

Hong Kong Institute of Vocational Education (Tsing Yi)

4-Level Higher Diploma – Application for Statement of Award

Please read the “Notes to Students” overleaf before completing this form.

For CS Use Only

Ref :

I (A). PERSONAL & COURSE PARTICULARS

Name (English) : _____ (Chinese) : _____

Student Number : _____ Contact Telephone : _____ (Mobile)

Course Code / Level : _____ / _____ (Home)

Course Title : _____

I (B). STATEMENT OF AWARD APPLIED FOR

I have successfully completed *Level 1 / Level 2 / Level 3 study of the above mentioned course and obtained the relevant academic qualification. I would like to apply for the below Statement of Award.

- Foundation Diploma (for Level 1)
- Certificate (for Level 2)
- Diploma (for Level 3)

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- Part I checked
- MSPR1103M updated

Name: _____

Date: _____

I (C). DECLARATION

- I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete, and that any misrepresentation will lead to disqualification of my application for the Statement of Award.
- I understand and agree that if I withdraw from study / I am de-registered from the course, the Statement of Award that I have obtained (if it is being my highest eligible level of award) will be regarded as the Exit Award, and there will be **NO** refund of application fee of the Statement of Award.

Signature of Student : _____ Date : _____

II. TO BE COMPLETED BY DEPARTMENT

DAC approved the award through examinations of:

Academic Year	Semester					
	Autumn		Spring		Summer	
20 ____ /	Main	Suppl	Main	Suppl	Main	Suppl
20 ____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

- MSRP3801M updated. MCIP1001M updated.

Signature: _____ Date _____
() Dept. / IVE(TY)

Application Supported.
 Not supported.

Signature: _____

HoD(_____)/IVE(TY)

Date: _____

III. FOR CAMPUS SECRETARIAT USE ONLY

The handling charge of HK\$100 is *settled / outstanding. (Remarks: _____)

Certificate No. : _____

Action By : _____
(Name/Post)

Please “” as appropriate. * Delete as appropriate.

Notes to Students

1. A **non-refundable** application fee of HK\$100 is charged for each application.
2. Complete the application form and submit it to the Visitor Centre (Room C120). You may be required to show your HKID Card/Student ID Card for verification purposes.
3. Pay the necessary fee according to the payment instructions stated on the Payment Advice by the due date. If no payment is received by the due date, the application will not be further processed. If you later on want to re-apply, you are required to submit a new application.
4. We shall inform you the date of collection upon submission of application. You are requested to collect the Statement of Award in person by producing your HKID Card/Student Card. If you are unable to collect the Statement of Result in person, you may authorize a representative to collect on your behalf. Your representative is required to bring along the following documents for verification/checking:
 - i) An authorization letter with your signature;
 - ii) A copy of your HKID Card; and
 - iii) His/Her HKID Card.

