



補發證書申請表格  
Application Form for Re-issuance of Award

注意事項：填表前請參閱注意事項

Notes: Please read the Notes overleaf before filling out this form.

課程編號 Course Code			
課程名稱 Course Name			
補發成績單 Results slip applied for	學年 Academic Year	( / )	學期 Semester

申請人英文姓名  
Name of Applicant (in English) \_\_\_\_\_ (Mr./Mrs./Miss/Ms.)\*

中文姓名  
(In Chinese) \_\_\_\_\_ (先生/女士/小姐)\*

學號  
Student ID. \_\_\_\_\_ (全日制 或 兼讀制)

身份證號碼#  
HKID No. # \_\_\_\_\_

通訊地址  
Correspondence Address \_\_\_\_\_

\_\_\_\_\_ (香港/九龍/新界)\*  
(H.K. / KLN / N.T.)\*

聯絡電話 Contact No.	手提電話 Mobile	住宅 Home	辦事處 Office
傳真號碼 Fax No.	電郵地址 E-mail address		

**費用 Amount HK \$50.00 per copy**

申請人簽署 Applicant's Signature : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

#香港身份證號碼用作核對申請人之身份。

#The HKID No. is for verification of the applicant's identity.

\*請刪去不適用者。

\*Please delete if inappropriate.

**本院專用 For Official Use**

收表日期 Admin received on \_\_\_\_\_ 收表人 Received By: \_\_\_\_\_

經辦人 Screened By: \_\_\_\_\_ 審批人 Approved By: \_\_\_\_\_

處理人 Handled By : \_\_\_\_\_ 日期 Date : \_\_\_\_\_

會計專用 A/C: \_\_\_\_\_

### 申請「補發證書」注意事項：

1. 本院待收到填妥之申請表格及有關費用後，方可處理台端之申請。所有申請大致可於十四個工作天內辦妥。
2. 每份成績單之收費為港幣五十元正。
3. 請把填妥表格，劃線支票資料交回或郵寄至本校於「九龍尖沙咀梳士巴利道41號6樓」之辦事處。
4. 支票付款：申請人可郵寄劃線支票或銀行本票到本院，抬頭為『香港基督教青年會』。
5. 如有查詢，請與本院入學及註冊組聯絡：  
電話：2268-7733  
傳真：2268-7797  
電郵：info@ymcahkcollege.edu.hk
6. 收集個人資料聲明：申請人在本表上所提供之個人資料，本院只作補發成績單之用。

### Notes on Application for Reissuance of Award:

1. Applications will be processed upon receipt of the completed application form and payment. The application process will normally take 14 working days.
2. Fees **per copy** should be \$50.
3. Fill in all the required information on the application form. Return the form with cheque to the General Office at "6/F, 41 Salisbury Road, Tsim Sha Tsui, Kowloon."
4. Payment by Cheque : Applicants may send a crossed cheque or bank draft made payable to "**YMCA of Hong Kong**".
5. For enquiries, you can contact us by:  
Tel. No.: 2268-7733  
Fax No.: 2268-7797  
E-mail address: info@ymcahkcollege.edu.hk
6. Personal Information Collection Statement:  
The personal data provided on this form will be used by the YMCA College of Continuing Education for the purpose of processing this application only.