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十個工作天。
   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 TEN 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.

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]

11位數字賬單編號 Bill Account Number: □□□□□□□□□39 [你的學生證編號＋39]
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	繳費程序 Payment 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 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.)	電話 (By Telephone) 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	互聯網 (By Internet) 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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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　　　　　流動電話 Office / Home:　　　　　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，只可同時間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 <u>ONE</u> 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　　　　　　　　　　　　　　　　　　　　　　　　　　　　　日期
Signature:_____　　　　　　　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　　　　　　　　　　　　　　　　　　　　　　　　　　　　　日期
Signature _____　　　　　　　Date:_____

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

RECORD AT THE CAMPUS SECRETARIAT

FOR FINANCE USE

(Please tick the appropriate 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 _____