

香港知專設計學院(HKDI)
香港專業教育學院〔李惠利〕IVE(LWL)

(For Office Use Only)

Serial No. _____

- Original checked
 Original required
 Seal required
 By Email and/or* Post

證明書/需校方證明文件申請表

Application for Letter of Confirmation / Certified document

在填寫申請表前，請閱讀以下須知：Please read the application guide below before completing this form:

申請須知 Application Guide

- 申請人應填寫申請表第 I 部份並連同繳費收據一同以電郵(cs-dilwl@vtc.edu.hk)/親身遞交至學院秘書處。
Complete Part I of the application form and submit it together with the payment receipt to Campus Secretariat by email (cs-dilwl@vtc.edu.hk) or in person.
- 如需申請核證副本，你必需親臨學院秘書處並出示需核證證書及/或學業成績證明書的正本方可完成整個核證副本申請程序。
You shall visit DILWL Campus in person to verify the Originality of the Certificate and/or Transcript for the Certified True Copy application.
- 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.
申請每份確認書及各類文件之證明〔按每一所須證明之副本數目計算〕為港幣壹佰元正(恕不退還)。請參閱背頁繳費方法。〔不適用於工業學院舊生，請聯絡學院秘書處職員 3928 2488〕
Pay a Handling Fee of \$100 for each Letter of Confirmation or each type of document set (e.g. course curriculum/syllabus) with one copy per each original. The Handling Fee is non-refundable. Please refer to payment methods on back page. [Not applicable to TI students, please contact staff of Campus Secretariat at 3928 2488]
- 申請人須攜同香港身份證親身到學院秘書處領取確認書/已證明文件。
Applicant should collect the Letter of Confirmation/certified document(s) in person by producing your student card/HKID card.
- 所有文件應盡快領取，未領取文件會於 1 年後銷毀(由申請日起計)。重新申請需繳交申請費用。
All required document should be collected immediately and would be discarded after 1 year(from the date of application). Handling fee is required when resubmission of application.
- 處理申請需時約七至十個工作天。
Processing time of the application is 7-10 working days.

I. 學生資料 PARTICULARS OF STUDENT

姓名(*先生/小姐/女士)
Name(*Mr./Miss/Ms.) _____

英文姓名(in English)

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學生編號 Student No.

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課程編號 Course/Programme Code

課程名稱
Course/Programme Title _____

香港身份證號碼
HKID Card No _____ ()

學系
Department _____

現就讀年級 _____ (只適用於學級制課程)
Yr. of Study (Applicable only for Stage-based course)

日間聯絡電話:
Telephone No. _____

學制(*全日制/夜間兼讀制/日間兼讀制)
Mode of Attendance: *FT / PTE / PTD

申請類別 Type of Application (請於下列方格填上"✓"號 please put a "✓" in the box below)

- 課程大綱 (\$100) Course Syllabus
 就讀證明 Programme of Study (\$100)
 附教學語言 With Medium of Instruction
 附預計畢業年份 With Expected Year of Graduation
 核證副本 - 證書 (\$100) Certified True Copy - Certificate
 核證副本 - 成績證明書 (\$100) Certified True Copy - Transcript
 其他 Others _____

本人已清繳申請證明書/校方簽署證明文件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 application 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 Signature of Applicant _____

日期 Date _____

II 認收〔由申請人在領取確認書/已證明文件時填寫〕

ACKNOWLEDGEMENT (To be completed by student upon collection of Letter of Confirmation / certified documents)

本人謹此簽收所發出的確認書及文件證明。

I acknowledge receipt of the Letter of Confirmation / certified document(s).

申請人簽署 Signature of Applicant _____

日期 Date _____

(FOR OFFICE USE)

ISSUE OF LETTER OF CONFIRMATION / OFFICIAL SIGNATURE

- Student Card / Hong Kong ID Card checked

Signature of Staff _____

Date _____

CO(C)

證明書/需校方證明文件費用

Payment for Letter of Confirmation/ Certified document

〔不適用於科技學院及工業學院舊生，請聯絡學院秘書處職員〕

[Not applicable to TC and TI students, please contact staff of Campus Secretariat]

繳費方式 Payment Method	繳費程序 Payment Procedures	
<p>1. 於任何 恒生銀行 或 匯豐銀行 自動櫃員機 At any ATM of the Hang Seng Bank or HSBC</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇教育 – 其他 Select Education – Others</p> <p>iii. 選擇『職業訓練局』 Select “Vocational Training Council”</p> <p>iv. 選擇繳交『學生雜費』 Select payment of “Fees for Student Services”</p> <p>v. 輸入 11 位數字賬單編號(學生編號+“31”) Enter 11-digit Bill Account Number(Student No. + “31”)</p> <p>vi. 輸入總金額(港幣\$100) Enter the Total Payment Amount(HK\$100) (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.)</p> <p>vii. 請保存自動櫃員機收據正本, 以作紀錄 Please keep the original of the ATM payment receipt for your own record</p>	
<p>2. 於貼有『繳費易』的『銀通』櫃員機 At the JETCO ATM with the JET Payment Logo</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇『商戶編號輸入』 Select “Merchant Code Entry”</p> <p>iii. 輸入商戶編號『9151』 Key in Merchant Code “9151”</p> <p>iv. 賬單類別: 輸入『03』 Bill Type : Enter “03”</p> <p>v. 輸入 11 位數字賬單編號(學生編號+“31”) Enter 11-digit Bill Account Number(Student No. + “31”)</p> <p>vi. 輸入總金額(港幣\$100) Enter the Total Payment Amount(HK\$100) (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.)</p> <p>vii. 請保存自動櫃員機收據正本, 以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record</p>	
<p>3. 使用 繳費靈 Using PPS*</p> <p>(*請先開立戶口及致電 18013 登記此賬單) (*Please open a PPS account and register the bill by calling 18011 if you have not.)</p>	<p align="center">電話(By Telephone)</p> <p>i. 致電 18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入 11 位數字賬單編號(學生編號+“31”) Enter the 11-digit Bill Account Number (Student No. + “31”)</p> <p>iv. 選擇賬單類別: 『03』- 『學生雜費』 Select Bill Types : “03” – payment of “Fees for Student Services”</p> <p>v. 輸入總金額(港幣\$100) Enter the Total Payment Amount(HK\$100) (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>	<p align="center">互聯網(By Internet)</p> <p>i. 網址 www.ppschk.com Visit www.ppschk.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入 11 位數字賬單編號(學生編號+“31”) Enter the 11-digit Bill Account Number (Student No. + “31”)</p> <p>iv. 選擇賬單類別: 『03』- 『學生雜費』 Select Bill Type : “03”- payment of “Fees for Student Services”</p> <p>v. 輸入總金額(港幣\$100) Enter the Total Payment Amount(HK\$100) (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.)</p> <p>vi. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>

<p>(FOR OFFICE USE) RECORD AT THE CAMPUS SECRETARIAT (Please tick the appropriate box(es))</p> <p><input type="checkbox"/> All items duly filled in by student in Section I</p> <p><input type="checkbox"/> Student Card / Hong Kong ID Card checked</p> <p><input type="checkbox"/> Payment ATM/PPS dated _____</p> <p>Signature of Staff _____</p> <p align="center">CO(C)</p>	<p>FOR FINANCE USE</p> <p>Amount Paid : \$ _____</p> <p><input type="checkbox"/> Cash</p> <p><input type="checkbox"/> Cheque no. _____</p> <p>Receipt no. _____</p> <p>Signature of Staff _____</p> <p>Date _____</p>
<p><input type="checkbox"/> Record of student registration checked</p> <p><input type="checkbox"/> Handling Fee is NOT required</p> <p><input type="checkbox"/> Others _____</p> <p>Date _____</p>	