

## Notes on Application for Transcript of Study/Other Documents

### 申請「學業成績證明書 / 其他文件」須知

1. 請將填妥之表格，連同身份證/有效學生證副本及申請費用正本或副本自動櫃員機繳費收據，一併交回學院秘書處。  
The completed application form, together with a copy of the HKID/valid student card and relevant application fee/original or copy of the ATM payment receipt/ must be submitted in whole to the Campus Secretariat, Hong Kong Institute of Vocational Education (Morrison Hill).
2. 非畢業班同學/離校生如申請學業成績證明書及學術以外成就證明書，每份費用為港幣五十元。每位畢業班同學在修業的最後一個學期屆滿時，會獲發一份載有學院簽署/蓋印整個修業期內的學業成績證明書及學術以外成就證明書，而無須遞交申請表或繳交費用。  
Non-graduating students / ex-students requesting for the issue of a signed copy of transcript of study and record of non-academic achievements will be charged at HK\$50/per copy. For graduating students, a full set of transcript of study and record of non-academic achievements with campus signature / chop will be provided automatically at the end of the last semester of study. No submission of application or charge is required.
3. 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（學術以外成就證明書除外）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 (excluding Record of Non-Academic Achievements) 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.
4. 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：
  - 申請學業成績證明書/其他文件申請表格；
  - 申請學業成績證明書/其他文件費用的繳款收據/付款編號；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 transcript of study/Other Documents;
  - payment receipt/payment reference number of the application fee; 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.)**
5. 已繳的費用概不發還。  
Any fee paid will not be refunded.
6. 繳款方法 Payment Method
  - **現正修讀的同學 Current Student**  
Payment Method is shown on Appendix I. Application form without attaching the original/copy of payment receipt will not be processed.  
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 Graduated Student**  
同學如以現金繳付，則須於星期一至五上午 8 時 30 分至下午 12 時 30 分，下午 1 時 30 分至 5 時 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內辦理申請。  
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.
7. 申請人可委託他人代為辦理申請手續/領取文件，唯受託人須出示其身份證正本及申請人簽署的授權書，信內須列明申請人之身份證號碼及就讀課程資料。  
Applicants can authorize a person to submit the application or to collect the requested document(s) 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 applicant.
8. 如申請人選擇以郵遞方式收取文件，請確保收件地址正確，學院將不負責因郵遞而引致的遺失及損毀。如要寄往海外或以掛號郵遞，申請人需繳付有關費用，並須承擔郵遞失誤的結果。  
Where the applicant chooses the document(s) to be sent by post, please make sure that the mailing address is correct and complete as the Institute undertakes no responsibility for any loss or damage of the document(s) during the postal delivery. Postage fee will be levied for overseas or registered mail. Students will have to bear the responsibility for any postal lost or wrong-delivery.
9. 處理申請需時七個工作天。如申請人指示自行到學院領取文件，學院會於適當時間通知申請人。申請人須確保可於接獲通知日起 1 個月內領取文件，否則該文件將被銷毀。  
Processing time of the application is SEVEN working days. For those who indicate to collect the document(s) from the campus, they will be notified individually at appropriate time. Please make sure that the document(s) is collected within 1 month from the date you receive our notification or otherwise the document(s) will be destroyed.
10. 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](mailto:csivemh@vtc.edu.hk)
11. 收集個人資料聲明:  
Personal Information Collection Statement:
  - (i) 申請人在本表上所提供之個人資料，只作申請學業成績證明書/其他文件之用。  
The personal data provided on this form will be used for the purpose of processing the application for transcript of study/other documents only.
  - (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。  
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)

各項收費服務繳費方式（只適用於現正修讀的同學）  
Payment Method of Fees for Various Services (For current student)

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 11 位數字賬單編號（詳情請參閱背頁） Enter 11-digit Bill Account Number (Please refer to back page for details) 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」 At the JETCO ATM with the JETPayment Logo	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 11 位數字賬單編號（詳情請參閱背頁） Enter 11-digit Bill Account Number (Please refer to back page for details) 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*  (* 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.)	電話 (By Telephone)	互聯網 (By Internet)
		i. 致電 18033 Dial access number 18031 ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入 11 位數字賬單編號（詳情請參閱背頁） Enter 11-digit Bill Account Number (Please refer to back page for details) 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. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record	i. 網址 <a href="http://www.ppskhk.com">www.ppskhk.com</a> Visit <a href="http://www.ppskhk.com">www.ppskhk.com</a> ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入 11 位數字賬單編號（詳情請參閱背頁） Enter 11-digit Bill Account Number (Please refer to back page for details) 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. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record

## 各項服務種類 Category of Student Service Charge

賬單編號由學生證 9 位數字加下列各項服務編號組成

Bill Account Number is made up of 11 digits, of which the 1st 9-digit is the student number and the last 2 digit is the category of student service charges

例: 081234567XX (學生證 9 位數字加下列編號 (XX))

e.g. 081234567XX(first 9 digit - student number (081234567); last 2 digit - category of student service charges (XX))

服務編號 Service Code	各項服務種類 Category of student service charge
31	證明書 / 校方簽署 Letter of confirmation / official signature
35	已繳費用證明書 Verification of fee payment
37	學業成績證明書及學術以外成就證明書 Transcript of Study and Record of Non-academic Achievements

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

**申請學業成績證明書/其他文件**  
**Application for Transcript of Study/Other Documents**

Office Use:

Application Method:  By Post  In Person

Drop-in Box  Other \_\_\_\_\_

HKID Checked  Appl. details checked  Yes  No

Any O/S Debts? No / Yes \_\_\_\_\_

Signature: \_\_\_\_\_ Post: \_\_\_\_\_ Date: \_\_\_\_\_

**填表前請細閱附頁須知 Please read the attached Notes carefully before completing the form**

申請類別 Type of Application (請於下列方格填上“✓”號 please put a “✓” in the box below)	申請張數 No. of copies	收費 Fee
<input type="checkbox"/> 學業成績證明書及學術以外成就證明書 Transcript of Study and Record of Non-academic Achievements <input type="checkbox"/> 全套 Full Set <input type="checkbox"/> 第一學期 / 學年 _____ <input type="checkbox"/> 第一學期補考後 / 學年 _____ 1 <sup>st</sup> Semester / Academic Year _____ 1 <sup>st</sup> Semester After Reassessment / Academic Year _____ <input type="checkbox"/> 第二學期 / 學年 _____ <input type="checkbox"/> 第二學期補考後 / 學年 _____ 2 <sup>nd</sup> Semester / Academic Year _____ 2 <sup>nd</sup> Semester After Reassessment / Academic Year _____ <input type="checkbox"/> 第三學期 / 學年 _____ <input type="checkbox"/> 第三學期補考後 / 學年 _____ 3 <sup>rd</sup> Semester / Academic Year _____ 3 <sup>rd</sup> Semester After Reassessment / Academic Year _____		每一課程計， 每份 HK\$50 HK\$50 per copy/ course  服務編號 Service Code: (37)
<input type="checkbox"/> 證明書/校方簽署 (Letter of Confirmation/Official Signature) 請說明 Please specify: _____ _____		每份 HK\$100 HK\$100 per copy 服務編號 Service Code: (31)
<input type="checkbox"/> 已繳費用證明書繳費用證明書(*學費 / 其他費用) Verification of fee payment (*Tuition fee / Other fees) <input type="radio"/> 學年 _____ <input type="radio"/> 第一期 _____ <input type="radio"/> 第二期 _____ <input type="radio"/> 第三期 _____ <input type="radio"/> 全部期數 _____ Academic Year _____ 1 <sup>st</sup> installment _____ 2 <sup>nd</sup> installment _____ 3 <sup>rd</sup> installment _____ All installments _____ <input type="radio"/> 其他 請說明 _____ Other Please specify: _____		每項證明 HK\$100 HK\$100 per transaction  服務編號 Service Code: (35)

課程編號 Course/ Programme Code		課程名稱 Course/ Programme Title		修讀/畢業年份 Year of Study/Graduation	

**申請費收據 (Application Fee Payment Receipt) - 只適用於現正修讀的同學 Applicable 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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學生編號/身份證號碼 Student No/HKID No. \_\_\_\_\_ 英文姓名 Name in English \_\_\_\_\_ 中文姓名 Name in Chinese \_\_\_\_\_  
 通訊地址 Correspondence Address \_\_\_\_\_  
 \_\_\_\_\_

手提電話 Mobile No. \_\_\_\_\_ 住宅 Home \_\_\_\_\_ 傳真號碼 Fax No. \_\_\_\_\_

**收取方法 (請於下列方格填上“✓”號)**

**Collection Method (please put a “✓” in the box below)**

本人自行領取 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)

郵遞以下地址 (如與上址不同) By Post to the following address (if different from the above correspondence address)

郵遞至下列人士或機構 By Post to the following person or organization:

**聲明 Declaration**

本人已清繳申請學業成績證書/其他文件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。

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.

簽署 Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

\* 請刪去不適用者。\* Please delete if inappropriate

**認收 (由申請人在領取有關學業成績證明書/其他文件時填寫)**

**Acknowledgement (To be completed by the applicant when collecting the transcript of study/other document)**

本人現確認領取學業成績證明書/其他文件。

I acknowledge the receipt of the Transcript of Study/Other Document.

簽署 Signature : \_\_\_\_\_

日期 Date : \_\_\_\_\_

**For Office Use Only**

**Part A** (to be completed by CO(A) or designate)

Application Fee HK\$ \_\_\_\_\_

Cheque No. : \_\_\_\_\_

Cash  
has been collected vide receipt no. \_\_\_\_\_.

Signature of CO(A) or designate: \_\_\_\_\_ Date: \_\_\_\_\_

**Part B** (to be completed by CO(C) or designate)

To: Departmental CO ( \_\_\_\_\_ )

The requested transcript is attached herewith for your arrangement of signature and onward transmission to the applicant.

Signature of CO(C) or designate: \_\_\_\_\_ Date: \_\_\_\_\_

**Part C** (to be completed by Departmental CO)

I confirm that the transcript has been signed by HoD and forwarded to the person/organization/address stated overleaf.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Departmental CO ( \_\_\_\_\_ )

**Remarks: This form should be returned to CS(C) (Room 018) after completion of Part C.**