

HONG KONG INSTITUTE OF VOCATIONAL EDUCATION (SHATIN)

Application for: (Please ✓)

Transcript of Study and Record of Non-academic Achievements (HK\$50/per copy)

Statement of Module Completion (HK\$100/per copy)

(only for those exiting a programme without meeting the requirements for any awards)

Important Notes to Applicants :

<p><u>Payment for Current Students</u></p> <p>a) Application fee should be settled through electronic means (i.e. PPS, ATM, JETCO ATM)</p> <p>b) Details of the payment procedures are given overleaf.</p>	<p><u>Payment for Former Students</u></p> <p>a) Completed application form together with the application fee should be submitted to the Campus Secretariat (Room 234), IVE(Sha Tin), 21 Yuen Wo Road, Sha Tin, N. T.</p> <p>b) For cheque payment by mail, the completed application form together with a crossed cheque to “Vocational Training Council” should be sent to the above address. Please mark “Application for Transcript of Study and Record of Non-academic Achievements / Statement of Module Completion” on the envelope.</p>
<ol style="list-style-type: none"> 1. Application is applicable for non-graduating students / ex-students. 2. For graduating students, a full set of Transcript of Study and Record of Non-Academic Achievements with campus signature / chop will be provided automatically at the end of the last semester of study. No submission of application or charge is required. 3. Any fee paid will not be refunded. 4. Postal fee will be charged for overseas and registered mail. 5. You should collect the applied document <u>in person</u> by producing your HKID. 6. If you are not able to collect the document in person, you may authorize a representative to collect it on your behalf. Your representative must bring along with him/her the completed authorization letter and photocopy of your HKID Card. In addition, he/she will be required to produce his/her HKID for verification. 7. The letter of authorization can be downloaded from http://ive.edu.hk/st/uploads/ive/documents/cs_forms/Form-Letter%20of%20Authorisation.pdf 8. For enquiry, please contact the Campus Secretariat at 2606 9869, 2606 9828 or 2606 9897. 	

I. PARTICULARS OF STUDENTS

Name in English _____ Name in Chinese _____

Student No _____ HKID No _____

Tel No (Mobile) _____ (Home) _____

II. DETAILS OF THE COURSE / DUPLICATE TRANSCRIPT / STATEMENT OF MODULE COMPLETION

Course Title _____ Department _____

Course Code _____ Year Attended: from _____ to _____

Please send the Duplicate Transcript / Statement of Module Completion to the following University/Institute :

Name of University/Institute _____

Address _____

The University/Institute request form attached : (please ✓) Yes No

I understand that transcripts, certificates and related certification (excluding Record of Non-academic Achievements) in respect to a student/former student will be withheld until he/she settled all outstanding fee (including library and other fines) owed to the VTC. In this regard, I confirm that I have settled all necessary fees and no outstanding bill.

Signature of Applicant

Date

III. RECORD OF PAYMENT

(FOR CS USE)

Application fee received HK\$ _____

Handled by _____ Date _____

(FOR FSO USE)

Payment received HK\$ _____

Receipt No _____

Handled by _____ Date _____

IV. ACKNOWLEDGEMENT

I acknowledge receipt of the applied document(s) as indicated above in this form.

Signature of Applicant

Date

Student ID Card/HKID Card checked <input type="checkbox"/>	Handled by: _____	Date: _____
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學生服務費用繳費方法

Payment Instructions of Fees for Services Provided to Students

自動櫃員機 ATM	備有「繳費服務」的「匯豐」或「恆生」銀行自動櫃員機 HSBC / Hang Seng Bank ATM with "Bill Payment" <ol style="list-style-type: none"> i. 選擇 [繳費服務] Select [Bill Payment] 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 賬單類別 [03] – [學生雜費] Select Bill Type [03] – [Fees for Student Services] v. 輸入 9 位數字學生編號+ 2 位數字分類代號[^] (共 11 位數字) Enter 9-digit student ID + 2-digit code[^] (11-digit in total) vi. 輸入 [應繳金額] Enter [Total Amount Payable] vii. 請自行保存繳費收據以作紀錄 Please keep the payment receipt for your own record 	備有「繳費易」的「銀通」自動櫃員機 JETCO ATM with "JET Payment" <ol style="list-style-type: none"> i. 選擇 [繳費] Select [Bill Payment] ii. 輸入商戶編號 [9151] Enter Merchant Code [9151] iii. 輸入賬單類別 [03] Enter Bill Type [03] iv. 輸入 9 位數字學生編號+ 2 位數字分類代號[^] (共 11 位數字) Enter 9-digit student ID + 2-digit code[^] (11-digit in total) v. 輸入 [應繳金額] Enter [Total Amount Payable] vi. 請自行保存繳費收據以作紀錄 Please keep the payment receipt for your own record
繳費靈 PPS	經電話繳費 (Payment by Telephone) <ol style="list-style-type: none"> i. 登記賬單請致電 18013 (粵語) To register the bill dial 18011 (English) ii. 繳交費用請致電 18033 (粵語) To make payment dial 18031 (English) iii. 輸入商戶編號 [9151] Enter Merchant Code [9151] iv. 輸入 9 位數字學生編號+ 2 位數字分類代號[^] (共 11 位數字) Enter 9-digit student ID + 2-digit code[^] (11-digit in total) v. 選擇賬單類別 [03] – [學生雜費] Select Bill Type [03] – [Fees for Student Services] vi. 輸入 [應繳金額] Enter [Total Amount Payable] vii. 請保存存款編號，以作紀錄 Please keep the payment reference number for your own record 	經繳費靈手機應用程式或網頁繳費 (Payment through PPS mobile app or internet) <ol style="list-style-type: none"> i. 登入手機應用程式或網站 www.ppskh.com Log in mobile app or visit website www.ppskh.com ii. 選擇 [登記賬單]→ 輸入商戶編號 [9151]→ 輸入 11 位數字賬單號碼，即你的 9 位數字學生編號+ 2 位數字分類代號[^] Select [Add Bill]→ Enter Merchant Code [9151]→ Enter 11-digit bill number, i.e. your 9-digit student ID + 2-digit code[^] (注意：請勿使用先前已登記用作繳交學費或其他學生服務費用之賬單，其賬單號碼並不適用以繳交是次申請費) (Note: Please do NOT use the previous bill which was registered for tuition fees or fees for other student services as the bill number is not applicable to the payment of the current application) iii. 選擇 [繳付賬單]→ 選擇賬單類別 [03 – 學生雜費] Select [Pay Bill]→ select Bill Type [03 – Fees for Student Services] iv. 輸入 [應繳金額] Enter [Total Amount Payable] v. 請擷取並保存存款頁面之螢幕截圖，以作紀錄 Please take a screenshot of the payment and keep it for your own record
網上銀行繳費服務 (包括銀行手機應用程式) Bill Payment Service via Internet Banking (including mobile banking app)	<ol style="list-style-type: none"> i. 登入網上銀行帳戶 / 銀行手機應用程式 Log in internet banking account / mobile banking app ii. 選擇 [繳付賬單] / [繳費] Select [Bill Payment] / [JET Payment] iii. 選擇 [職業訓練局] Select [Vocational Training Council] iv. 選擇賬單類別 [03] – [學生雜費] Select Bill Type [03] – [Fees for Student Services] v. 輸入 11 位數字賬單號碼，即你的 9 位數字學生編號+ 2 位數字分類代號[^] Enter 11-digit bill number, i.e. your 9-digit student ID + 2-digit code[^] vi. 輸入 [應繳金額] Enter [Total Amount Payable] vii. 請擷取並保存存款頁面之螢幕截圖，以作紀錄 Please take a screenshot of the payment and keep it for your own record 	

備註 Note :

- 你必須於同一次繳費交易，全數繳付所需之服務費用。 Student must pay the full amount of the required service fee(s) in one single transaction.
- 毋須交回繳費收據，但請保留繳費證明以供日後參考。 You are NOT required to return the payment receipts, but are advised to keep a record as proof of payment for future reference.

[^] 有關學生服務的 2 位數字分類代號為：The 2-digit code of student services is :

37	學業成績證明書及學術以外成就證明書 Transcript of Study and Records of Non-Academic Achievements	HK\$50
30	修畢單元證明書 Statement of Module Completion	HK\$100

如有疑問，請聯絡學院秘書處以作查詢。 For enquiries, please contact the Campus Secretariat.