

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 the following documents 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. 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.

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(For Office Use Only)

Serial No. _____

補發學歷證書申請表格

APPLICATION FORM FOR REPLACEMENT OF AWARD CERTIFICATE

A. 個人資料

Personal Particulars

英文姓名 Name in English								
中文姓名 Name in Chinese (if any, as in HKID)								
香港身份證號碼 HKID Card Number								()
護照號碼 (如申請人不持有香港身份證) Passport Number (if no HKID)								
學生證號碼 Student Number								
課程名稱/年級/班別 (如為在學學生) Course/Programme Title / Year / Class (if current student)								
聯絡電話 Contact Number	辦公室 / 住宅 Office / Home:			流動電話 Mobile:				
電郵 E-mail Address								
通訊地址 Correspondence Address								

B. 補發證書資料

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)

C. 聲明

Declaration

- ◆ 本人明白包括補發學歷證書在內，只可同時擁有由學院頒發予本人每項學歷的證書一張，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.

簽署
Signature: _____

日期
Date: _____

D. 認收 (由申請人在領取學歷證明書時填寫)

Acknowledgement (To be completed by the applicant when collecting the award certificate)

本人謹此簽收所發出的學歷證明書。I acknowledge receipt of the Award Certificate.

簽署
Signature _____

日期
Date: _____

(For Office Use Only)	
Completed by CS Staff	
Received on:	Issued on:
_____ DD MM YY	_____ DD MM YY
Received by:	Handled by:
_____ (Staff Name / Rank)	_____ (Staff Name / Rank)

(FOR OFFICE USE)

RECORD AT THE CAMPUS SECRETARIAT

(Please tick the appropriate box(es))

- | | |
|---|---|
| <input type="checkbox"/> All items duly filled in by student in Section I | <input type="checkbox"/> Record of student registration checked |
| <input type="checkbox"/> Student Card / Hong Kong ID Card checked | <input type="checkbox"/> Handling Fee is NOT required |
| <input type="checkbox"/> Payment ATM/PPS dated _____ | <input type="checkbox"/> Others _____ |

Signature of Staff _____
CO(C)

_____ Date

FOR FINANCE USE

Amount Paid : \$ _____

- Cash
- Cheque no. _____
- Receipt no. _____

Signature of Staff _____
Date _____