

申請「證明書 / 其他文件」須知
Notes on Application for Letter of Confirmation/Other Documents

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之自動櫃員機繳費收據正本或副本，一併交回學院秘書處。
The completed application form, together with a copy of the HKID/valid student card and original or copy of the ATM payment receipt of relevant application fee must be submitted in whole to the Campus Secretariat, Hong Kong Institute of Vocational Education (Morrison Hill).
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（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.
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：
 - 申請證明書／其他文件申請表格；
 - 申請證明書／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，才會開始處理有關申請。）

The request will only be processed after the following documents have been well received by the Campus Secretariat, including:-

 - application form for letter of confirmation/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 will be processed only after the confirmation of the receipt of above-mentioned payments.)
4. 已繳的費用概不發還。
Any fee paid will not be refunded.
5. 繳款方法 Payment Method
 - **現正修讀的同學 Current Student**
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。
Payment Method is shown on Appendix I. Application form without attaching the original/copy of payment receipt will not be processed.
 - **已畢業同學 Graduated Student**
申請人如以現金繳付，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，申請人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.
6. 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.
7. 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.
8. 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.
9. 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
10. 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 letter of confirmation/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)

賬單編號：9個位的「學生編號」加上2個位的「繳費類別」：『31』證明書 / 校方簽署 Bill Account Number: 9-digit Student No. plus 2-digit Payment Type : "31" Letter of confirmation / official signature												
賬單編號 Bill Account No.:	<table border="1" style="width:100%; text-align:center;"> <tr> <td colspan="9">學生編號 Student Number</td> <td>3</td> <td>1</td> </tr> </table>	學生編號 Student Number									3	1
學生編號 Student Number									3	1		
賬單編號：9個位的「學生編號」加上2個位的「繳費類別」：『35』已繳費用證明書 Bill Account Number: 9-digit Student No. plus 2-digit Payment Type : "35" Verification of fee payment												
賬單編號 Bill Account No.:	<table border="1" style="width:100%; text-align:center;"> <tr> <td colspan="9">學生編號 Student Number</td> <td>3</td> <td>5</td> </tr> </table>	學生編號 Student Number									3	5
學生編號 Student Number									3	5		

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（詳情請參閱上表） Enter 11-digit Bill Account Number (Please refer to above table 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 JET Payment 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（詳情請參閱上表） Enter 11-digit Bill Account Number (Please refer to above table 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（詳情請參閱上表） Enter 11-digit Bill Account Number (Please refer to above table 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 www.ppsk.com Visit www.ppsk.com ii. 輸入商戶號碼『9151』 Enter merchant code "9151" iii. 輸入11位數字賬單編號（詳情請參閱上表） Enter 11-digit Bill Account Number (Please refer to above table 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

申請證明書 / 其他文件
Application for Letter of Confirmation/Other Documents

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

第 1 部分：學生個人資料 Section 1: PARTICULARS OF STUDENT

中文姓名 Name in Chinese	英文姓名 Name in English
學生編號/身份證號碼 Student No./HKID No.	電郵 Email
手提電話 Mobile No.	住宅電話 Home No.
課程名稱 Course/Programme Title	
課程編號 Course/Programme Code	修讀/畢業年份 Year of Study/Graduation

第 2 部分：申請細節 Section 2: APPLICATION DETAILS

申請類別 (請於下列方格填上“✓”號) Type of Application (please put a “✓” in the box below)	申請張數 No. of copies	收費 Fee
<input type="checkbox"/> 證明書/校方簽署 Letter of Confirmation/Official Signature <input type="checkbox"/> 就讀紀錄 Study Record <input type="checkbox"/> 入學要求 Entry Requirement <input type="checkbox"/> 學歷證明 Academic Certification (只適用於工業學院畢業生 TI Graduate only) <input type="checkbox"/> 其他 請說明 Other please specify: _____ <input type="checkbox"/> 授課語言 Medium of Instruction <input type="checkbox"/> 課程大綱 Syllabus (IVE Programme only)		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(*學費/其他費用) Verification of fee payment (*Tuition fee / Other fees) <input type="checkbox"/> 學年 Academic Year: _____ <input type="checkbox"/> 第一期 1 st Installment <input type="checkbox"/> 第二期 2 nd Installment <input type="checkbox"/> 第三期 3 rd Installment <input type="checkbox"/> 全部期數 All installments <input type="checkbox"/> 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)

第 3 部分：申請費收據 Section 3: APPLICATION FEE PAYMENT RECEIPT

適用於現正修讀的同學 Applicable for current student
繳款方法請參閱附件一。沒有附上繳費收據的申請表將不獲處理 Payment method as shown on Appendix I. Application form without attaching the payment receipt will not be processed.

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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適用於已畢業的同學 Applicable for graduated student
請參閱附頁申請須知 Please read the attached Notes on Application

第 4 部分：收取方法 (請於下列方格填上“✓”號) Section 4: 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)

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

第 5 部分：聲明 Section 5: DECLARATION

本人已清繳申請證明書/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 letter of confirmation and related certification will be withheld.

簽署 Signature : _____ 日期 Date : _____

第 6 部分：認收 Section 6: ACKNOWLEDGEMENT

由申請人在領取文件時填寫 To be completed by the applicant when collecting the document

本人現確認領取證明書/其他文件。
I acknowledge the receipt of the letter of confirmation/other document.

簽署 Signature : _____ 日期 Date : _____

* 請刪去不適用者 Please delete as appropriate

For Office Use Only

Part A (to be completed by Staff of CS (C))

Application Method: By Post In Person Drop-in Box Other _____

HKID/Student ID Checked: Yes / No

Appl. Details Checked: Yes / No

Any O/S Debts? No / Yes _____

Signature: _____ Name / Post: _____ Date: _____

Part B

**Payment via RCS for graduated student
(to be completed by Staff of CS (A))**

Student Record Found: Yes / No

Application Fee HK\$ _____ has been collected vide
receipt no. _____.

Cheque No.: _____ Cash

Signature: _____

Name / Post: _____ Date: _____

(to be completed by Staff of CS (C))

Payment record found in computerized system:

Yes

- Inputted bill payment

No

- Created payment transaction record

- Inputted bill payment

Signature: _____

Name / Post: _____ Date: _____

**Payment via Bank/PPS for current student
(to be completed of staff of CS(C))**

Original / copy of the payment receipt is attached.

Payment record has been updated in computerized
system.

Signature: _____

Name / Post: _____ Date: _____

Part C (to be completed by CS(C))

Student was informed of collecting the document(s) on or before _____ (Date) by phone/email on
_____ (Date).

Remark: _____

The document(s) was forwarded to the person/organization/address stated overleaf on _____ (Date).

Signature: _____ Name / Post: _____ Date: _____