



Member of VTC Group
VTC 機構成員

申請補發學歷證書須知

NOTES OF APPLICATION FOR REPLACEMENT OF AWARD CERTIFICATE

[不適用於科技學院及工業學院舊生，請與學院秘書處聯絡]
[Not applicable to TC and TI students, please contact Campus Secretariat]

1. 學歷證書只頒發一次，並無副本。倘若遺失，學生／畢業生可向所屬的學院秘書處申請**補發證書**。
The award certificate is a unique document. No duplicate copy will be issued. However, a student / graduate may apply for a **replacement certificate** from campus secretariat in case of loss of an original certificate.
2. 按職訓局現時的政策，學生／離校生如有欠款（包括圖書館及其他罰款），其在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。
According to the prevailing policy of VTC, transcripts, certificates and related certification in respect to a student/ex-student will be withheld until he/she has paid up all his/her outstanding fee (including library and other fines) owed to the VTC.
3. 有關申請將於下列文件及費用交妥至學院秘書處後方獲處理，包括：
 - 補發學歷證書申請表格
 - 補發證書的繳款收據／付款編號（每項申請為港幣五百元正）；及
 - 已清還所有欠款的繳款收據／付款編號／支票號碼（如適用）
（學院秘書處會於確認收到有關款項後，才開始處理該申請。）

The request for replacement will only be processed after the following document and replacement fee have been well received by the related campus secretariat, including:-

 - application form for replacement of award certificate
 - the replacement fee – HK\$500 for each replacement certificate
 - payment receipt/payment reference number/cheque number of outstanding fee, if any
(Your application will be processed upon confirmation of receipt of the relevant payment(s).)
4. 每一位學生／畢業生只可同時間擁有其獲頒授學歷的證書**一張**（包括補發證書在內）。如隨後尋回遺失的證書，則必須歸還補發或原來的證書予所屬的學院秘書處。已繳的費用概不發還。
A student / graduate should only be in possession of **ONE** valid copy of the award certificate, including the replacement copy, for his/her qualification awarded at any given time. In other words, if a certificate, previously reported lost, was subsequently found, the student / graduate concerned is required to return any extra copy to the campus secretariat. Any fee paid will not be refunded.
5. 補發的證書下方會註明「重發日期」及「此乃因遺失而補發的證書」等字句，其形式或會與原來的證書不完全一樣。處理補發證書申請需時**七個工作天**。
A replacement certificate will have additional notes, “Date of re-issue” and “This is a replacement for loss of original certificate” at the bottom of the certificate. Its format may not be exactly the same as the previous original version. Processing time for a replacement certificate is **SEVEN working days**.
6. 如有查詢，請與學院秘書處聯絡，電話 2727 4331。
Enquiries concerning application for replacement of award certificate should be directed to the related campus secretariat. Please contact 2727 4331.

申請補發學歷證書的繳費方法

Payment Methods of Application for Replacement of Award Certificate

➤ 申請費用為港幣伍百元正。Application fee is **HK\$500**.

➤ **11位數字賬戶號碼:**

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11-digit Bill Account Number: † 學生編號 Student No. †

➤ 你必須於同一次繳費交易，全數繳付所需之費用。

You must pay the exact amount in one single transaction.

➤ 請保存自動櫃員機收據正本／付款編號，以作紀錄。

Please keep the payment receipt/reference number for your own record.

於任何恒生銀行或滙豐銀行自動櫃員機	At any ATM of the Hang Seng Bank or HSBC
<ol style="list-style-type: none"> 1. 選擇繳費服務 2. 選擇教育 – 其他 3. 選擇『職業訓練局』 4. 選擇賬單類別：『03』 – 『學生雜費』 5. 輸入 11 位數字賬戶號碼 6. 輸入總金額 	<ol style="list-style-type: none"> 1. Select Bill Payment Services 2. Select Education – Others 3. Select “Vocational Training Council” 4. Select Bill Type: “03” - payment of “Fees for Student Services” 5. Enter 11-digit Bill Account Number 6. Enter the Total Payment Amount
於貼有「繳費易」的「銀通」櫃員機	At the JETCO ATM with the JET Payment Logo
<ol style="list-style-type: none"> 1. 選擇繳費服務 2. 選擇『商戶編號輸入』 3. 輸入商戶編號『9151』 4. 賬單類別：輸入『03』 5. 輸入 11 位數字賬戶號碼 6. 輸入總金額 	<ol style="list-style-type: none"> 1. Select Bill Payment Services 2. Select “Merchant Code Entry” 3. Key in Merchant Code “9151” 4. Bill Type: Enter “03” 5. Enter 11-digit Bill Account Number 6. Enter the Total Payment Amount
使用繳費靈	Using PPS
<p>須先開立戶口及致電 18013 登記此賬單</p> <ol style="list-style-type: none"> 1. 致電 18033 或登入網址 www.ppschk.com 2. 輸入商戶號碼『9151』 3. 輸入 11 位數字賬戶號碼 4. 選擇賬單類別：『03』 – 『學生雜費』 5. 輸入總金額 	<p>Have a PPS account and register the bill by calling 18011</p> <ol style="list-style-type: none"> 1. Dial access number 18031 or Visit www.ppschk.com 2. Enter merchant code “9151” 3. Enter 11-digit Bill Account Number 4. Select Bill Type: “03” - payment of “Fees for Student Services” 5. Enter the Total Payment Amount
以網上銀行服務繳交	Internet Banking
<p>你可選用銀行之網上理財服務以銀行戶口或信用卡（以該銀行所提供之服務為準）透過「繳費服務」繳交。</p> <ol style="list-style-type: none"> 1. 選擇『職業訓練局』 2. 賬單類別：輸入『03』 3. 輸入 11 位數字賬戶號碼 4. 輸入總金額 	<p>You may settle the payment by your bank account or credit card (subject to the services provided by the banks) using the ‘Bill Payment Service’ of internet banking services.</p> <ol style="list-style-type: none"> 1. Select “Vocational Training Council” 2. Select Bill Type: “03” 3. Enter 11-digit Bill Account Number 4. Enter the Total Payment Amount



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學院專用 (For CS Use Only)

Ref: _____

香港專業教育學院(觀塘)
Hong Kong Institute of Vocational Education (Kwun Tong)

補發學歷證書申請表格
Application form for Replacement of Award Certificate

在填寫本申請表前，請詳閱另頁的「申請補發學歷證書須知」。
Please read the attached "Notes on Application for Replacement of Award Certificate" before completing this form.

第一部份：個人資料 Section 1: Personal Particulars

英文姓名 (*先生/小姐/女士) Name in English (*Mr./Miss/Ms.):	_____	中文姓名 Name in Chinese	_____
學生編號/身份證號碼 Student No./HKID No. :	_____	課程編號 Programme code	_____
課程名稱 Programme Title	_____		
電郵地址 E-mail Address:	_____	聯絡電話 Tel. No. :	_____

第二部份：補發證書資料 Section 2: Details of Replacement Certificate

獲頒授學歷 Qualification Awarded (e.g. HD in Business Administration, Diploma in Surveying)	發出日期 Date of Issue (e.g. 2009.11.11)	獲頒等級 Classification (e.g. Distinction, Credit, Pass)

第三部份：聲明 Section 3: Declaration

- 本人同意於接獲領取通知後一個月內領回相關文件。逾期未取，該文件將按有關規定銷毀。
I agree that uncollected document would be disposed of after one month of announcement.
- 本人明白包括補發學歷證書在內，只可同時擁有一張由學院頒發予本人每項學歷的證書，如本人隨後尋回遺失的證書，必須歸還補發或原來的證書予所屬的學院秘書處。本人謹此聲明本人的原來證書已遺失。I understand that I can be in possession of only ONE copy, including the replacement copy, of the award certificate for each academic qualification awarded by IVE / HKDI / SBI / YC, and I would be required to submit the extra copy (ies) of the certificate to the IVE / HKDI / SBI / YC for destruction if the original copy, previously reported lost, was subsequently found. I hereby declare that my original certificate(s) is/are lost.
- 本人已清繳補發證書的所需費用及所有對職訓局的欠款（包括圖書館及其他罰款），否則，不會獲發在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明。I have already settled the replacement fee and all the outstanding fee (including library and other fines) owed to the VTC. Otherwise, my transcripts, certificates and related certification will be withheld.

申請人簽署 Applicant's Signature :	_____	日期 Date:	_____
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第四部份 認收 Section 4: Acknowledgement

本人確認領取學歷證明書。 I acknowledge receipt of the Award Certificate.

簽署 Signature:	_____	日期 Date:	_____
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學院專用 For CS Use

Received on: _____

Signature:

SRS Checked and Updated

(Name / Rank)

Issued on : _____

Date :