



**APPLICATION FOR TESTIMONIAL
(for students registered under Credit Accumulation Mechanism)**

Please read the instructions below before completing this form

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

_____ Date _____ Signature of Applicant _____

INSTRUCTIONS TO APPLICANTS

If you authorise another person to submit the application or collect the testimonial on your behalf, please provide a letter of authorisation and a copy of your Hong Kong Identity Card. Your HKID copy will be destroyed after the processing of your application.

The normal processing time is 10 working days.

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

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

FOR OFFICE USE ONLY	
Application received on _____	Date _____
Testimonials prepared by _____	Date _____
Testimonials checked by _____	Date _____
Students HKID Card checked upon submission of application/collection of transcript	
Checked by _____ upon application submission	Date _____
Checked by _____ upon testimonial collection	Date _____

申請修業證明書 (學分累積制的註冊學生適用)

填寫本表格前請細閱以下的申請人須知

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

_____ 日期

_____ 申請人簽署

申請人須知

如你委託他人遞交申請或領取修業證明書，代領人必須在領取時出示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手續完成後立刻被銷毀。

辦理修業證明書的申請一般需時十個工作天。

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

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