



**APPLICATION FOR CERTIFICATION OF TRUE COPIES  
(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

**INSTRUCTIONS TO APPLICANTS**

- (i) Certification on copies of Examination Result Notification, Certification of Subject Completion and award parchment is provided for students or graduates of the Credit Accumulation Mechanism of The Hong Kong Polytechnic University.
- (ii) Please present this application form, the originals and copies of documents to be certified and your Hong Kong Identity Card in person to the School Office. If you authorise another person to submit the application or to collect the originals and copies of certified documents on your behalf, please provide a letter of authorisation and a copy of your HKID Card. Your HKID Card copy will be destroyed after the processing of the certification.

**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

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

<b>FOR OFFICE USE ONLY</b>	
Application received on _____	Date _____
HKID Card checked by _____	Date _____
True copies certified by _____	Date _____

## 申請學歷文件核證 (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

### 個人資料

英文姓名 (姓氏先行)	<input type="text"/>																								
中文姓名	<input type="text"/>				持續進修學生證號碼	<input type="text"/>					<input type="text"/>														
香港身份證／護照號碼	<input type="text"/>																								
通訊地址	<input type="text"/>																								
	<input type="text"/>																								
(如通訊地址沒有更改, 則不須填寫此欄)																									
聯絡電話	<input type="text"/>					<input type="text"/>					<input type="text"/>														
	住宅					辦公室					手提電話／傳呼號碼														

### 申請人須知

- (i) 香港理工大學的學分累積制學員或畢業生可遞交申請, 要求學院核證其考試成績單、修畢科目證明書及畢業證書。
- (ii) 請將填妥的申請表、申請核證的學歷文件正副本、以及你的香港身份證親身交回學院辦事處。若你委託他人遞交申請或代領已核證的學歷文件的正副本, 代領人必須在領取文件時出示授權書及身份證副本。你的身份證副本會在辦理手續完成後立刻被銷毀。

### 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

### 只供學院填寫

Application received on	_____	Date	_____
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