香港知專設計學院(HKDI) 香港專業教育學院〔李惠利〕IVE(LWL)

申請補發學歷證書 APPLICATION FOR REPLACEMENT OF AWARD CERTIFICATE

申請須知 APPLICATION GUIDE

- 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<u>補發證書</u>。 The award certificate is a unique document. No duplicate copy will be issued. However, a student / graduate may apply for a <u>replacement certificate</u> 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;
 - 補發證書費用的繳款收據/付款編號(每項申請,收費為港幣五百元正);及
 - 已清還所有欠款的繳款收據/付款編號/支票號碼(如適用)

(註:學院秘書處會於確認收到有關款項後,才會開始補發學歷證書。)

The request for replacement will only be processed after <u>the following documents</u> have been well received by the related campus secretariat, including:-

- application form for replacement of award certificate;
- payment receipt/payment reference number of the replacement fee HK\$500 for each replacement certificate; and
- payment receipt/payment reference number/cheque number of outstanding fee, if any

(Note: Your application for replacement of award certificate will be processed only after the confirmation of the receipt of above-mentioned payments.)

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<u>一張</u>(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 <u>ONE</u> 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<u>「重發日期」及「此乃因遺失而補發的證書」</u>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 <u>SEVEN working days</u>.

- 6. 所有文件應盡快領取,未領取文件會於 1 年後銷毀(由申請日計起)。重新申請需繳交申請費用。 All request 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.
- 7. 如有查詢,請與學院秘書處職員聯絡 (3928 2488 或 cs-dilwl@vtc.edu.hk)。 For enquiries, please contact staff of Campus Secretariat at 3928 2488 or cs-dilwl@vtc.edu.hk.

補發學歷證書費用

Payment for Replacement of Award Certificate

〔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]

1 1 位數字賬單編號 Bill Account Number: □□□□□□□□□ 3 9 [你的學生證編號+3 9]						
每項申請,收費為港幣五百元正 HK\$500 for each replacement certificate						
繳費方式 Payment Method		yment Procedures				
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	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 - 其他 Select Education – Others iii. 選擇『職業訓練局』 Select "Vocational Training Council" iv. 選擇繳交『學生雜費』 Select payment of "Fees for Student Services" v. 輸入9位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) vi. 輸入總金額 Enter the Total Payment Amount (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.) 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					
2. 於貼有「繳費易」的 「銀通」櫃員機 At the JETCO ATM with the JET Payment Logo	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select "Merchant Code Entry" iii. 輸入*商戶編號『9151』 Key in *Merchant Code "9151" iv. 賬單類別:輸入 『03』 Bill Type: Enter "03" v. 輸入9位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) vi. 輸入總金額 Enter the Total Payment Amount (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) 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					
3. 使用繳費靈	電話 (By Telephone)	互聯網 (By Internet)				
Using PPS (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.)	i. 致電 18033 Dial access number 18031 ii. 輸入*商戶號碼 『9151』 Enter *merchant code "9151" iii. 輸入 9 位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) iv. 選擇賬單類別:『03』—『學生雜費』 Select Bill Type: "03" - payment of "Fees for Student Services" v. 輸入總金額 Enter the Total Payment Amount (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) vi. 請保存付款編號,以作紀錄 Please keep the payment reference number for your own record	i. 網址 www.ppshk.com Visit www.ppshk.com ii. 輸入*商戶號碼 『9151』 Enter *merchant code "9151" iii. 輸入 9 位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) iv. 選擇賬單類別:『03』—『學生雜費』 Select Bill Type: "03" - payment of "Fees for Student Services" v. 輸入總金額 Enter the Total Payment Amount (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) vi. 請保存付款編號,以作紀錄 Please keep the payment reference number for your own record				

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(For Office Use Only)
Serial No

補發學歷證書申請表格

A.	APPLICATION FORM F 個人資料	OR REPLACI	EMENT C)F AWARI) CERTI	FICATE	
±± ->-	Personal Particulars 姓名						
	姓石 e in English						
	姓名						
Nam	e in Chinese (if any, as in HKID)						
	身份證號碼						
	D Card Number						()
	『號碼 (如申請人不持有香港身份證) port Number (if no HKID)						
	證號碼						
	ent Number						
課程	名稱/年級/班別 (如為在學學生)						
	rse/Programme Title / Year / Class (if current						
stude	,			・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・・	<u>~</u>		
	電話 act Number	辦公室 / 住宅 流動電話 Office / Home: Mobile:					
電郵		Office / Home.		Widdite.			
	ail Address						
通訊	地址						
Corr	espondence Address						
В.	補 發證書資料 Details of Replacement Certificate						
	獲頒授學歷		發出	日期		獲頒等級	
	Qualification Awarded		Date of Issue		Classification		
	(e.g. HD in Business Administration, Diploma	in Surveying)	n Surveying) (e.g. 2009.11.11)		(e.g. Distinction, Credit, Pass)		
C.	聲明 Declaration	,					
	◆ 本人明白包括補發學歷證書在內,只可必須歸還補發或原來的證書予所屬的學					·人隨後尋回遺分	夫的證書,
	I understand that I can be in possession academic qualification awarded by IVE / I to the IVE / HKDI / SBI / YC for destru declare that my original certificate(s) is/are	HKDI / SBI / YC, and action if the original	d I would be r	required to sub	mit the extra	copy (ies) of the	e certificate
	◆ 本人已清繳補發證書的所需費用及所有院所修讀課程/單元的成績單、證書及		包括圖書館及	及其他罰款) ,	否則,不會	獲發在職業訓練	局轄下學
	I have already settled the replacement for Otherwise, my transcripts, certificates and				ry and other	fines) owed to	the VTC.
簽署				日期			
Sign	ature:		-	Γ)ate:		
D.	認收(由申請人在領取學歷證明書時填寫) Acknowledgement (To be completed by the		ecting the aw	vard certificat	ee)		
	本人謹此簽收所發出的學歷證明書。I ackno		_		•		
£-6-1					- m-		
簽署 Signature					∃期 >		
Sign	ature		-	L	Jate:		
(For	Office Use Only)						
	pleted by CS Staff						
Rece	ived on:	Issu	ied on:		/ /		
	DD MM YY			DD	MM	YY	
Rece	irrad bre	**		DD			
	/	Har	ndled by:		/		

(Staff Name / Rank)

(Staff Name / Rank)

(FOR OFFICE USE)			
RECORD AT THE CAI	FOR FINANCE USE		
(Please tick the approp	priate box(es))		
☐ All items duly filled in by student in Section I		☐ Record of student registration checked	Amount Paid : \$
☐ Student Card / Hong Kong ID Card checked		☐ Handling Fee is NOT required	□ Cash
☐ Payment ATM/PPS dated		□ Others	☐ Cheque no.
			Recipt no.
Signature of Staff			Signature of Staff
	CO(C)	Date	Date