

## 申請學業證明文件程序/須知

## Procedures/Important Notes for Application for Academic Documents

## 附錄

1. 請填妥本表格之第一至第四部分，並交回諮詢中心（香港新界大埔露屏路十號行政大樓 A-G/F-11）。
2. 申請表格各欄必須清楚填妥，並請繳交申請費用，此申請方獲處理。如申請人仍未繳清拖欠本校的各種費用，本校將不會發出任何學業證明文件，請無需申請。
3. 所申請之文件將於收妥表格後七個工作天內辦妥。若申請者以郵寄方式交回表格或收取學業證明文件，請個別預留約三個工作天作郵遞時間。逾期仍未收到文件，可致電(852) 2948-6710查詢。
4. 除特殊情況外，申請人不會收到個別通知所申請文件之領取或郵寄日期。
5. 付款方法
  - ◆ 現金付款  
申請人可到任何一間東亞銀行（戶口號碼：015-195-25-00002-0）索取繳費單繳交費用（繳費收條正本須連同申請表一併交回）。
  - ◆ 銀行自動櫃員機  
申請人可於各東亞銀行屬下的自動櫃員機轉賬費用到東亞銀行（戶口號碼：015-195-25-00002-0）（轉賬收條正本須連同申請表一併交回）。
  - ◆ 銀行本票付款（只適用於海外申請者）  
海外申請人可以銀行本票付款，本票抬頭支付「香港教育學院」。
6. 如欲授權其他人士代為領取文件，授托人於諮詢中心領取文件時，必須攜同以下文件：
  - ◆ 由申請人簽署的授權書(內附樣本)；
  - ◆ 申請人之學生證或身分證副本；及
  - ◆ 授托人之身分證/護照，以作核對及記錄之用。

如授托人未能出示以上全部三項文件，教務處將拒絕把申請人之學業證明文件發給授托人。
7. 如選擇郵寄方式收取文件，請聲明並清楚填寫附頁之地址表。如有郵遞失誤，教務處恕不負責。
8. 如申請人未能及早通知更改領取學業證明文件方法，如有文件遺失，教務處恕不負責。

## Notes

1. Please complete Sections I to IV of the attached form and return the form to the **Information Centre (Room A-G/F-11, Administration Building, 10 Lo Ping Road, Tai Po, New Territories, Hong Kong)**.
2. Application will be processed upon receipt of the completed application form and payment. If there are still outstanding payments unsettled with the Institute, the Institute will withhold the issue of academic document(s). Applicants of this category need not apply.
3. The application will be completed within 7 working days from the date of receipt. Please allow about 3 more working days for postal delivery. Please call (852) 2948-6710 to enquire about the progress if the document is not received on time.
4. Except under special circumstances, applicant will **NOT** be notified of the date of collecting or mailing the academic document(s).
5. Payment Methods:
  - ◆ Payment by Cash  
Applicants can obtain a payment slip from any branch of **Bank of East Asia (A/C: 015-195-25-00002-0)** and make cash payment. (Please attach **original payment receipt** to the application form)
  - ◆ Payment by ATM  
Applicants can pay through ATMs of **Bank of East Asia** by transferring the amount to **Bank of East Asia (A/C: 015-195-25-00002-0)**. (Please attach **original transferal receipt** to the application form)
  - ◆ Payment by bank draft (For overseas applicants only)  
Overseas applicants may send a bank draft made payable to "The Hong Kong Institute of Education".
6. If you wish to authorize another person to collect the document(s) on your behalf, your representative is required to bring along the following documents when collecting the academic document(s) at the Information Centre:
  - ◆ "Authorization for the Collection of Academic Document(s)" signed by you (A sample is attached);
  - ◆ A photocopy of your Student ID/HKID card; and
  - ◆ HKID card/passport of your representative for verification and record purpose.

**The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents during collection.**
7. For mail despatch, please complete the attached address slip. The Registry bears no responsibility for any loss or damage of the document(s) during postal delivery.
8. The Registry bears no responsibility for any loss of academic document(s) during collection if no prior notice for change of method of collection is received.

填寫於此表格的個人資料將獲嚴格保密，提供的資料只限與本申請相關之用途。

Personal data provided on this form will be treated strictly confidential and will be used by the Institute for the purpose as stated in this application.

申請學業證明文件  
APPLICATION FOR ACADEMIC DOCUMENTS

填寫本表格前，請先參閱附頁的程序/須知。Please read the procedures/important notes attached before completing this form.

所有部分均須由申請人以正楷填寫  
(All parts to be completed by applicant in BLOCK LETTERS)

第一部分 申請人資料  
SECTION I DETAILS OF APPLICANT

學生姓名(英文) Student Name (English):		(中文) (Chinese):
稱銜* 先生/太太/女士/小姐 Title*: Mr/Mrs/Ms/Miss	學生編號 Student No.:	香港身分證號碼 HK ID Card No.:
手提電話 Mobile No.:	辦事處電話 Office Tel No.:	電郵 Email:

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

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(可選擇多項):  
I would like to apply for the following academic documents (you may choose more than one kind of the documents):

申請費用每份港幣五十元。有關付款方法，請參閱申請程序/須知之附錄5。  
Application fee HK\$50 per copy. Please refer to **Note 5** of the "Procedures/Important Notes" on Payment Methods.

請在適當空格內填上✓號 Please tick as appropriate	數量 No. of Copies	費用 Fees
<input type="checkbox"/> <b>成績報告表*</b> (詳錄學生於課程內每一科目的名稱及考取的成績等級。) <b>Transcript of Studies*</b> (Official academic record of a students's full updated list of course grades attained in a programme.)		
<input type="checkbox"/> <b>獎項及聯課活動紀錄</b> (只適用於2005/06年度或以後入學的全日制學生。) <b>Awards and Co-curricular Activities Transcript [ACAT]</b> (Only applicable to full-time students admitted in the 2005/06 academic year or thereafter.)		
<input type="checkbox"/> <b>就學證明書*</b> (證明在本校所修讀之課程) <b>Testimonial*</b> (Certifying your enrollment in the programme)		
<input type="checkbox"/> <b>核證副本</b> (請攜同正本方能處理) <b>Certified True Copy</b> (Please present your original copy for processing)		
<input type="checkbox"/> <b>課程/科目資料</b> (例如: 課程手冊、科目大綱) <b>Programme/Course Information</b> (e.g. Programme Handbook and specific course outline)		
	總費用 港幣 Total Fees HK\$	

\* 香港教育學院於一九九四年四月成立，一九九五年前畢業之同學如欲申請成績報告表或就學證明書，請致函教育局專業發展及培訓分部「學校領導及專業發展組」。[地址: 香港添馬添美道2號政府總部東翼5樓(電話: 3509 7577; 傳真: 2834 7350)]

\* The Institute was established in April 1994. For student transcripts and testimonials before the academic year 1994-95, please write to the School Leadership and Professional Development Section, Professional Development and Training Division of Education Bureau. [Address: 5/F, East Wing, Central Government Offices, 2 Tim Mei Avenue, Tamar, Hong Kong (Tel: 3509 7577; Fax: 2834 7350)]

**第二部分 申請詳情(延續)**  
**SECTION II APPLICATION DETAILS (CONT'D)**

有關課程及年級資料：  
 Information on programme and year of study:

課程名稱及編號 Programme Title/Code:		
入學年份 Year of Admission:	現就讀年級(如適用) Year of Study (if applicable):	畢業年份 Year of Graduation:
主修學科 <sup>1</sup> Major Subject <sup>1</sup>		副修學科 <sup>2</sup> (如適用) Minor Subject <sup>2</sup> (if applicable)
科目名稱(如適用) Course Title(s) (if applicable):		
其他資料 Other Information:		
申請目的(請在適當的空格內填上✓ 號) Purpose of Request (Please tick as appropriate):		
<input type="checkbox"/> 申請入學課程 Programme Admission	<input type="checkbox"/> 申請職位 Job Application	<input type="checkbox"/> 申請簽證 Visa Application
<input type="checkbox"/> 個人紀錄 Personal Record	<input type="checkbox"/> 其他，請註明 Others, please specify:	<input type="checkbox"/> 學歷評審 Academic Qualification Assessment

主修學科<sup>1</sup>相當於：**專修範疇** [教育博士] / **重點範疇一** [教育碩士] / **主修學科** [學位教師教育文憑(中學)] / **教學學科研習一(TSS1)** [學位教師教育文憑(小學)]  
 Major Subject<sup>1</sup> denotes: **Specialized Area** [EdD] / **First Area of Focus** [MEd] / **Major Subject Study** [PGDE(S)] / **Teaching Subject Study 1 (TSS1)** [PGDE(P)]  
 副修學科<sup>2</sup>相當於：**重點範疇二** [教育碩士] / **教學學科研習二(TSS2)** [學位教師教育文憑(小學)] / **第二教學學科** [教育榮譽學士(小學)] / **專修學科** [教育榮譽學士(中學)]  
 Minor Subject<sup>2</sup> denotes: **Second Area of Focus** [MEd] / **Teaching Subject Study 2 (TSS2)** [PGDE(P)] / **Second Teaching Subject** [BEEd(P)] / **Concentration of Studies** [BEEd(S)]

**第三部分 領取學業證明文件**  
**SECTION III COLLECTION OF ACADEMIC DOCUMENT(S)**

領取方法 (請在適當的空格內填上✓ 號)  
 Method of Collection (Please tick as appropriate)

- 由本人親身前來領取**  
**To be collected by myself in person**
- 由授托人領取**  
 (授托人必須攜同所有**有關證明文件** [詳列於申請學業證明文件程序/須知之**附錄6**] 才獲准領取學業證明文件。)  
**To be collected by an authorized person** (The authorized person must bring along all the required documents [indicated in Note 6 of the Procedures/Important Notes for Application for Academic Documents] before collection of academic document(s).)
- 請郵寄學業證明文件** (請填寫附頁之地址表)  
**Please send the document(s) by mail** (Please fill in the attached address slip.)

第四部分 聲明  
SECTION IV DECLARATION

1. 隨表已附上 (請在適當的空格內填上✓ 號)  
Enclosed please find the following: (Please tick as appropriate)

- 銀行繳費收條正本 / 銀行轉賬收條正本  
Original payment receipt / Original transferral receipt
- 銀行本票 (只適用於海外申請者)  
Bank Draft (For overseas applicants only)
- 地址表 (以郵寄方式收取學業證明文件)  
Address slip (for postal delivery of academic document)

2. 本人明白 I understand

- (i) 如選擇郵寄學業證明文件，如有郵遞失誤，教務處恕不負責。  
For mail dispatch of academic document, The Registry bears no responsibility for any loss or damage of the document(s) during postal delivery.
- (ii) 如欲授權其他人士代為領取文件，授托人於諮詢中心領取文件時，**必須**攜同以下文件：  
If I wish to authorize another person to collect the document(s) on my behalf, my representative **is required** to bring along the following documents when collecting the academic document(s) at the Information Centre:
- 由本人簽署的授權書;  
"Authorization for the Collection of Academic Document(s)" signed by me;
  - 本人之學生證或身分證副本; 及  
A photocopy of my student card/HKID card; and
  - 授托人之身分證/護照，以作核對及記錄之用。  
HKID card/passport of my representative for verification and record purpose.
- 如授托人**未能出示以上全部三項文件**，教務處將**拒絕**把本人之學業證明文件發給授托人。  
The Registry will **withhold** my academic document(s) if the authorized person **cannot produce all the above required documents** during collection.
- (iii) 如本人未能及早通知更改領取方法，如有文件遺失，教務處恕不負責。  
The Registry bears no responsibility for any loss of academic document(s) during collection if no prior notice for change of method of collection is received.
- (iv) 所有申請文件將於收妥表格後七個工作天內辦妥。如以郵寄方式寄回表格或收取學業證明文件，需預留約三個工作天作郵遞時間。  
The application will be completed within 7 working days from the date of receipt. Please allow about 3 more working days for postal delivery.
- (v) 本人不會收到個別通知所申請文件之領取或郵寄日期。  
I will NOT receive individual notification of the date of collecting or mailing the academic document(s).

申請人簽署 Signature of Applicant

日期 Date

第五部分 教務處專用  
SECTION V FOR REGISTRY USE

No Liabilities checked by : \_\_\_\_\_ on \_\_\_\_\_

Document(s) prepared by : \_\_\_\_\_ on \_\_\_\_\_, sent on \_\_\_\_\_

領取學業證明文件 COLLECTION OF ACADEMIC DOCUMENT(S)

茲證明本人收到第二部分之學業證明文件

I acknowledgement receipt of the academic document(s) as stated in Section II

領取人簽署 Signature of Recipient

日期 Date

**地址表**  
**Address Slip**

**致To:**

\_\_\_\_\_  
(收件人Name of Recipient)

\_\_\_\_\_  
(地址Address)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\* 如申請人需要透過本校**直接郵寄**學歷文件致別處或其他收件人，請填寫下列部分以便處理：  
Please fill in the following section if you want the Institute to send your academic document(s) **directly** to other parties by mail:

本校現附上\_\_\_\_\_ (申請人姓名)之學業證明文件以作為其申請下列事項用途：  
The enclosed Academic Document(s) is/are sent at the request of \_\_\_\_\_ (Applicant's name) who is applying for:

- |  |                                    |                                     |  |
|--|------------------------------------|-------------------------------------|--|
| <input type="checkbox"/> 入學課程<br>Programme Admission | <input type="checkbox"/> 職位<br>Job | <input type="checkbox"/> 簽證<br>Visa | <input type="checkbox"/> 學歷評審<br>Academic Qualification Assessment |
|--|------------------------------------|-------------------------------------|--|

其他，請註明  
Others, please specify: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

發件人： 香港教育學院  
教務處  
評核、學生紀錄及系統發展組  
香港新界大埔露屏路10號

Sent by: Assessments, Records and Systems Section  
The Registry  
The Hong Kong Institute of Education  
10 Lo Ping Road, Tai Po  
New Territories, Hong Kong

日期  
Date: \_\_\_\_\_

## 授權領取學業證明文件\*

### Authorization for the Collection of Academic Document(s)\*

本表格只需經由授托人於代領申請人之學業證明文件時提交，並無需於申請學業證明文件時一併遞交。

This form is to be presented by the authorized person when collecting applicant's academic document(s). There is **NO NEED** to attach this to the application form.

致： 教務處  
香港教育學院

由於本人未能親身前來領取學業證明文件，本人\_\_\_\_\_ (香港身分證號碼/學生證號碼\* \_\_\_\_\_) 欲委托\_\_\_\_\_ 先生/女士/小姐\* (香港身分證號碼/護照號碼\* \_\_\_\_\_) 代為領取有關本人的學業證明文件。

To: The Registry  
The Hong Kong Institute of Education

Since I cannot collect the academic document(s) in person, I, \_\_\_\_\_ (HKID No./Student No.\* \_\_\_\_\_) would like to authorize Mr/Ms/Miss\* \_\_\_\_\_ (HKID No./Passport No\*: \_\_\_\_\_) 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: \_\_\_\_\_

日期

Date: \_\_\_\_\_

#### 重要事項

#### Important Notes:

當領取學業證明文件時，授托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(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) 授托人之香港身分證/護照  
HKID card/passport of the authorized person

如授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授托人。

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