

CONFIDENTIAL

Hong Kong Institute of Vocational Education (Chai Wan)
Application for Transcript of Study and Record of Non-academic Achievements

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

Please “√” as appropriate * Please delete as appropriate

Part I (to be completed by applicant)

Name: _____ Student No.:

--	--	--	--	--	--	--	--	--	--

Programme Code: _____ / ____ Year/Level Programme Title: _____

HKID Card No.: _____ () Contact No.: _____ Year of Graduation: _____

Application Fee:	_____ set(s) x HK\$50 = HK\$_____
Year/Level (Apply):	<input type="checkbox"/> ALL <input type="checkbox"/> *1 / 2 / 3 / 4 only <input type="checkbox"/> Including Non-academic Achievement(s)

- I wish to collect the transcript(s) in person.
 I wish the transcript(s) to be posted to the following **local** address:

- I wish the transcript(s) to be posted to the following **local** University/Institute (please attach relevant cover letter):

Name of University/Institute : _____

Address of University/Institute: _____

Responsible Department/Faculty/Section: _____

Application No. or Reference No. (if any) : _____

I shall bear the responsibility for any postal lost or wrong delivery.

I understand the “Notes to Applicants” overleaf before submitting this application.

Signature: _____ Date: _____

Part II (For CS use only)

<input type="checkbox"/> Student ID Card/HKID Card checked	<input type="checkbox"/> Record of student registration checked	<table border="1" style="width: 100%; height: 40px;"><tr><td style="text-align: center;">_____ Initial/Date</td></tr></table>	_____ Initial/Date
_____ Initial/Date			
<input type="checkbox"/> Document(s) from Universities/Institutes attached	<input type="checkbox"/> All items at Part I checked <input type="checkbox"/> Date available for sending out/collection: _____		
<input type="checkbox"/> Application fee amount stated at Part I received		<table border="1" style="width: 100%; height: 40px;"><tr><td style="text-align: center;">_____ Initial/Date</td></tr></table>	_____ Initial/Date
_____ Initial/Date			
<input type="checkbox"/> Updated in SRS (MSRP3605R - official copy transcript with payment)			

Part III (For FSO use only) – For TC/TI

Application fee of HK\$_____ by *cash/EPS has been received.
(Receipt No.: _____)

_____ Initial/Date

Part IV (to be completed by applicant upon collection of transcript(s))

I acknowledge receipt of the transcript(s) stated at Part I.

Signature: _____ Date: _____

Part V (to be completed by Campus Secretariat)

<input type="checkbox"/> Transcript(s) sent as requested on _____ <input type="checkbox"/> Student ID Card/HKID Card checked and transcript(s) issued	<table border="1" style="width: 100%; height: 40px;"><tr><td style="text-align: center;">_____ Initial/Date</td></tr></table>	_____ Initial/Date
_____ Initial/Date		

Notes to Applicants

1. The transcript of study for graduates which shows assessment results of all years of study will be provided together with the Record of Non-academic Achievements and Practical Training Transcript (if applicable) at the end of the last semester of study.
2. If necessary, other students may apply for study transcript and Record of Non-academic Achievements and Practical Training Transcript (if applicable). The relevant transcripts status show as below.
 - (i) Study Transcript (*All students/graduates*)
 - (ii) Record of Non-academic Achievements (*Full-time students/graduates*) - By Request
 - (iii) Practical Training Transcript (*Students/graduates of Department of Engineering*)
3. Application Fee is HK\$50 per copy.
4. For submitting application, student/graduate is required to:
 - (i) Complete Part I of the application form;
 - (ii) Pay the application fee per course per set of transcript through PPS or ATM/JETCO. Application fee is **non-refundable**. Application could only be processed upon receipt of the application fee;
 - (iii) Submit the completed application form together with Student ID card (for current student) or HKID card (for graduate) to Campus Secretariat for verification.
5. According to the prevailing policy of VTC, transcripts, certificates and related certification in respect to a student/ex-student will be withheld until he/she has paid up all his/her outstanding fee (including library and other fines) owed to the VTC.
6. Processing time of the application is normally 7 to 10 working days unless otherwise specified. You will be notified once the documents are ready for collection. The documents will be disposed without further notification if being uncollected for **three months** from the date of application completed.

香港專業教育學院 (柴灣)
Hong Kong Institute of Vocational Education (Chai Wan)

申請學業成績證明書及學術以外成就證明書繳費通知書
Payment Advice for Application for Study Transcript and
Record of Non-academic Achievements

收費 Fee:	HK \$50/ 每份copy													
繳費期限 Payment Due Date:	Before submitting application													
賬單編號 Bill Account Number:	<table border="1" style="display: inline-table; border-collapse: collapse;"> <tr> <td style="width: 20px; height: 20px;"></td> <td style="width: 20px; height: 20px; text-align: center;">3</td> <td style="width: 20px; height: 20px; text-align: center;">7</td> </tr> </table>												3	7
											3	7		
	(學生編號 Student No.)													

繳費方式 Payment Method	繳費程序 Payment Procedure	
<p>1. 於任何恒生銀行或匯豐銀行自動櫃員機 At any ATM of the Hang Seng Bank or HSBC</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇教育 - 其他 Select Education - Others</p> <p>iii. 選擇『職業訓練局』 Select "Vocational Training Council"</p> <p>iv. 選擇繳交『學生雜費』 Select payment of "Fees for Student Services"</p> <p>v. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易,全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction.)</p> <p>vii. 請保存自動櫃員機正本,以作紀錄 Please keep the original of the ATM payment receipt for your own record</p>	
<p>2. 於貼有「繳費易」的「銀通」櫃員機 At the JETCO ATM with the JET Payment Logo</p>	<p>i. 選擇繳費服務 Select Bill Payment Services</p> <p>ii. 選擇『商戶編號輸入』 Select "Merchant Code Entry"</p> <p>iii. 輸入商戶編號『9151』 Key in Merchant Code "9151"</p> <p>iv. 賬單類別:輸入『03』 Bill Type: Enter "03"</p> <p>v. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>vi. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易,全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction)</p> <p>vii. 請保存自動櫃員機正本,以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record</p>	
<p>3. 使用繳費靈 Using PPS*</p> <p>(* 請先開立戶口及致電18013登記此賬單) (* Please open a PPS account and register the bill by calling 18011 if you have not.)</p>	<p><u>電話 (By Telephone)</u></p> <p>i. 致電18033 Dial access number 18031</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code "9151"</p> <p>iii. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>iv. 選擇賬單類別:『03』—『學生雜費』 Select Bill Type: "03" - payment of "Fees for Student Services"</p> <p>v. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易,全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction)</p> <p>vi. 請保存付款編號,以作紀錄 Please keep the payment reference number for your own record</p>	<p><u>互聯網 (By Internet)</u></p> <p>i. 網址 www.ppskhk.com Visit www.ppskhk.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code "9151"</p> <p>iii. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above</p> <p>iv. 選擇賬單類別:『03』—『學生雜費』 Select Bill Type: "03" - payment of "Fees for Student Services"</p> <p>v. 輸入總金額 Enter the Total Payment Amount (注意:你必須於同一次繳費交易,全數繳付所需之費用) (Note: You must pay the exact amount in one single transaction)</p> <p>vi. 請保存付款編號,以作紀錄 Please keep the payment reference number for your own record</p>