

申請學歷證明書須知 (適用於舊學制高級文憑課程)
NOTES ON APPLICATION FOR STATEMENT OF AWARD
(Applicable to Higher Diploma Programmes under old academic structure)

1. 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.
2. 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：
 - 學歷證明書申請表格；
 - 申請學歷證明書費用的繳款收據／付款編號（每項申請為港幣一百元正）；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，才會開始處理學歷證明書。)

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

- application form for statement of award;
- payment receipt/payment reference number of the application fee – HK\$100 for each statement of award; 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.)

3. 已繳的費用概不發還。
Any fee paid will not be refunded.
4. 處理申請需時七個工作天。
Processing time of the application is SEVEN working days.
5. 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

6. 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，只作申請學歷證明書之用。
The personal data provided on this form will be used for the purpose of processing the application for statement of award 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.

申請學歷證明書的繳費方法

Payment Methods of Application for Statement of Award

繳費方式 Payment Method	繳費程序 Payment Procedures	
<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 9 位數字學生編號 + 33 (共 11 位數字) Enter 9-digit Student ID + 33 (11-digit in total)</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>2. 於貼有「繳費易」的「銀通」櫃員機 At the JETCO ATM with theJETPayment 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 9 位數字學生編號 + 33 (共 11 位數字) Enter 9-digit Student ID + 33 (11-digit in total)</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>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 style="text-align: center;"><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 9 位數字學生編號 + 33 (共 11 位數字) Enter 9-digit Student ID + 33 (11-digit in total)</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</p>	<p style="text-align: center;"><u>互聯網 (By Internet)</u></p> <p>i. 網址 www.ppschk.com Visit www.ppschk.com</p> <p>ii. 輸入商戶號碼『9151』 Enter merchant code “9151”</p> <p>iii. 輸入 9 位數字學生編號 + 33 (共 11 位數字) Enter 9-digit Student ID + 33 (11-digit in total)</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</p>

香港專業教育學院 (摩理臣山)
Hong Kong Institute of Vocational Education (Morrison Hill)
四級別制高級文憑課程 – 學歷證明書申請
4-Level Higher Diploma - Application for Statement of Award

適用於舊學制高級文憑課程
Applicable to Higher Diploma
Programmes under old academic
structure

在填寫本申請表前，請詳閱另頁的「申請學歷證明書須知」。
Please read the attached "Notes on Application for Statement of Award" before completing this form.

第 1 部分：個人及就讀課程資料 SECTION 1: PERSONAL & PROGRAMME PARTICULARS

英文姓名 Name in English : _____	中文姓名 Name in Chinese : _____
學生編號 Student Number : _____	課程編號 Programme Code : _____
課程名稱 Programme Title : _____	
電郵地址 Email Address : _____	聯絡電話 Contact Phone No. : _____

第 2 部分：欲申請的學歷證明書 SECTION 2: STATEMENT OF AWARD APPLIED FOR

本人已完成上述課程之 *第一級別 / 第二級別 / 第三級別學習，並獲得相應的學歷資格。本人欲申請以下的學歷證明書。
〔請在下列適當的空格內填上“Y”字。〕 I have successfully completed *Level 1 / Level 2 / Level 3 study of the above mentioned course and obtained the relevant academic qualification. I would like to apply for the below Statement of Award.
[Please enter "Y" in the appropriate box(es) below.]

- 基礎文憑 Foundation Diploma (第一級別適用 for Level 1)
 證書 Certificate (第二級別適用 for Level 2)
 文憑 Diploma (第三級別適用 for Level 3)

* 請刪去不適用者 * Please delete as appropriate

To be completed by CS – Checked

Signature: _____ Date: _____

第 3 部分：聲明 SECTION 3: DECLARATION

- 本人謹此聲明在本申請表填報的資料均屬正確及完備。若填報之資料失實，本人的學歷證明書申請資格將被取消。I declare that the information given in support of this application is, to the best of my knowledge, accurate and complete, and that any misrepresentation will lead to disqualification of my application for the Statement of Award.
- 本人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。I 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.
- 本人明白及同意，如本人退學／被取消學籍，本人所取得之學歷證明書（如為所能獲取的最高級別學歷）會被視為本人階段結業的學歷證明，而學歷證明書的申請費亦不會退還。I understand and agree that if I withdraw from study / I am de-registered from the course, the Statement of Award that I have obtained (if it is being my highest eligible level of award) will be regarded as the Exit Award, and there will be NO refund of application fee of the Statement of Award.

申請人簽署
Applicant's Signature : _____

日期
Date : _____

第 4 部分：申請費收據 SECTION 4: 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) 「繳費靈」繳交申請費，請於方格內填上已繳費的參考編號
Hang Seng Bank/HSBC or JETCO ATM (Transaction advice attached) PPS, please fill in payment Reference No. in the boxes provide

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適用於已畢業的同學 Applicable for graduated student (to be completed by CS(A))

Application Fee \$100 has been collected vide receipt no. _____ Cheque No.: _____ Cash

Signature: _____ Name/Post: _____ Date: _____

第 5 部分：認收 (由申請人在領取學歷證明書/學業成績證明書(階段結業)時填寫)

SECTION 5: ACKNOWLEDGEMENT (TO BE COMPLETED BY THE APPLICANT WHEN COLLECTING THE STATEMENT OF AWARD/TRANSCRIPT OF STUDY (EXIT))

- 本人現確認領取學歷證明書。I acknowledge the receipt of the Statement of Award.
 本人現確認領取學業成績證明書(階段結業)。I acknowledge the receipt of the Transcript of Study (EXIT).

簽署
Signature: _____

日期
Date: _____

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

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

HKID Checked: Yes / No (No HKID card copy is attached) Appl. details checked: Yes / No

Any O/S Debts? No / Yes _____

Signature: _____ Name/Post: _____ Date: _____

Application Processing Date: _____ Payment Receipt Received: Yes / No

Signature: _____ Name/Post: _____ Date: _____

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

To: HoD via Programme Leader (_____) (Attn: _____)

Please fill in the Part C and return it to CS(C) on or before _____.

Signature: _____ Name/Post: _____ Date: _____

Part C (to be completed by Department)

To: CS(C) (Attn: _____) From: HoD (_____)

1. DAC approval already granted (Y/N)
2. Application for the Award of *Foundation Diploma / Certificate / Diploma (Study Option: _____)

Signature: _____ Date: _____

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

Statement of award granted Exit award granted

Award AY _____ / _____ *Autumn / Spring / Summer Semester Certificate Distribution Date: _____

Transcript of study checked by:

Signature: _____ Name/Post: _____ Date: _____

Part E (to be completed by Staff of Department/CS(C) - for Exit Award Only)

To: _____ / _____ Department

Please sign and stamp department's chop on the transcript of study and return it to _____ on or before _____.

Signature: _____ Date: _____
Name/Post (_____ / _____)

To: _____ /CS(C)

Please inform student to collect the signed transcript of study accordingly.

Signature: _____ Date: _____
Name/Post (_____ / _____)

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

Student informed (for collection of document(s)) By phone (Date): _____

Deadline of Collection (Date): _____ Remark: _____

Signature: _____ Name/Post: _____ Date: _____

* Please delete if inappropriate