

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

申請「學業成績證明書」須知
Notes on Application for Transcript of Study

1. 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.

2. 申請學業成績證明書及學術以外成就證明書，每份費用為港幣五十元。每位畢業班同學在修業的最後一個學期屆滿時，會獲發一份整個修業期內載有學院簽署 / 蓋印的學業成績證明書及學術以外成就證明書，而無須遞交申請表或繳交費用。

Requesting for the issuance of a signed copy of transcript of study and record of non-academic achievements will be charged at HK\$50 per copy. 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. 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：

- 填妥之學業成績證明書申請表格；
 - 身份證 / 有效學生證副本；
 - 申請學業成績證明書費用的繳款證明 / 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 transcript of study;
- 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.)

4. 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 / 投放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).

5. 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 to 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.

6. 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.

7. 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.

8. 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.

9. 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).

10. 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

11. 收集個人資料聲明：

Personal Information Collection Statement:

- (i) 申請人在本表上所提供之個人資料，只作申請學業成績證明書之用。

The personal data provided on this form will be used for the purpose of processing the application for transcript of study only.

- (ii) 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)
Hong Kong Institute of Vocational Education (Morrison Hill)

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」：『37』學業成績證明書及學術以外成就證明書				
Bill Account Number: 9-digit Student No. plus 2-digit Payment Type: "37" Transcript of Study and Record of Non-academic Achievements				
賬單編號 Bill Account No.:	<table border="1" style="margin: auto; border-collapse: collapse;"> <tr> <td style="padding: 5px;">學生編號 Student Number</td> <td style="padding: 5px;">3</td> <td style="padding: 5px;">7</td> </tr> </table>	學生編號 Student Number	3	7
學生編號 Student Number	3	7		

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	
1.	<p>備有「繳費服務」的匯豐銀行或恒生銀行自動櫃員機 HSBC / Hang Seng Bank ATM with "Bill Payment"</p> <p>i. 選擇『繳費服務』 i. Select "Bill Payment"</p> <p>ii. 選擇『教育 – 其他』 ii. Select "Education – Others"</p> <p>iii. 選擇『職業訓練局』 iii. Select "Vocational Training Council"</p> <p>iv. 選擇賬單類別『03-學生雜費』 iv. Select Bill Type of "03-Fees for Student Services"</p> <p>v. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 v. Enter "11-digit Bill Account Number (Please refer to the above table for details)"</p> <p>vi. 輸入應繳金額 vi. Enter the Total Amount Payment <i>(注意: 你必須於同一次繳費交易, 全數繳付所需之費用)</i> <i>(Note: You must pay the exact amount in one single transaction.)</i></p> <p>vii. 請交回自動櫃員機收據以作紀錄 vii. Please submit the ATM payment receipt for record</p>
2.	<p>備有「繳費易」的「銀通」自動櫃員機 JETCO ATM with "JET Payment"</p> <p>i. 選擇『繳費』 i. Select "Bill Payment"</p> <p>ii. 輸入商戶編號『9151』 ii. Enter Merchant Code "9151"</p> <p>iii. 輸入賬單類別『03-學生雜費』 iii. Enter Bill Type of "03-Fees for Student Services"</p> <p>iv. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 iv. Enter "11-digit Bill Account Number (Please refer to the above table for details)"</p> <p>v. 輸入應繳金額 v. Enter the Total Amount Payment <i>(注意: 你必須於同一次繳費交易, 全數繳付所需之費用)</i> <i>(Note: You must pay the exact amount in one single transaction.)</i></p> <p>vi. 請交回自動櫃員機收據以作紀錄 vi. Please submit the ATM payment receipt for record</p>
3.	<p>網上銀行[繳費]服務 'Bill Payment' service via Internet Banking</p> <p>i. 登入『網上銀行帳戶』 i. Login "internet banking account"</p> <p>ii. 選擇『繳付賬單』 / 『繳費』 ii. Select "Bill Payment" / "JET Payment"</p> <p>iii. 選擇『職業訓練局』 iii. Select "Vocational Training Council"</p> <p>iv. 選擇賬單類別『03-學生雜費』 iv. Select Bill Type of "03-Fees for Student Services"</p> <p>v. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 v. Enter "11-digit Bill Account Number (Please refer to the above table for details)"</p> <p>vi. 輸入應繳金額 vi. Enter the Total Amount Payment <i>(注意: 你必須於同一次繳費交易, 全數繳付所需之費用)</i> <i>(Note: You must pay the exact amount in one single transaction.)</i></p> <p>vii. 請交回網上銀行繳費證明以作紀錄 vii. Please submit the proof of payment from Internet banking for record</p>
4.	<p>繳費靈 PPS</p> <p>(* 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)</p> <p>i. 致電 18033 或登入網址 www.ppshk.com i. Dial access number 18031 or Visit www.ppshk.com (你也可透過繳費靈手機應用程式繳費) (You may also make payment through PPS mobile app)</p> <p>ii. 輸入商戶編號『9151』 ii. Enter Merchant Code "9151"</p> <p>iii. 輸入『11 位數字賬單編號 (詳情請參閱上表)』 iii. Enter "11-digit Bill Account Number (Please refer to the above table for details)"</p> <p>iv. 選擇賬單類別『03-學生雜費』 iv. Select Bill Type of "03-Fees for Student Services"</p> <p>v. 輸入應繳金額 v. Enter the Total Amount Payment <i>(注意: 你必須於同一次繳費交易, 全數繳付所需之費用)</i> <i>(Note: You must pay the exact amount in one single transaction.)</i></p> <p>vi. 請交回繳費靈繳費證明以作紀錄 vi. Please submit the proof of payment from PPS for record</p>
5.	<p>在院校以「八達通」繳交 By "Octopus Card" at campus</p> <p>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。 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.</p>

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.

申請學業成績證明書
Application for Transcript of Study

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"/> 全套 Full Set		每份 HK\$50 HK\$50 per copy 服務編號 Service Code: (37)
<input type="checkbox"/> 其他 (請註明): Others (please specify): _____		

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	<table border="1"><tr><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td><td> </td></tr></table>										
<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

本人已清繳申請學業成績證明書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)

<input type="checkbox"/> 本人現確認領取學業成績證明書及學術以外成就證明書。 I acknowledge the receipt of the Transcript of Study and Record of Non-academic Achievement.
<input type="checkbox"/> 本人現確認領取學業成績證明書。 I acknowledge the receipt of the Transcript of Study.

簽署 Signature : _____ 日期 Date : _____

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))

To: Departmental Staff of _____

The requested transcript is attached herewith for your arrangement of signature and onward transmission to the applicant.

Signature: _____ Name / Post: _____ Date: _____

Part D (to be completed by Staff of Dept.# / Section# / CS(C))

The document(s) has been signed by HoD/Section Head and will be arranged for collection by the applicant.

Student has been informed of collecting the document(s) by phone/email. (**Deadline of Collection:** _____)

Remark: _____

The document(s) has been forwarded to the person/organization/address stated overleaf on _____ (Date).

Signature: _____ Name / Post: _____ Date: _____