CONFIDENTIAL

Hong Kong Institute of Vocational Education (Chai Wan)

Application for Letter of Confirmation / Certification Service / Official Signature

Please read the "Notes to Applicants" overleaf before completing this form.

☐ Please "✓" as appropriate   * Please delete as appropriate

Part I (to be completed by applicant)

Name: _____   Student No.: _____

Programme Title: _____   Programme Code: _____

Department: _____   Contact No.: _____

☐	(A) Student Record (Please specify: _____)	$100 x ( )
☐	(B) Course Syllabus	$100 x ( )
☐	(C) Tuition Fee Payment Record for AY____/____ (For application of ENLS, the application fee is waived)	$100 x ( )
☐	(D) Academic Certification (for TI / TC Graduates **ONLY**)[Note 6]	$100 x ( )
☐	(E) Document for Certification (Please provide the <u>original</u> document)[Note 7]	$100 x ( )
☐	(F) Academic Record Request for World Education Services (WES)[Note 8]	$100 x ( )
	Total Amount:	$

☐ Please send the documents to the following **local** address: *(Mailing service is not available for (B),(E)&(F))*

_____

I understand the "Notes to Applicants" overleaf.

Signature: _____ Date: _____

Part II (to be completed by CS)

☐ Student Card/HKID Card checked

☐ All items duly filled in Part I

☐ Original document(s) attached

☐ MyPortal checked with no outstanding fee

☐ Application fee at the amount of HK$_____ recorded in SRS-MAP/SRS

Handled by: _____
Handled by: _____

Part III (to be completed by FSO) – For TC/TI

Application fee of HK$_____ by *cash/EPS has been received.   (Receipt No.:_____)

Part IV Acknowledgement (To be completed by applicant)

I acknowledge receipt of the Document(s) required and provided at Part I

Signature: _____ Date: _____

Part V (to be completed by CS)

☐ Student Card/HKID Card checked   ☐ Document required at Part I issued

Handled by: _____

Notes to Applicants

1. For submitting application, student/graduate is required to:
   (i)   Complete Part I of the application form;
   (ii)   Pay the application fee (non-refundable) per programme through PPS or ATM/JETCO; and
   (iii) Submit the completed application form together with Student ID card (for current student) or HKID card (for graduate) to Campus Secretariat for verification.

2. 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. Processing time of the application is normally 7 to 10 working days unless otherwise specified.   You will be notified once the documents are ready for collection.   The documents will be disposed without further notification if being uncollected for **three months** from the date of application completed.

4. Applicants should take responsibility for any risk of damage or loss of mail items if you collect the documents by mail.

5. A **non-refundable** application fee of $100 will be charged for each copy of certification per request per programme basis and should be settled according to the payment instructions attached by the date of application: The application could **ONLY** be processed upon receipt of the payment required.

6. Academic Certification is applicable to Technical Institute / Technical College graduates for loss of their Graduation Certificates.   A **non-refundable** fee of $100 will be charged.   The payment should be made in Cash/EPS/Cheque (payable to "Vocational Training Council").

7. The original document (e.g. certificate, transcript, etc.) provided for certification will be returned upon collection of the required document.

8. The WES "Academic Records Request Form" should be duly filled out and attached with this application form.   Please provide your WES reference number for processing.   Once your application is completed, the documents will be submitted to WES electronically.   No hard copy documents will be provided to applicants.

香港專業教育學院（柴灣）
Hong Kong Institute of Vocational Education (Chai Wan)
證明書／校方簽署證明文件繳費通知書
Payment Advice for Letter of Confirmation / Certification Service / Official Signature

收費 Fee:	**HK$100 / 每份Copy**
繳費期限 Payment Due Date:	**Before submitting application**
賬單編號 Bill Account Number:	☐☐☐☐☐☐☐☐☐ **3** **1**

(學生編號 Student No.)

繳費方式 Payment Method	繳費程序 Payment Procedure	
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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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.) vii. 請保存自動櫃員機正本，以作紀錄 Please keep the original of the ATM payment receipt for your own record	
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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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) vii. 請保存自動櫃員機正本，以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record	
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.)	<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. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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	<u>互聯網 (By Internet)</u> i. 網址 www.ppshk.com Visit www.ppshk.com ii. 輸入商戶號碼 『9151』 Enter merchant code "9151" iii. 輸入上列的11位數字賬單編號 Enter 11-digit Bill Account Number printed above 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