# Hong Kong Institute of Vocational Education (Tsing Yi)
## Application for Transcript of Study

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

**I(A). Particulars of Applicants**

Name (English):  *Mr／Ms ＿＿＿＿＿＿＿＿＿＿＿＿＿＿  (Chinese): ＿＿＿＿＿＿＿

HKID Card No／Student No: ＿＿＿＿＿＿＿＿＿＿＿  Mobile Phone No: ＿＿＿＿＿＿＿

**I(B). Particulars of Programme**

Programme Title: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Programme Code: ＿＿＿＿＿  Year／Level: ＿＿＿ to ＿＿＿  Mode: ☐ FT  ☐ PTD  ☐ PTE

Offering Department:  ☐ AE  ☐ BA  ☐ CN  ☐ ENG／MSTI  ☐ IT

I graduated from the Programme in the calendar year ＿＿＿＿＿＿＿＿＿＿(For former students).

I am studying in Class ＿＿＿＿＿＿＿＿＿＿(For current students).

**I(C). I wish to apply for a *Transcript／Record of Non-academic Achievements for the programme which *I am studying／have completed successfully.**

☐ Studying Year／Level of the course:    1    2    3    4    (circle as appropriate)

☐ Completed Year／Level of the course:    1    2    3    4    (circle as appropriate)

☐ ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿(please specify)

**I(D). Collection Arrangement** (*Please choose ONE only.)

☐ I will **collect** the document **in person**, and I understand that the Campus will dispose the document if being uncollected for three months from the date of application.

☐ Please **send** the document to me **by post**, and I understand that the Campus is not responsible for the document lost in mail.
Postal Address: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

☐ Please send the **scanned copy** of the document by email to the **organization**: ＿＿＿＿＿＿＿
＿＿＿＿＿＿＿＿＿＿; Official email address: ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

**I(E). Declaration**

I have already settled the application fee and all the outstanding fee (including library and other fines) owed to the VTC.  Otherwise, my transcripts, certificates and related certification will be withheld.

Signature of Applicant: ＿＿＿＿＿＿＿＿＿＿＿  Date: ＿＿＿＿＿＿＿

---

**II.   FOR CAMPUS SECRETARIAT USE ONLY**

**Application**
☐  All items duly filled in by student in Sections I?
☐  Applicant's HKID／student ID Card checked?
☐  Record of student registration checked?
☐  Handling charge of HK$50 is settled on ＿＿＿＿＿＿＿＿＿ (DD／MM／YY)

Remarks ＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿＿

Signature of Responsible Staff: ＿＿＿＿＿＿＿  Date: ＿＿＿＿＿＿＿
(Name／Post)

**Issue**
☐  HKID／Student ID Card checked?

Signature of Responsible Staff: ＿＿＿＿＿＿＿  Date: ＿＿＿＿＿＿＿
(Name／Post)

---

**III.   ACKNOWLEDGEMENT** (*To be completed by the applicant／representative upon collection.*)
I acknowledge receipt of the *Transcript／Record of Non-academic Achievements.

Signature of Applicant／Representative: ＿＿＿＿＿＿＿  Date: ＿＿＿＿＿＿＿

Please '☑' as appropriate.      * Please delete as appropriate.
TYAR 2 (Revised 08/23)

# ***Notes to Applicants***

1. 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. The application will only be processed after the payment receipt／payment reference number／cheque number of outstanding fee, if any, has been well received by the Campus Secretariat.

2. A **non-refundable** fee of HK$50 is charged for each set of Transcript／Record of Non-academic Achievements per programme.

3. Complete the application form and submit it to the Campus Secretariat (Room C315). You may be required to show your HKID Card／Student ID Card.

4. Pay the necessary fee according to the payment procedures 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.

5. You may choose to collect your Transcript／Record of Non-academic Achievements in person or by post. We shall inform you the date of collection if you wish to collect the Transcript／Record of Non-academic Achievements in person. You are required to produce your HKID Card／Student ID Card upon collection.

   If you are unable to collect your Transcript／Record of Non-academic Achievements 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.

Note: If the postal address that you wrote on this application form is different from the one in the Student Records System, the Campus will not update the original record.

# 香港專業教育學院（青衣）
# Hong Kong Institute of Vocational Education (Tsing Yi)

## 學業成績證明書／學術以外成就證明書繳費通知書
## Payment Advice for Transcript of Study／Record of Non-academic Achievements

| 學生姓名 Name: | 收費 Fee： 每份 Per Copy $50 |
|---|---|
| 學號 Student No.: | 繳費限期 Payment Period： On the date of application |
| 課程編號 Programme Code: | 賬單編號 Bill Account Number： ⎕⎕⎕⎕⎕⎕⎕⎕⎕ **3 7** |
| 發出日期 Issue Date: | ⌊ 學生編號 Student No. ⌋ |

| 繳費方式 Payment Method | 繳費程序 Payment Instructions |
|---|---|
| 1. 於任何恒生銀行或匯豐銀行自動櫃員機<br>At any ATM of the Hang Seng Bank or HSBC | i. 選擇繳費服務<br>Select Bill Payment Services<br>ii. 選擇教育 – 其他<br>Select Education – Others<br>iii. 選擇『職業訓練局』<br>Select "Vocational Training Council"<br>iv. 選擇繳交『學生雜費』<br>Select payment of "Fees for Student Services"<br>v. 輸入**賬單編號**（請參閱列印在繳費通知書上的 **11** 位數字賬單編號）<br>Enter **Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice)**<br>vi. 輸入總金額<br>Enter the Total Payment Amount<br>（注意：你必須於同一次繳費交易，全數繳付所需之費用）<br>(Note: You must pay the exact amount in one single transaction.)<br>vii. 請保存自動櫃員機繳費收據正本，以作紀錄<br>Please keep the original of the ATM payment receipt for your own record |
| 2. 於貼有「繳費易」的「銀通」櫃員機<br>At any JETCO ATM with the JET Payment Logo | i. 選擇繳費服務<br>Select Bill Payment Services<br>ii. 選擇『商戶編號輸入』<br>Select "Merchant Code Entry"<br>iii. 輸入商戶編號『9151』<br>Key in Merchant Code "9151"<br>iv. 賬單類別：輸入『03』<br>Bill Type: Enter "03"<br>v. 輸入**賬單編號**（請參閱列印在繳費通知書上的 **11** 位數字賬單編號）<br>Enter **Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice)**<br>vi. 輸入總金額<br>Enter the Total Payment Amount<br>（注意：你必須於同一次繳費交易，全數繳付所需之費用）<br>(Note: You must pay the exact amount in one single transaction.)<br>vii. 請保存自動櫃員機繳費收據正本，以作紀錄<br>Please keep the original of the JETCO ATM payment receipt for your own record |

| 3. 使用繳費靈<br>Using PPS*<br>(*請先開立戶口及致電 18013 登記此賬單)<br>(*Please open a PPS account and register the bill by calling 18011 if you have not.) | 電話 (By Telephone) | 互聯網 (By Internet) |
|---|---|---|
| | i. 致電 18033<br>Dial access number 18031<br>ii. 輸入商戶號碼『**9151**』<br>Enter merchant code "**9151**"<br>iii. 輸入賬單編號（請參閱列印在繳費通知書上的 **11** 位數字賬單編號）<br>Enter the **Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice)**<br>iv. 選擇賬單類別：『**03**』─『學生雜費』<br>Select Bill Type: "**03**" - payment of "Fees for Student Services"<br>v. 輸入總金額<br>Enter the Total Payment Amount<br>（注意：你必須於同一次繳費交易，全數繳付所需之費用）<br>(Note: You must pay the exact amount in one single transaction)<br>vi. 請保存付款編號，以作紀錄<br>Please keep the payment reference number for your own record | i. 網址 www.ppshk.com<br>Visit www.ppshk.com<br>ii. 輸入商戶號碼『**9151**』<br>Enter merchant code "**9151**"<br>iii. 輸入賬單編號（請參閱列印在繳費通知書上的 **11** 位數字賬單編號）<br>Enter the **Bill Account Number (Please refer to the 11-digit Bill Account Number printed on the Payment Advice)**<br>iv. 選擇賬單類別：『**03**』─『學生雜費』<br>Select Bill Type: "**03**" - payment of "Fees for Student Services"<br>v. 輸入總金額<br>Enter the Total Payment Amount<br>（注意：你必須於同一次繳費交易，全數繳付所需之費用）<br>(Note: You must pay the exact amount in one single transaction)<br>vi. 請保存付款編號，以作紀錄<br>Please keep the payment reference number for your own record |