



**APPLICATION FOR TRANSCRIPT OF STUDIES
(for students registered under Credit Accumulation Mechanism)**

Please read the instructions overleaf before completing this form

1. Personal Particulars

Name (Surname first)

Name in Chinese Student card no. C

HKID Card/
Passport No

Correspondence Address _____

(Fill in only if different from your record under the Credit Accumulation Mechanism)

Contact telephone no. Home Office Mobile/Pager

2. Recipients of Transcript

Names and addresses of recipients	Purpose	No. of copies

3. FOR URGENT CASES (see note 4 overleaf)

Date required _____ (Supporting document is attached.)

4. AMOUNT PAYABLE FOR THE TRANSCRIPTS (Please check the appropriate boxes)

1. **Handling charges** (HK\$ 50.00 each)

2. **Local postage charges (optional)**

Local registered mail (HK\$ 14.40 each)

3. **Overseas postage charges (optional)**

Zone 1: HK\$ 4.50 each

Zone 2: HK\$ 5.30 each

Express air mail (HK\$ 6.00 each)

Registered air mail (HK\$ 13.00 each)

No. of copies	Amount(HK\$)
Total	
Cheque no.	

只供學院填寫

Official Receipt No. _____
Transcripts prepared by _____ Date _____
Transcripts checked by _____ Date _____

Students HKID Card checked upon submission of application/collection of transcript

Checked by _____ upon application submission Date _____
Checked by _____ upon transcript collection Date _____

_____ Date _____ Signature of Applicant

申請學業成績表 (學分累積制的註冊學生適用)

填寫本表格前請細閱背頁的申請人須知

1. 個人資料

英文姓名(姓氏先行)

中文姓名 持續進修學生證號碼 C

香港身份證/護照號碼

通訊地址 _____

(如通訊地址沒有更改，則不須填寫此欄)

聯絡電話
住宅 辦公室 手提電話/傳呼號碼

2. 學業成績表的收件人

收件人姓名及地址	原因	份數

3. 申請特快處理(請參閱背頁註四)

要求收訖日期 _____ (已附上證明文件。)

4. 申請學業成績表的費用(請參考背頁)

1. 手續費(每份 HK\$ 50.00)

2. 本地郵寄費用(可以不填)

本地掛號郵件(每份 HK\$ 14.40)

3. 海外郵寄費用(可以不填)

地區 1: 每份 HK\$ 4.50

地區 2: 每份 HK\$ 5.30

特快速遞(每份 HK\$ 6.00)

掛號空郵(每份 HK\$ 13.00)

份數	金額(HK\$)
金額總數	
支票號碼	

只供學院填寫	
Official Receipt No. _____	Date _____
Transcripts prepared by _____	Date _____
Transcripts checked by _____	Date _____
Students HKID Card checked upon submission of application/collection of transcript	
Checked by _____ upon application submission	Date _____
Checked by _____ upon transcript collection	Date _____

_____ 日期 _____ 申請人簽署

INSTRUCTIONS TO APPLICANTS

Submission of application

- Please complete the form and put down clearly the addresses of the recipients of the transcript in DUPLICATE by using the attached labels.
- Please submit your application by hand or by post to the School office at the address below. **Application submitted by fax will not be processed.**
- An application for transcript of studies should include the followings:
 - A duly completed application form.
 - Supporting documents (for urgent cases).
 - A photocopy of your Hong Kong Identity Card/Passport (if you submit your application by mail; your HKID Card/Passport copy will be destroyed after the completion of this application).
 - A crossed cheque or bank draft with the appropriate fee payable to "The Hong Kong Polytechnic University" as the handling and postage charges. Alternatively, the fee can be settled by Octopus at the SPEED office.
 - Address labels (To avoid postal error, please provide address labels with names and addresses of the recipients printed clearly.)
- For urgent cases, please indicate the date required in the form. Documentary evidence must be attached. The School will try its best to entertain urgent cases with supporting documents. In case the request could not be acceded to, the applicant will be informed by telephone.

Handling and postage charges

- The charge for each copy/set of transcript of studies is HK\$50.00[#]. You are required to pay for the postage if you intend to receive the transcript of studies by mail or if the transcript is to be sent to another address either within or outside Hong Kong. Charges paid are not refundable. Postage charges are listed below.

Local/International (Zones 1 and 2)		Weight *	Postage #	Additional postage for each extra 10g (HK\$)
Local	Registered mail	Under 30g	\$ 14.40	--
International Zone 1	South-East Asian countries (except Japan)	Under 30g	\$ 4.50	\$ 1.20
International Zone 2	Africa, Canada, Europe, Japan, United Kingdom, Australia, South America, U.S.A. etc.	Under 30g	\$ 5.30	\$ 1.30
<u>Additional charges (for overseas mail only)</u>				
<ul style="list-style-type: none"> Express air mail: An additional HK\$ 6.00 should be added for each postage. Registered air mail: An additional HK\$ 13.00 will be added for each postage. 				

* A transcript of studies without any enclosure weights about 25g.

Subject to change without further notice.

Collection of transcript of studies

- The normal processing time is 14 working days. You may collect your transcript of studies at the School office during office hours 14 working days after the date of submitting your application. If unclaimed, your transcript of studies will be destroyed one year after the receipt of your application.
- Please bring along your Hong Kong Identity Card/passport to collect your transcript of studies. 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. The information given in this application form will only be used for processing this application.

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

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

申請人須知

提交申請

1. 請填妥表格，在附上的標籤上清楚填寫學業成績表收件人的地址，一式兩份。
2. 請將申請文件郵寄或親身交回學院辦事處。**透過傳真提出的申請將不受理。**
3. 交回的申請文件應包括：
 - 填妥的申請表
 - 證明文件（特快處理情況）
 - 香港身份證／護照副本（郵寄方式提出申請者適用；你的身份證／護照副本會在申請完成後被銷毀）
 - 劃線支票或本票作支付手續及郵寄費之用，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）
 - 郵寄標籤（為免郵遞延誤，請提供郵寄標籤並清楚寫上收件人的姓名及地址）
4. 如欲申請特快處理，請於表格上填上要求收訖日期，並附上證明文件。學院將儘早處理有關申請。若學院無法於要求日期內辦理申請，將致電通知申請人。

手續及郵遞費用

5. 每張／份學業成績表的費用為 **HK\$50.00**[#]。若要求學院郵寄學業成績表，或寄往另一本地或海外地址，你須要繳付郵費。所有已繳費用恕不退還。郵費如下：

本地／國際（地區 1 及 2）		重量*	郵費(HK\$) #	以後每 10 克的額外郵費 (HK\$)
本地地區	掛號郵件	30 克以下	\$ 14.40	--
國際地區 1	東南亞國家（日本除外）	30 克以下	\$ 4.50	\$ 1.20
國際地區 2	非洲、加拿大、歐洲、日本、英國、澳洲、南非、美國等	30 克以下	\$ 5.30	\$ 1.30
額外費用（海外地址適用）				
▪ 特快速遞：申請人須額外繳付每份郵件 HK\$ 6.00。				
▪ 掛號空郵：申請人須額外繳付每份郵件 HK\$ 13.00。				

* 沒有附件的學業成績表重量約為 25 克。

費用如有更改恕不另行通知。

領取學業成績表

6. 處理學業成績表的申請一般需時十四個工作天。你必須於提出申請後的十四個工作天起計的一年內，到學院辦事處領取。學院將銷毀過期未領取的學業成績表。
7. 領取學業成績表時，請出示你的香港身份證／護照。如你委託他人領取成績表，代領人必須在領取時出示其身份證、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表手續完成後立刻被銷毀。此表格上所填的資料只用作處理申請學業成績表之用。

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

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