

香港專業教育學院 ( 摩理臣山 )  
Hong Kong Institute of Vocational Education (Morrison Hill)

申請「證明書 / 其他文件」須知  
Notes on Application for Letter of Confirmation/ Other Documents

- 按職業訓練局 ( 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 ) · 其在職訓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 Vocational Training Council (VTC), transcript of study, award 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.
- 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：
  - 填妥之證明書 / 其他文件申請表格；
  - 身份證 / 有效學生證副本；
  - 申請證明書 / 其他文件費用的繳款證明 / 付款編號；及
  - 已清還所有欠款的繳款證明 / 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 · 才會開始處理有關申請。 )  
The application will only be processed after the following documents have been well received by the Campus Secretariat, including:-
  - completed application form for letter of confirmation/ other documents;
  - copy of the HKID/ valid student card;
  - proof of payment / payment reference number of the application fee; and
  - proof of payment / payment reference number/ cheque number of outstanding fee, if any.**(Note: Your application will be processed only after the confirmation of the receipt of above-mentioned payments.)**
- 申請人可選擇親身 / 委託他人到學院秘書處辦理。申請人亦可選擇以郵遞方式 / 投入入學院大堂的收集箱內辦理申請。  
Applicants or his/ her authorized person can submit their application in person. Applicants can also submit their application by mail or put it in the campus drop-in box (located in the lobby).
- 申請人可委託他人代為辦理申請手續 / 領取文件 · 唯受託人須出示其身份證正本連同申請人之身份證副本及其簽署的授權書 · 信內須列明申請人之身份證號碼及就讀課程資料。  
Applicants can authorize a person to submit the application or collect the requested document(s) on their behalf. In such case, the authorized person must present his/ her original HKID card together with copy of applicants' HKID card and authorization letter signed by the applicants indicated the HKID card No. and programme details of the applicants.
- 繳款方法請參閱附件一。已繳的費用概不發還。  
Payment method is shown on Appendix I. Any fee paid will not be refunded.
- 處理申請需時七個工作天。如申請人指示自行到學院領取文件 · 學院會於適當時間以電話通知申請人。申請人接獲通知起計一個月內領取文件 · 否則該文件將被銷毀。  
Processing time of the application is SEVEN working days. For those who indicate to collect the document(s) from the campus, applicants will be notified individually by phone at appropriate time. Please collect the document(s) one month from the date you receive our notification or otherwise the document(s) will be destroyed.
- 如申請人選擇以郵遞方式收取文件 · 請確保收件地址正確 · 學院將不負責因郵遞而引致的遺失及損毀。如要寄往海外或以掛號郵遞 · 申請人需繳付有關費用 · 並須承擔郵遞失誤的結果。  
If the applicants choose the document(s) to be sent by post, please make sure that the mailing address is correct and complete as the Institute undertakes no responsibility for any loss or damage of the document(s) during the postal delivery. Postage fee will be levied for overseas or registered mail. Applicants will have to bear the responsibility for any postal lost or wrong-delivery.
- 學院秘書處的辦公時間為星期一至五上午 8 時 30 分至下午 12 時 30 分及下午 1 時 30 分至 5 時 30 分 ( 公眾假期除外 )。  
Office hours of Campus Secretariat is from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays).
- 如有查詢 · 請與學院秘書處聯絡：  
For enquiries, you can contact the Campus Secretariat at:  
地址 Address: 香港灣仔愛群道 6 號  
6 Oi Kwan Road, Wanchai, HK  
電話 Tel. No.: 2835 8335  
傳真 Fax No.: 2572 9847  
電郵 Email address: [csivemh@vtc.edu.hk](mailto:csivemh@vtc.edu.hk)
- 收集個人資料聲明：  
Personal Information Collection Statement:
  - 申請人在本表上所提供之個人資料 · 只作申請證明書 / 其他文件之用。  
The personal data provided on this form will be used for the purpose of processing the application for letter of confirmation/ other documents only.
  - 如在遞交此表格後要查閱或更改個人資料 · 請聯絡學院秘書處。  
For correction of or access to the personal data after submission of this form, please contact the Campus Secretariat.

香港專業教育學院 ( 摩理臣山 )  
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各項收費服務繳費方式 ( 只適用於現正修讀的同學 )

Payment Method of Fees for Various Services (For current students only)

賬單編號：9 個位的「學生編號」加上 2 個位的「繳費類別」：『31』證明書 / 校方簽署 Bill Account Number: 9-digit Student No. plus 2-digit Payment Type : "31" Letter of confirmation / official signature				
賬單編號 Bill Account No.: <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td style="width: 20px;">學生編號</td> <td style="width: 20px;">Student Number</td> <td style="width: 20px;">3</td> <td style="width: 20px;">1</td> </tr> </table>	學生編號	Student Number	3	1
學生編號	Student Number	3	1	
賬單編號：9 個位的「學生編號」加上 2 個位的「繳費類別」：『35』已繳費用證明書 Bill Account Number: 9-digit Student No. plus 2-digit Payment Type : "35" Verification of fee payment				
賬單編號 Bill Account No.: <table border="1" style="display: inline-table; margin-left: 20px;"> <tr> <td style="width: 20px;">學生編號</td> <td style="width: 20px;">Student Number</td> <td style="width: 20px;">3</td> <td style="width: 20px;">5</td> </tr> </table>	學生編號	Student Number	3	5
學生編號	Student Number	3	5	

請將已填妥之申請表連同繳費證明正本 / 副本一併遞交往學院秘書處。

Please submit the original/ copy of the proof of payment together with the completed application form to Campus Secretariat.

繳費方式 Payment Method	
<b>1. 備有「繳費服務」的匯豐銀行或恒生銀行自動櫃員機</b> i. 選擇『繳費服務』 ii. 選擇『教育 – 其他』 iii. 選擇『職業訓練局』 iv. 選擇賬單類別『03-學生雜費』 v. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 vi. 輸入應繳金額 (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) vii. 請交回自動櫃員機收據以作紀錄	<b>HSBC / Hang Seng Bank ATM with "Bill Payment"</b> i. Select "Bill Payment" ii. Select "Education – Others" iii. Select "Vocational Training Council" iv. Select Bill Type of "03-Fees for Student Services" v. Enter "11-digit Bill Account Number (Please refer to the above table for details)" vi. Enter the Total Amount Payment (Note: You must pay the exact amount in one single transaction.) vii. Please submit the ATM payment receipt for record
<b>2. 備有「繳費易」的「銀通」自動櫃員機</b> i. 選擇『繳費』 ii. 輸入商戶編號『9151』 iii. 輸入賬單類別『03-學生雜費』 iv. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 v. 輸入應繳金額 (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) vi. 請交回自動櫃員機收據以作紀錄	<b>JETCO ATM with "JET Payment"</b> i. Select "Bill Payment" ii. Enter Merchant Code "9151" iii. Enter Bill Type of "03-Fees for Student Services" iv. Enter "11-digit Bill Account Number (Please refer to the above table for details)" v. Enter the Total Amount Payment (Note: You must pay the exact amount in one single transaction.) vi. Please submit the ATM payment receipt for record
<b>3. 網上銀行[繳費]服務</b> i. 登入『網上銀行帳戶』 ii. 選擇『繳付賬單』 / 『繳費』 iii. 選擇『職業訓練局』 iv. 選擇賬單類別『03-學生雜費』 v. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 vi. 輸入應繳金額 (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) vii. 請交回網上銀行繳費證明以作紀錄	<b>'Bill Payment' service via Internet Banking</b> i. Login "internet banking account" ii. Select "Bill Payment" / "JET Payment" iii. Select "Vocational Training Council" iv. Select Bill Type of "03-Fees for Student Services" v. Enter "11-digit Bill Account Number (Please refer to the above table for details)" vi. Enter the Total Amount Payment (Note: You must pay the exact amount in one single transaction.) vii. Please submit the proof of payment from Internet banking for record
<b>4. 繳費靈</b> (* 請先開立戶口及致電 18013 登記此賬單) i. 致電 18033 或登入網址 <a href="http://www.ppschk.com">www.ppschk.com</a> ( 你也可以透過繳費靈手機應用程式繳費 ) ii. 輸入商戶編號『9151』 iii. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 iv. 選擇賬單類別『03-學生雜費』 v. 輸入應繳金額 (注意: 你必須於同一次繳費交易, 全數繳付所需之費用) vi. 請交回繳費靈繳費證明以作紀錄	<b>PPS</b> (* Please open a PPS account and register the bill by calling 18011) i. Dial access number 18031 or Visit <a href="http://www.ppschk.com">www.ppschk.com</a> (You may also make payment through PPS mobile app) ii. Enter Merchant Code "9151" iii. Enter "11-digit Bill Account Number (Please refer to the above table for details)" iv. Select Bill Type of "03-Fees for Student Services" v. Enter the Total Amount Payment (Note: You must pay the exact amount in one single transaction.) vi. Please submit the proof of payment from PPS for record
<b>5. 在院校以「八達通」繳交</b> 請於辦公時間 ( 星期一至五上午 8 時 30 分至下午 12 時 30 分 ; 下午 1 時 30 分至 5 時 30 分 ( 公眾假期除外 ) ) 在學院秘書處以八達通繳付應繳金額。	<b>By "Octopus Card" at campus</b> Please settle the Total Amount Payable during office hours (from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays)) by Octopus Card at Campus Secretariat.

繳費方式 ( 只適用於已畢業的同學 / 離校生 )

Payment Method of Fees (For graduated students/ ex-students)

如以現金或「八達通」繳付, 申請人須於星期一至五上午 8 時 30 分至下午 12 時 30 分及下午 1 時 30 分至 5 時 30 分 ( 公眾假期除外 ) 親身 / 委託他人到學院秘書處辦理。除上述時間外, 申請人亦可選擇以劃線支票或銀行本票 ( 抬頭請註明「職業訓練局」) 以郵遞方式 / 投入入學院大堂的收集箱內辦理申請。

Payment in cash/ "Octopus Card" is accepted from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays) and the applicants or his/ her authorized person must tender the application fee in person. Other than the time slots mentioned, applicants can submit their application by mail or put it in the campus drop-in box (located in the lobby) in which only crossed cheque/ bank draft made payable to "Vocational Training Council" is accepted.

申請證明書 / 其他文件

Application for Letter of Confirmation/ Other Documents

填表前請細閱附頁須知 Please read the attached notes carefully before completing the form

第 1 部份：學生個人資料 Section 1: PARTICULARS OF STUDENT

英文姓名 Name in English	_____	中文姓名 Name in Chinese	_____
學生編號 / 身份證號碼 Student No. / HKID Card No.	_____	電郵地址 Email Address	_____
聯絡電話 Contact Phone No.	_____	修讀 / 畢業年份 Year of Study/ Graduation	_____
課程名稱 Programme Title	_____	課程編號 Programme Code	_____

第 2 部份：申請細節 Section 2: APPLICATION DETAILS

申請類別 (請於下列方格填上“✓”號) Type of Application (please put a “✓” in the box below)	申請張數 No. of copies	收費 Fee
<input type="checkbox"/> 證明書 / 校方簽署 Letter of Confirmation/Official Signature <input type="checkbox"/> 就讀紀錄 Study Record <input type="checkbox"/> 授課語言 Medium of Instruction <input type="checkbox"/> 入學要求 Entry Requirement <input type="checkbox"/> 課程大綱 Programme Syllabus <input type="checkbox"/> 核證副本 Certified True Copy [*證書 Certificate / 學業成績證明書 Transcript of Study / 繳費通知書 Payment Advice] <input type="checkbox"/> 學歷證明 Academic Certification (只適用於工業學院畢業生 TI Graduates only) <input type="checkbox"/> 校方簽署 (請註明) Official Signature (please specify): _____ <input type="checkbox"/> 其他 (請註明) Others (please specify): _____		每份 HK\$100 HK\$100 per copy 服務編號 Service Code: (31)
<input type="checkbox"/> 已繳費用證明書 (*學費 / 其他費用) Verification of fee payment (*Tuition fee / Other fees) <input type="checkbox"/> 學年 _____ *第一期 / 第二期 / 第三期 / 全部期數 Academic Year: _____ *1st Installment / 2nd Installment / 3rd Installment / All Installments <input type="checkbox"/> 包括 Including *研習教材費 Study Package Fee / 英文單元基準評核費 English Module Benchmarking Fee <input type="checkbox"/> 其他 (請註明) Others (please specify): _____		每宗交易 HK\$100 HK\$100 per transaction 服務編號 Service Code: (35)

第 3 部份：申請費收據 (請於下列方格填上“✓”號) Section 3: APPLICATION FEE PAYMENT RECEIPT (please put a “✓” in the box below)

**適用於現正修讀的同學 Applicable for current students**  
繳款方法請參閱附件一。沒有附上繳費證明的申請表將不獲處理。 Payment method as shown on Appendix I. Application form without attaching the proof of payment will not be processed.

<input type="checkbox"/> 恒生銀行 / 匯豐銀行或「銀通」自動櫃員機 (附上交易通知書) Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached)	<input type="checkbox"/> 「繳費靈」繳交申請費。請於方格內填上已繳費的參考編號 PPS, please fill in payment reference no. in the boxes provided							
<input type="checkbox"/> 網上銀行[繳費]服務 'Bill Payment' service via Internet Banking	<input type="checkbox"/> 在院校以「八達通」繳交 (收據由院校發出) By "Octopus Card" at campus (Receipt issued by campus)							

**適用於已畢業的同學 / 離校生 Applicable for graduated students/ ex-students**  
繳款方法請參閱附件一。 Payment method as shown on Appendix I.

第 4 部份：收取方法 (請於下列方格填上“✓”號) Section 4: COLLECTION METHOD (please put a “✓” in the box below)

<input type="checkbox"/> 本人自行領取 / 由他人代為領取【附委託書】 To be collected in person/ by an authorized person (Letter of Authorization attached)
<input type="checkbox"/> 將文件放入由校方蓋章之密封信封內。信封正面根據下列資料註明 Please seal the document(s) in an official envelope with below information on the cover
收件人 Addressee: _____
地址 Address: _____
其他 (請註明) Others (please specify): _____
<input type="checkbox"/> 郵遞至下列人士或機構 By Post to the following person or organization
收件人 Addressee: _____
地址 Address: _____
其他 (請註明) Others (please specify): _____
<input type="checkbox"/> 將文件放入由校方蓋章之密封信封內 Please seal the document(s) in an official envelope

第 5 部份：聲明 Section 5: DECLARATION

本人已清繳申請證明書 / 其他文件的所需費用及所有對職業訓練局 ( 職訓局 ) 的欠款 ( 包括圖書館及其他罰款 )。否則，將不會獲發在職訓局轄下學院所修讀課程 / 單元的學業成績證明書、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 Vocational Training Council. Otherwise, my transcript of study, award certificates and related certification will be withheld.

申請人簽署 Applicant's Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

第 6 部份：認收 Section 6: ACKNOWLEDGEMENT

由申請人在領取文件時填寫 To be completed by the applicant when collecting the document(s)

本人現確認領取證明書 / 其他文件。 I acknowledge the receipt of the letter of confirmation/ other document(s).

簽署 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

**For Office Use Only**

**Part A (to be completed by Staff of CS(C))**

Application Method:  By Post  In Person  Drop-in Box  By Authorization (letter attached)  Other \_\_\_\_\_

HKID/Student Card Checked: Yes / No

Appl. Details Checked: Yes / No

Any O/S Debts? No / Yes \_\_\_\_\_

Signature: \_\_\_\_\_ Name / Post: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B**

**Payment via RCS**

**(to be completed by Staff of CS(A))**

Student Record Found: Yes / No

Application Fee HK\$ \_\_\_\_\_ has been collected vide receipt no. \_\_\_\_\_.

Cash  Cheque No.: \_\_\_\_\_

Octopus Card

Signature: \_\_\_\_\_

Name / Post: \_\_\_\_\_ Date: \_\_\_\_\_

**(to be completed by Staff of CS(C))**

Payment record found in computerized system:

**Yes**  
- Inputted bill payment

**No**  
- Created payment transaction record  
- Inputted bill payment

Signature: \_\_\_\_\_

Name / Post: \_\_\_\_\_ Date: \_\_\_\_\_

**Payment via ATM/Internet Banking/PPS**

**(to be completed by Staff of CS(C))**

Original / copy of the payment receipt is attached.

Payment record has been updated in computerized system.

Signature: \_\_\_\_\_

Name / Post: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C (to be completed by Staff of CS(C))**

Student was informed of collecting the document(s) on or before \_\_\_\_\_ (Date) by phone/email on \_\_\_\_\_ (Date).

Remark: \_\_\_\_\_

The document(s) was forwarded to the person/organization/address stated overleaf on \_\_\_\_\_ (Date).

Signature: \_\_\_\_\_ Name / Post: \_\_\_\_\_ Date: \_\_\_\_\_