

**For Internal Use**

Ref. No: _____

畢業生/離校生申請學業證明文件

Received Date: _____

GRADUATE'S / LEAVER'S APPLICATION FOR ACADEMIC DOCUMENTS

(申請人請以正楷填寫本申請表。The application form should be completed by applicant in BLOCK LETTERS.)

I. DETAILS OF APPLICANT 申請人資料

| | | |
|---|---|---|
| 稱銜* 先生/太太/女士/小姐 Title*: Mr/Mrs/Ms/Miss | 姓名(英文) Name (English): | (中文) (Chinese): |
| 入讀年份: Year of Admission: | 畢業年份/離校年份: Year of Graduation/Leaving: | 畢業/離校就讀班別: Form and Class at Graduation/Leaving: |
| 香港身份證號碼: HK ID Card No.: | 日間聯絡電話: Day-time Contact Tel No.: | |
| 電郵: Email: | | |

II. APPLICATION DETAILS 申請詳情

本人欲申請以下之學業證明文件 (請在欲申請的項目加上“✓”號):

I would like to apply for the following academic documents (Please put a “✓” to select the item(s) applying for):

(每份證明文件收費為港幣\$35 元。A fee of HK\$35 per copy is payable for each document.)

| 項目 Items | 數量 Quantity | 金額 Amount (HKD) |
|--|--|---|
| <input type="checkbox"/> 就學證明書 Testimonial | | |
| <input type="checkbox"/> 成績表核證副本 Report Card Certified True Copy | | |
| <input type="checkbox"/> 其他 Other (請註明 please specify): _____ | | |
| 總金額 Total Amount: | | HK\$ |
| 申請目的 Purpose of Application: | | |
| <input type="checkbox"/> 申請入學課程 Programme Admission 請註明 please specify: _____ | <input type="checkbox"/> 申請職位 Job Application 請註明 please specify: _____ | <input type="checkbox"/> 遺失補領 Reissuance due to Loss |
| <input type="checkbox"/> 申請簽證 Visa Application | <input type="checkbox"/> 其他, 請註明 Others, please specify: _____ | |

III. COLLECTION OF ACADEMIC DOCUMENT(S) 領取學業證明文件

| |
|---|
| 領取方法 Method of Collection |
| <input type="checkbox"/> 由本人親身前來領取 To be collected by myself in person |
| <input type="checkbox"/> 直接電郵到相關院校/僱主 To email to relevant institution/employer (請細閱第二頁申請學業證明文件須知第4點 Please read point 4 in the Important Notes for Application for Academic Documents on P.2) |
| 院校/僱主名稱 Name of institution/employer: _____ |
| 電郵: Email: |
| <input type="checkbox"/> 由受托人領取 To be collected by an authorized person (請細閱第二頁申請學業證明文件須知第5點 Please read point 5 in the Important Notes for Application for Academic Documents on P.2) |

IV. PAYMENT METHOD 付款方式

| |
|--|
| <input type="checkbox"/> 現金 Cash |
| <input type="checkbox"/> 支票 Cheque (銀行名稱 Bank Name : _____ 支票編號 Cheque no.: _____) (請細閱第二頁申請學業證明文件須知第6點 Please read point 6 in the Important Notes for Application for Academic Documents on P.2) |

V. DECLARATION 聲明

| |
|--|
| <input type="checkbox"/> 本人已仔細閱讀此申請表背頁(第2-3頁)的「申請學業證明文件須知」及依循所有申請程序。 I have carefully read the “Important Notes for Application for Academic Documents” on page 2 to 3 of the application form and followed all the procedures. |
|--|

備註 Remarks:

請在適當空格內填上✓號

Please tick as appropriate.

* 請將不適用者刪去。

Please delete whichever is inappropriate.

畢業生/離校生簽署 Signature of graduate/leaver

日期 Date



申請學業證明文件須知

Important Notes for Application for Academic Documents

1. 申請表格各欄必須清楚填妥，申請人必須先繳交費用，申請方獲處理。
Application will be processed upon receipt of the completed application form and payment.
2. 所有申請之文件一般將於校方收妥表格、所需文件及費用後 10 個工作天內辦妥。如遇特別情況(如停課、學校假期等)，處理時間可能需要延長。
The application will normally be completed within 10 working days from the date of receipt of the application form, supporting document and payment. During special occasion (e.g. school suspension, school holiday), additional processing time is likely to be extended.
3. 每份證明文件收費為港幣\$35元。
A fee of HK\$35 per copy is payable for document.
4. 如欲申請本校直接電郵學業證明到相關院校/僱主，親身到校遞交申請表時必須出示香港身份證以作核實身份。如以郵寄形式遞交申請，必須於郵寄時附上申請人之香港身份證副本。
If the applicant wishes to apply for the school to directly email academic proof to the relevant institutions/employers, they must present their Hong Kong Identity Card in person when submitting the application form for identity verification. If the application is submitted via mail, a photocopy of the applicant's Hong Kong Identity Card must be attached to the mail.
5. 如欲授權其他人士代為領取學業證明文件，受託人領取文件時必須攜同由申請人簽署的授權書（具有受託人姓名及身份證號碼）、申請人之身份證副本及受託人之身份證/護照，以作核對及記錄之用。如受託人未能出示以上全部三項文件，校務處將拒絕把申請人之學業證明文件發給受託人。
If the applicant wishes to authorize another person to collect the academic document(s) on their behalf, the representative is required to bring along the "Authorization for the Collection of Academic Document(s)" signed by the applicant, a photocopy of the applicant's student card/HKID card, and the HKID card/passport of the representative for verification and record purposes at the General Office. The General Office will withhold the applicant's academic document(s) if the authorized person cannot present all of the above required documents during collection.
6. 遞交方法 Submission Methods
 - A. 親身到校遞交給校務處 Personally submit to general office
 - 填妥(i)申請表，連同(ii)申請費用(現金/#劃線支票)
Complete (i) application form, along with (ii) application fee (cash/cheque).
 - B. 郵寄遞交（地址：九龍黃大仙蒲崗村道176號學校村）
Mail submission (Address: 176 School Village, Po Kong Village, Wong Tai Sin, Kln, HK)
 - 填妥(i)申請表，連同(ii)香港身份證副本及(iii)申請費用（#劃線支票），信封面請註明「申請學業證明文件」
Complete (i) application form, along with (ii) a copy of your Hong Kong identity card and (iii) application fee (crossed cheque). Please indicate "Application for Academic Proof Documents" on the envelope.

#如以支票付款，支票抬頭請填寫「保良局何蔭棠中學法團校董會」，並於支票背面寫上申請人姓名及電話號碼。如支票於郵遞過程中損壞或遺失，本校恕不負責。

In case of using cheque payment, the application fee (crossed cheque) should be payable to "The IMC of Po Leung Kuk Celine Ho Yam Tong College". Please write your name, contact number on the back of your cheque. Our College should not be held responsible for any loss or damage of the documents during postal delivery.



7. 收集個人資料聲明:

- a. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一個學年後將全部銷毀。

The personal data provided by the applicant on this form will be used for the purpose of processing the application and to be destroyed after one academic year.

- b. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。

Failure to provide complete and accurate information in this form may result in being unable to process the application.

- c. 如在遞交此表格後要查閱或更正個人資料，請聯絡校務處 (電郵: info@plkchc.edu.hk)。

Request for access or correction of personal data after submitting this form should be made in writing to General Office at info@plkchc.edu.hk.

授權領取學業證明文件
Authorization for the Collection of Academic Document(s)

本表格只需經由受托人於代領申請人之學業證明文件時提交，並無需於申請學業證明文件時一併遞交。

This form is to be presented by the authorized person when collecting applicant's academic document(s). There is NO NEED to attach this to the application form.

致：保良局何蔭棠中學校務處

To: The General Office of Po Leung Kuk Celine Ho Yam Tong College

由於本人未能親身前來領取學業證明文件，本人_____（香港身份證號碼 _____）欲委托_____先生/女士/小姐*（香港身份證號碼/護照號碼*_____）代為領取有關本人的學業證明文件。

Since I cannot collect the academic document(s) in person, I, _____ (HKID No. _____) would like to authorize _____ Mr/Ms/Miss* (HKID No./Passport No*: _____) to collect the academic document(s) on my behalf.

* 請刪去不適用者。Please delete whichever is inappropriate.

申請人簽名

Applicant's Signature: _____

申請人姓名

Applicant's Name: _____

日期

Date: _____

重要事項

Important Notes:

當領取學業證明文件時，受托人必須出示及提交以下有關文件以作核對/記錄

The authorized person must produce the following documents for verification/record when collecting the academic document(s):

(i) 經申請人所填寫及簽署之“授權領取學業證明文件”表格

"Authorization for the Collection of Academic Document(s)" signed by the applicant;

(ii) 申請人之香港身份證副本

A photocopy of applicant's HKID card; and

(iii) 受托人之香港身份證/護照

HKID card/passport of the authorized person

如受托人未能出示及提交以上所述之文件以作核對及記錄，本校將拒絕把申請人之學業證明文件發給該受托人。

The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents for verification and record during collection.