



School of Professional Education and Executive Development 專業進修學院



APPLICATION FOR CERTIFICATION OF TRUE COPIES (for students registered under Credit Accumulation Mechanism)

Please read the instructions below before completing this form

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 NSTRUCTIONS TO APPLICANTS (i) Certification on copies of Examination Result Notification, Certification of Subject Completion and award parchment in 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 Identic Card in person to the School Office. If you authorise another person to submit the application or to collect the original and copies of certified documents on your behalf, please provide a letter of authorisation and a copy of your HKI 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.		1 0		
Name in Chinese 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 NSTRUCTIONS 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 ledulor Card in person to the School Office. If you authorise another person to submit the application or to collect the original and copies of certified documents on your behalf, please provide a letter of authorisation and a copy of your HKI Card. Your HKID Card copy will be destroyed after the processing of the certification. SCHOOL OFFICE School of Professional Education and Executive Development Room OR802, 8/F Core R, The Hong Kong Polytechnic University, Hung Hom, Kowloon. Enquiry Hotline: 3400 2828 OFFICE HOURS Mondays to Firdays 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 HKID Card checked by Date	Personal Particulars			
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True copies certified by Date	·			
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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)																							
中文姓名										;	持續	寶進作	修學	生記	登號	溤							С
香港身份證/護照號碼									<u> </u>														
通訊地址																							
(如通訊地址沒有更改,	<u></u> 則不	須塡寫	此欄)																			
聯絡電話		住宅					辦公	室							手	提電	直 話。	/傳	呼引	虎碼			

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			
HKID Card checked by		Date	
True copies certified by	-	Date	