

各項證明書申請表
Application for Certification

填寫本表格前，請先參閱背頁的「申請須知」。Please read the 'Application Guide' overleaf before completing this Form.

第一部份：個人資料 Part I: Personal Particulars			
英文姓名 Name in English	中文姓名 Name in Chinese		
學生編號/身份證號碼 Student No./HKID No.	課程編號 Programme Code		
課程名稱 Programme Title			
電郵地址 E-mail Address	聯絡電話 Contact No.		

第二部份：申請學院服務 Part II: Application for IVE Service(s)			
請於適當空格內填上 <input type="checkbox"/> 號。Please put a <input type="checkbox"/> in the appropriate box(es) below.			
證明書種類 Type of Certifications	下列人士適用 Applicable for	每份收費(港幣) Each copy(HK\$)	11 位數字賬單編號 11-digit Bill Account Number
<input type="checkbox"/> 學業成績證明書及學術以外成就證明書(如有) Transcript of Study & NAT (if any)	IVE(黃克競)學生及畢業生 IVE(HW) Students & Graduates only	\$50 x ()	首 9 位數字為學生編號，尾 2 位數字為“37” The 1st 9-digit is the student no. and the last 2-digit is “37”
<input type="checkbox"/> 證明書 Letter of Confirmation (請註明 Please specify : _____)		\$100 x ()	首 9 位數字為學生編號，尾 2 位數字為“31” The 1st 9-digit is the student no. and the last 2-digit is “31”
<input type="checkbox"/> 已繳費用證明書 Verification of Fee Payment 核實年度 AY _____)		\$100 x ()	首 9 位數字為學生編號，尾 2 位數字為“35” The 1st 9-digit is the student no. and the last 2-digit is “35”
<input type="checkbox"/> 修畢單元證明書 Statement of Module Completion	只供未符合獲頒任何學歷的 IVE(黃克競)新學制離校學生 Only for IVE(HW) Students who exited the programme (under the new academic structure) without meeting the requirements for any awards	\$100 x ()	首 9 位數字為學生編號，尾 2 位數字為“30” The 1st 9-digit is the student no. and the last 2-digit is “30”
<input type="checkbox"/> 應繳學費證明書 Certification on Tuition Fee Payable (只供申請免入息審查貸款計劃 for Extended Non-means tested Loan Scheme (ENLS) only)	IVE(黃克競)全日制基礎課程文憑學生及 兼讀制學生 IVE(HW) FT DFS & PT Students only		豁免服務費 Fee Waived
<input type="checkbox"/> 證明書 Letter of Confirmation (請註明 Please specify : _____)	工業學院/科技學院畢業生適用 For TI/TC Graduates only	\$100 x ()	請到學院秘書處繳付現金 Please make such payment by cash to the Campus Secretariat.
<input type="checkbox"/> 學歷證明書 Letter of Certification		\$100 x ()	
<input type="checkbox"/> 學業成績證明書 Transcript of Study		\$50 x ()	

領取方式 Collected by: 自取 (In person) / 郵遞 (by mail)
如選用郵遞方式領取，請填寫郵寄地址。Please fill in your address if you would like to collect by mail.
地址 Address : _____

本人已閱表格背頁的「申請須知」並同意遵守該等規則。
I have read the 'Application Guide' overleaf and agree to conform to the related regulations.

學生簽署 Signature of Student: _____ 日期 Date: _____

第三部份：認收 Part III: Acknowledgement	
本人確認領取上述文件。 I acknowledge receipt of the above mentioned document(s).	
學生簽署 Signature of Student: _____	日期 Date: _____
職員簽署 Signature of Staff: _____	日期 Date: _____

第四部份：秘書處專用 Part IV: For Campus Secretariat Use	
<input type="checkbox"/> 已查核學生身份證及學生記錄。 Student's HKID Card and record checked.	<input type="checkbox"/> 已繳服務費 Service Fee HK\$: _____ is received. 收據編號 Receipt No : _____
職員簽署 Signature of Staff: _____	日期 Date: _____
辦理證明書職員 Action by: _____	日期 Date: _____
核實職員 Verification by: _____	日期 Date: _____

申請須知

1. 申請人須填寫申請表第一及第二部份，並提供學生證或身份證以作核實。
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。
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：
 - 本申請表格；
 - 申請文件所需費用的繳款收據／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，才會發出相關文件。）
4. 已繳的費用概不發還。
5. 如申請人授權委託人領取文件，委託人必須攜同授權書及申請人的身份證影印本以作核對。委託人亦須出示其身份證以作查核。
6. 如以郵寄方式領取文件，申請人需自行負責郵遞過程中的損毀或失誤。
7. 文件於申請日起計一年內仍未被領取，會被銷毀。重新申請須繳交申請費用。

Application Guide

1. Applicant should complete Part I and II of the application form and provide Student ID Card or HKID Card for verification
2. 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. The request for replacement will only be processed after the following documents have been well received by the related campus secretariat, including:-
 - application form;
 - payment receipt/payment reference number of the application fee; and
 - payment receipt/payment reference number/cheque number of outstanding fee, if any

(Note: Your document will be processed only after the confirmation of the receipt of above-mentioned payments.)
4. Any fee paid will not be refunded.
5. If the applicant authorizes a representative on your behalf to collect the document, your representative should bring along with your authorization letter and copy of your HKID card for verification. He/She is also required to produce his/her HKID card for checking.
6. If it is by posting, applicant should take the responsible for any risk caused.
7. The document(s) will be disposed without further notification if being uncollected for **one year** from the date of application. Handling fee is required for resubmission of the application.

Payment Methods 繳費方法

At any ATM of the Hang Seng Bank or HSBC <ol style="list-style-type: none">1. Select Bill Payment Services2. Select Education-Others3. Select "Vocational Training Council"4. Select payment of "Fees for Student Services"5. Enter Bill Account Number (11-digit Bill Account Number)6. Enter the Total Payment Amount7. Please keep the original of the ATM payment receipt for your own record	於任何恒生銀行或匯豐銀行自動櫃員機 <ol style="list-style-type: none">1. 選擇繳費服務2. 選擇教育 - 『其他』3. 選擇『職業訓練局』4. 選擇繳交『學生雜費』5. 輸入賬單編號 (11位數字賬單編號)6. 輸入總金額7. 請保存自動櫃員機正本，以作紀錄
At the JETCO ATM with the JET Payment Logo <ol style="list-style-type: none">1. Select Bill Payment Services2. Select "Merchant Code Entry"3. Key in Merchant Code "9151"4. Bill Type: Enter "03"5. Enter Bill Account Number (11-digit Bill Account Number)6. Enter the Total Payment Amount7. Please keep the original of the JETCO ATM payment receipt for your own record	於貼有「繳費易」的「銀通」櫃員機 <ol style="list-style-type: none">1. 選擇繳費服務2. 選擇『商戶編號輸入』3. 輸入商戶編號『9151』4. 賬單類別：輸入『03』5. 輸入賬單編號 (11位數字賬單編號)6. 輸入總金額7. 請保存自動櫃員機正本，以作紀錄
Using PPS* (By Telephone) <p>(*Please open a PPS account and register the bill by calling 18011 if you have not)</p> <ol style="list-style-type: none">1. Dial access number 180312. Enter merchant code "9151"3. Enter the Bill Account Number (11-digit Bill Account Number)4. Select Bill Type: "03" – payment of "Fees for Student Services"5. Enter the Total Payment Amount6. Please keep the payment reference number for your own record	使用繳費靈* (電話) <p>(*請先開立戶口及致電 18013 登記此賬單)</p> <ol style="list-style-type: none">1. 致電 180332. 輸入商戶號碼『9151』3. 輸入賬單編號 (11位數字賬單編號)4. 選擇賬單類別：『03』 - 『學生雜費』5. 輸入總金額6. 請保存付款編號，以作紀錄
Using PPS (By Internet) <ol style="list-style-type: none">1. Visit www.ppskhk.com2. Enter merchant code "9151"3. Enter the Bill Account Number (11-digit Bill Account Number)4. Select Bill Type "03" – payment of "Fees for Student Services"5. Enter the Total Payment Amount6. Please keep the payment reference number for your own record	使用繳費靈 (互聯網) <ol style="list-style-type: none">1. 網址 www.ppskhk.com2. 輸入商戶號碼『9151』3. 輸入賬單編號 (11位數字賬單編號)4. 選擇賬單類別：『03』 - 『學生雜費』5. 輸入總金額6. 請保存付款編號，以作紀錄