分證件號碼/護照號碼*_____) 或 自費委託_____速遞服務公司職員

(員工編號_____) 代為領取有關本人的學業證明文件。

To:　The Registry
　　The Education University of Hong Kong

Since I cannot collect the academic document(s) in person, I, _____

(Student No., /Personal ID Card No.*_____) would like to authorize

Mr/Ms/Miss*_____ (Persaonal ID Card No../Passport No*: _____) or

representative with Staff ID:_____ of _____ (company name of self-paid courier

provider) to collect the academic document(s) on my behalf.

* 請刪去不適用者。Please delete whichever is inappropriate.

申請人簽名
Applicant's Signature: _____
申請人姓名
Applicant's Name: _____
香港身分證號碼/學生證號碼
HKID Card No./Student Card No: _____
申請人就讀課程編號
Programme Code: _____
日期
Date: _____