

INSTRUCTIONS TO APPLICANTS 申請人須知

Submission of application 提交申請

1. Please complete Parts 1, 2 and 3, and attach a crossed cheque or bank draft in the sum of **HK\$110*** payable to "The Hong Kong Polytechnic University" as the replacement fee to the application form. Alternatively, the fee can be settled by Octopus at the SPEED office.
請填妥申請表內第 1、2 及 3 部份。申請表請附上劃線支票或本票（**HK\$110***）作支付補領費用，抬頭請寫「香港理工大學」。費用亦可以八達通於本學院的服務櫃台繳付。
2. Please bring along your Hong Kong Identity Card/passport and hand in this application form together with the replacement fee and, if applicable, the damaged Continuing Education Student Card, to the School office.
請將填妥的申請表連同劃線支票或本票，以及有關文件（例如：損毀之學生證）交回學院辦事處。遞交申請時請攜同身份證或護照以便覆核身份。
3. If you cannot submit the application in person, you may ask a designated representative to submit it for you. Please note, however, that your identity has to be verified upon collection of your replacement card. The School reserves the right not to issue the replacement card if you fail to present your Hong Kong Identity Card / passport for verification. **In any case, faxed application will not be processed.**
你亦可委託他人交回申請表。惟本院須在你領取學生證時核實身份。若屆時未能出示香港身份證／護照，學院保留不補發學生證的權利。**在任何情況下，透過傳真提出的補領申請將不受理。**

Collection of replacement card 領取學生證

4. The processing time for issuing a replacement card is normally seven working days. You may collect your replacement card at the School office during office hours seven working days after the date of submitting your application. If unclaimed, your replacement card will be disposed of six months after the receipt of your application, and you will need to submit an application and fee again if you wish to obtain a replacement card.
補發學生證一般需時七個工作天。你必須於提出申請補領後的七個工作天起計的六個月內，到學院辦事處領取學生證。學院將銷毀過期未領取的學生證。申請人如欲要求學院再發新證，須再次提出申請及繳交補領費用。
5. You should bring along your Hong Kong Identity Card / passport to collect the replacement card. If you wish to appoint another person to collect it on your behalf, that appointed person has to produce his/her Identity Card, photocopy of your Identity Card together with a letter of authorisation duly signed by you. To protect your privacy, the photocopy of your Identity Card will be destroyed in the presence of your authorised representative.
領取學生證時，請出示你的香港身份證／護照。如你委託他人領取學生證，代領人必須在領取證件時出示其身份證、你簽署的授權書及身份證副本。為保障私隱，你的身份證副本會在辦理領證手續完成後立刻被銷毀。
6. Please note that the information given in the form will only be used for processing this application.
注意：你於本申請表內填寫的資料將只作處理申請補領學生證之用。

IMPORTANT NOTICE

In case of loss, should the original Continuing Education Student Card be found eventually, you should immediately return it to the School. It is an offence to possess more than one student card.

重要通告

如日後尋回遺失的持續進修學生證，請儘早將之交回學院。任何人不得擁有多於一張學生證。

SCHOOL OFFICE

School of Professional Education and Executive Development
Room QR802, 8/F Core R
The Hong Kong Polytechnic University, Hung Hom, Kowloon
Enquiry Hotline: 3400 2828

學院辦事處

專業進修學院
九龍紅磡香港理工大學 R 棟 8 樓 QR802 室
電話: 3400 2828

OFFICE HOURS	
Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed

辦公時間	
星期一至五	上午 8 時 30 分至下午 7 時 15 分
星期六	上午 9 時至中午 12 時
星期日及公眾假期	休息

* Subject to change without further notice.
費用如有更改恕不另行通知。