

申請補發學歷證書須知 **Notes on Application for Replacement of Award Certificate**

1. 學歷證書只頒發一次，並無副本。倘若遺失，學生/畢業生可向所屬的學院秘書處申請補發證書。
The award certificate is a unique document. No duplicate copy will be issued. However, a student/graduate may apply for a replacement certificate from campus secretariat in case of loss of an original certificate.
2. 按職訓局現時的政策，學生／離校生如有欠款（包括圖書館及其他罰款），其在職業訓練局轄下學院所修讀課程／單元的成績單、證書及相關證明將一律不予發放，直至清繳所有欠款為止。
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.
3. 有關申請將於下列文件交妥至學院秘書處後方獲處理，包括：
 - 補發學歷證書申請表格；
 - 補發證書費用的繳款收據／付款編號（每項申請為港幣五百元正，恕不退還）；及
 - 已清還所有欠款的繳款收據／付款編號／支票號碼（如適用）（註：學院秘書處會於確認收到有關款項後，才會開始補發學歷證書。）

The request for replacement will only be processed after the following documents have been well received by the related campus secretariat, including:-

- application form for replacement of award certificate;
 - payment receipt/payment reference number of the replacement fee - HK\$500 for each replacement certificate (Non refundable); and
 - payment receipt/payment reference number/cheque number of outstanding fee, if any
- (Note: Your application for replacement of award certificate will be processed only after the confirmation of the receipt of above-mentioned payments.)**

4. 繳款方法

- **現正修讀的同學**
繳款方法請參閱附件一。沒有附上繳費收據正本/副本的申請表將不獲處理。
- **已畢業同學**
同學如以現金繳付，則須於星期一至五上午 8：30 分至下午 12：30 分或下午 1：30 分至 5：30 分(公眾假期除外)，親身/委託他人到學院秘書處辦理。除上述時間外，同學亦可選擇以劃線支票或銀行本票(抬頭請註明「職業訓練局」)，以郵遞方式/投入學院大堂的收集箱辦理申請。

Payment Method

- **Current Student**
Payment Method as shown on Appendix I. Application form without attaching the original/copy of payment receipt will not be processed.
- **Graduated Student**
Payment in cash is accepted from 8:30am-12:30pm and 1:30pm-5:30pm Monday to Friday (except public holidays) and the applicant or his/her authorized person must tender the cash in person. Other than the time slot mentioned, applicants can submit their application by mail or in the campus drop-in box located in the lobby in which only crossed cheque/bank draft made payable to "Vocational Training Council" is accepted.

5. 每一位學生／畢業生只可同時擁有其獲頒授學歷的證書**一張** (包括補發證書在內)。如隨後尋回遺失的證書，則必須歸還補發或原來的證書予所屬的學院秘書處。已繳的費用概不發還。
A student / graduate should only be in possession of **ONE** valid copy of the award certificate, including the replacement copy, for his/her qualification awarded at any given time. In other words, if a certificate, previously reported lost, was subsequently found, the student / graduate concerned is required to return any extra copy to the campus secretariat. Any fee paid will not be refunded.
6. 補發的證書下方會註明「重發日期」及「此乃因遺失而補發的證書」等字句，其形式或會與原來的證書不完全一樣。處理補發證書申請需時**七個工作天**。
A replacement certificate will have additional notes, "Date of re-issue" and "This is a replacement for loss of original certificate" at the bottom of the certificate. Its format may not be exactly the same as the previous original version. Processing time for a replacement certificate is **SEVEN working days**.
7. 學生可親身領取，學生須於星期一至五上午 8：30 分至下午 12：30 分或下午 1：30 分至 5：30 分(公眾假期除外)到學院秘書處辦理。學生亦可委託他人代為領取學歷證書，唯受託人須出示其身份證正本及學生簽署的授權書，信內須列明學生之身份證號碼及就讀課程資料。
Students can to collect the Award Certificate in person, they should approach the Campus Secretariat during Monday - Friday at 8:30am - 12:30pm or 1:30pm - 5:30pm (except public holidays). Students can also authorize a person to collect the Award Certificate on their behalf. In such case, the authorized person must present his/her original HKID, together with an authorization letter signed by the student and indicated the HKID No. and course details of the student.
8. 如有查詢，請與學院秘書處聯絡 For enquiries, you can contact the Campus Secretariat at:
地址 Address: 香港灣仔愛群道 6 號 6 Oi Kwan Road, Wanchai, HK
電話 Tel. No. 2835 8335
傳真 Fax No.: 2572 9847
電郵 E-mail address: csivemh@vtc.edu.hk

9. 收集個人資料聲明

- (i) 申請人在本表上所提供之個人資料，只作補發學歷證書之用。
- (ii) 如在遞交此表格後要查閱或更改個人資料，請聯絡學院秘書處。

Personal Information Collection Statement

- (i) The personal data provided on this form will be used for the purpose of replacing the award certificate only.
- (ii) For correction of or access to the personal data after submission of this form, please contact the Campus Secretariat.

香港專業教育學院（摩理臣山）
Hong Kong Institute of Vocational Education (Morrison Hill)

補發學歷證書繳費方式（只適用於現正修讀的同學）

Payment Methods for Replacement of Award Certificate (for current student)

賬單編號：9 個位的「學生編號」加上 2 個位的「繳費類別」：『39』補發學歷證書
Bill Account Number: 9-digit of Student No. plus 2-digit of Payment Type: "39" Replacement of Award Certificate

請將已填妥之申請表連同自動櫃員機繳費收據正本/副本一併遞交往學院秘書處。
Please submit the original/copy of the ATM payment receipt together with the completed application form to Campus Secretariat.

繳費方式 Payment Method	繳費程序 Payment Procedures	
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	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇教育 - 其他 Select Education - Others iii. 選擇『職業訓練局』 Select "Vocational Training Council" iv. 選擇繳交『學生雜費』 Select payment of "Fees for Student Services" v. 輸入 9 位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) 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.)	
2. 於貼有「繳費易」的「銀通」櫃員機 Logo At the JETCO ATM with the JETPayment	i. 選擇繳費服務 Select Bill Payment Services ii. 選擇『商戶編號輸入』 Select "Merchant Code Entry" iii. 輸入商戶編號『9151』 Key in Merchant Code "9151" iv. 賬單類別：輸入『03』 Bill Type: Enter "03" v. 輸入 9 位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) 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)	
3. 使用繳費靈 Using PPS*	<u>電話 (By Telephone)</u> i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入 9 位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) iv. 選擇賬單類別：『03』學生雜費 Select Bill Type: "03" payment of "Fees for Student Services" 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) vi. 請將已填妥之申請表連同付款編號交往學院秘書處 Please submit the completed application form with the payment reference number written to Campus Secretariat	<u>互聯網 (By Internet)</u> i. 網址 www.ppsk.com Visit www.ppsk.com ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入 9 位數字學生編號 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (11-digit in Total) iv. 選擇賬單類別：『03』學生雜費 Select Bill Type: "03" payment of "Fees for Student Services" 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) vi. 請將已填妥之申請表連同付款編號交往學院秘書處 Please submit the completed application form with the payment reference number written to Campus Secretariat

(*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.)

補發學歷證書申請表格
Application Form for Replacement of Award Certificate

Office Use:
Application Method: By Post In Person
 Drop-in Box Other _____
Signature: _____ Date: _____

補發學歷證書的申請費為港幣伍佰元正 (恕不退還)
The application fee for Replacement of Award Certificate is HK\$500 (non-refundable)

A. 個人資料 Personal Particulars

請以正楷填寫此申請表 Please type or print in BLOCK LETTERS.

英文姓名 Name in English		
中文姓名 Name in Chinese (if any, as in HKID)		
香港身份證號碼/學生證號碼 HKID Card/Student Number		
課程名稱/年級/班別 Course / Programme Title / Year / Class		
聯絡電話 Contact Number	流動電話 Mobile:	辦公室/住宅 Office / Home:
電郵 E-mail Address		

B. 補發學歷證書資料 Details of Replacement Certificate

獲頒授學歷 (課程名稱) Qualification Awarded (Course / Programme Title)	發出日期 Date of Issue	獲頒等級 Classification (e.g. Distinction/Credit/Pass)

請於適當方格內加上“✓”號 Please put a “✓” in the appropriate box

聲明 Declaration

本人 I:

- ◆ 明白包括補發學歷證書在內，只可同時擁有由學院頒發予本人每項學歷的證書一張，如本人隨後尋回遺失的證書，必須歸還補發或原來的證書予所屬的學院秘書處。本人謹此聲明本人的原來證書已遺失。
Understand that I can be in possession of only ONE copy, including the replacement copy, of the award certificate for each academic qualification awarded by IVE / HKDI / SBI / YC, and I would be required to submit the extra copy (ies) of the certificate to the IVE / HKDI / SBI / YC for destruction if the original copy, previously reported lost, was subsequently found. I hereby declare that my original certificate(s) is/are lost.
- ◆ 已清繳補發證書的所需費用及所有對職訓局的欠款 (包括圖書館及其他罰款)，否則，不會獲發在職業訓練局轄下學院所修讀課程/單元的成績單、證書及相關證明。
Have already settled the replacement 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.

領取方法 Collection Method

- 自行領取 To be collected in person 由他人代為領取【附委託書】 To be collected by an authorized person (Letter of Authorization attached)

申請費收據 (只適用於現正修讀的同學) Application Fee Payment Receipt (for current student)

- 恒生銀行/匯豐銀行或「銀通」自動櫃員機 (附上交易通知書) Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached) 「繳費靈」繳交申請費，請於方格內填上已繳費的參考編號 PPS, please fill in payment Reference No. in the boxes provided

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簽署 Signature: _____ 日期 Date: _____

(For Office Use Only) Completed by CS Staff		
HKID Checked <input type="checkbox"/>	Application Details checked <input type="checkbox"/> Yes <input type="checkbox"/> No	Any O/S Debt? <u> </u> No / Yes <u> </u>
Signature: _____	Date: _____	
Application Fee HK\$ _____ <input type="checkbox"/> Cash <input type="checkbox"/> Cheque No. _____	Receipt No.: _____	
Received by: _____	Date: _____	

C. 認收 (由申請人在領取學歷證明書時填寫)

Acknowledgement (To be completed by the applicant when collecting the award certificate)

本人現確認領取學歷證明書。I acknowledge the receipt of the Award Certificate.

簽署
Signature: _____

日期
Date: _____