

授權領取學業證明文件須知

Important Notes for Authorization for the Collection of Academic Document

當領取學業證明文件時，受託人必須出示及提交以下有關文件以作核對/記錄

The authorized person **must** produce the following documents for verification/record when collecting the academic document:

- (i) 經申請人所填寫及簽署之“授權領取學業證明文件”表格及
“Authorization for the Collection of Academic Document” signed by the applicant; and
- (ii) 申請人之學生證/身分證/護照副本及
A photocopy of applicant's Student ID card/ personal ID card/ Passport; and
- (iii) 受託人之身分證/護照 或 由申請人自費委託速遞服務公司代表之職員證
Your authorized person's personal ID card/ Passport or Staff ID card of representative of your authorized self-paid courier service provider

如受託人/速遞服務職員未能出示及提交以上所述之文件以作核對及記錄，教務處有權拒絕將申請人之學業證明文件發給該受託人。

The Registry reserves the right to withhold the applicant's academic document if the authorized person/representative of your self-paid courier service provider cannot produce all the above required documents for verification and record during collection.

收集個人資料聲明:

1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一個學年後將全部銷毀。
2. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。
3. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。
4. 如在遞交此表格後要查閱或更正個人資料，請聯絡學則及學籍管理組（電郵：exam@eduhk.hk）。
5. 本校的「私隱政策聲明」可見於 <https://www.eduhk.hk/main/privacy-policy/>。

Personal Information Collection Statement:

1. The personal data provided by you on this form will be used for the purpose of processing your application and to be destroyed after one academic year.
2. Failure to provide complete and accurate information in this form may result in the University being unable to process the application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
4. Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.
5. The University's Privacy Policy Statement (PPS) can be accessed at <https://www.eduhk.hk/main/privacy-policy/>.

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

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 in person, I, _____
 (Student No. / Personal ID Card No. * _____) would like to authorize
 Mr/Ms/Miss* _____ (Personal ID Card No./Passport No*: _____) or
 representative with Staff ID: _____ of _____ (company name of
 self-paid courier provider) to collect the academic document 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: _____

學生證號碼/身分證件號碼

Student Card No./ Personal ID Card No.: _____

課程編號

Programme Code: _____

日期

Date: _____