



**APPLICATION FOR CERTIFICATION OF AWARD
(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

HK ID Card/Passport No. Date of Birth
Day 日 Month 月 Year 年

Title of Award Obtained _____ Year of Graduation /

Correspondence Address _____

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

Contact telephone no. Home Office Mobile/Pager

Fee for each certification of award HK\$ 225 Cheque / Bank draft no.

INSTRUCTIONS TO APPLICANTS

1. Certification of Award is issued to graduates of the School who have declared the loss of their original certification.
2. You are required to obtain a statutory declaration from the District Office testifying the loss of award parchment. A report from the Police clearly indicating the loss of the parchment will also be accepted.
3. A fee of HK\$225* is charged for each certification of award. Please make the cheque or bank draft payable to "The Hong Kong Polytechnic University". Alternatively, the fee can be settled by Octopus at the SPEED office. Fees paid are not refundable.
4. Please present this application form, the original statutory declaration or the police report indicating the loss of the Certification, your Hong Kong Identity Card, and a cheque/bankdraft in person to the School Office. If you prefer to submit this form by mail, please attach a copy of your Hong Kong Identity Card (HKID) for verification purpose. If you authorise another person to submit the application or collect the certification on your behalf, please provide a letter of authorisation and a copy of your HKID. Your HKID copy will be destroyed after the processing of the certification.

* Subject to change without further notice.

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 _____
HKID checked by _____
Official Receipt No. _____
Certification prepared by _____ Date _____
Certification checked by _____ Date _____

**申請學術資格證明書
(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。

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 出生日期
Day 日 Month 月 Year 年

獲頒授學術資格名稱 _____ 畢業學年 /

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

每份學術資格證明書的費用 **HK\$ 225** 支票/銀行本票號碼

申請人須知

- (i) 學院的畢業生,若聲明已遺失其畢業證書正本,可向學院申請學術資格證明書。
- (ii) 你必須出示由民政事務署發出的宣誓聲明,或警署的報失證明,以證明你已遺失畢業證書。
- (iii) 申請學術資格證明書的費用為每份 **HK\$225***。支票抬頭請寫「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。已繳費用恕不退還。
- (iv) 請親身到學院辦事處遞交本申請表、宣誓聲明正本或警署發出的報失證明、你的香港身份證及支票/銀行本票。以郵寄遞交申請者,請附上香港身份證副本作核實之用。如你委託他人交回申請或領取證明書,代領人必須在領取證件時出示授權書及身份證副本。你的身份證副本會在辦理領證手續完成後立刻被銷毀。

* 費用如有更改恕不另行通知。

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 _____
HKID checked by _____	_____	Date _____
Official Receipt No. _____	_____	Date _____
Certification prepared by _____	_____	Date _____
Certification checked by _____	_____	Date _____