

申請補發學歷證書 APPLICATION FOR REPLACEMENT OF AWARD CERTIFICATE

申請須知 APPLICATION GUIDE

1. 學歷證書只頒發一次，並無副本。倘若遺失，學生／畢業生可向所屬的學院秘書處申請補發證書。
The award certificate is a unique document. No duplicate copy will be issued. However, a student / graduate may apply for a replacement certificate from campus secretariat in case of loss of an original certificate.
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.
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：
 - 補發學歷證書申請表格；
 - 補發證書費用的繳款收據／付款編號（每項申請為港幣五百元正）；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，才會開始補發學歷證書。）

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

- application form for replacement of award certificate;
- payment receipt/payment reference number of the replacement fee – HK\$500 for each replacement certificate; and
- payment receipt/payment reference number/cheque number of outstanding fee, if any

(Note: Your application for replacement of award certificate will be processed only after the confirmation of the receipt of above-mentioned payments.)

4. 每一位學生／畢業生只可同時擁其獲頒授學歷的證書一張（包括補發證書在內）。如隨後尋回遺失的證書，則必須歸還補發或原來的證書予所屬的學院秘書處。已繳的費用概不發還。
A student / graduate should only be in possession of **ONE** valid copy of the award certificate, including the replacement copy, for his/her qualification awarded at any given time. In other words, if a certificate, previously reported lost, was subsequently found, the student / graduate concerned is required to return any extra copy to the campus secretariat. Any fee paid will not be refunded.
5. 補發的證書下方會註明「重發日期」及「此乃因遺失而補發的證書」等字句，其形式或會與原來的證書不完全一樣。處理補發證書申請需時七個工作天。
A replacement certificate will have additional notes, “Date of re-issue” and “This is a replacement for loss of original certificate” at the bottom of the certificate. Its format may not be exactly the same as the previous original version. Processing time for a replacement certificate is SEVEN working days.
6. 學院將會銷毀一年內仍未領取的證書，而不作另行通知。
Certificate that has not been collected within 1 year will be destroyed without further notice.
7. 如有查詢，請與學院秘書處聯絡。
Enquiries concerning application for replacement of award certificate should be directed to the related campus secretariat.

繳交補發證書費用的方法

Payment Methods of Replacement of Award Certificate

〔不適用於科技學院及工業學院舊生，請聯絡學院秘書處職員〕

[Not applicable to TC and TI students, please contact staff of Campus Secretariat]

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 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (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>vii. 請保存自動櫃員機收據正本, 以作紀錄 Please keep the original of the ATM payment receipt for your own record</p>	
<p>2. 於貼有「繳費易」的「銀通」櫃員機 At the JETCO ATM with the JET Payment 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 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (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>vii. 請保存自動櫃員機收據正本, 以作紀錄 Please keep the original of the JETCO ATM payment receipt for your own record</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><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 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (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. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>	<p><u>互聯網 (By Internet)</u></p> <p>i. 網址 www.pps hk.com Visit www.pps hk.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 + 39 (共 11 位數字) Enter 9-digit Student ID + 39 (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. 請保存付款編號, 以作紀錄 Please keep the payment reference number for your own record</p>

香港專業教育學院(葵涌)
HONG KONG INSTITUTE OF VOCATIONAL EDUCATION (KWAI CHUNG)

補發學歷證書申請表格
APPLICATION FORM FOR REPLACEMENT OF AWARD CERTIFICATE

A. 個人資料 Personal Particulars

請以正楷填寫此申請表

Please type or print in BLOCK LETTERS.

英文姓名 Name in English										
中文姓名 Name in Chinese (if any, as in HKID)										
香港身份證號碼 HKID Card Number										()
護照號碼 (如申請人不持有香港身份證) Passport Number (if no HKID)										
學生證號碼 Student Number										
課程編號/年級/班別 Course no. / Year / Class										
課程名稱 Course Title										
聯絡電話 Contact Number	辦公室/住宅 Office / Home:				流動電話 Mobile:					
電郵 E-mail Address										
通訊地址 Correspondence Address										

B. 補發證書資料 Details of Replacement Certificate

獲頒授學歷 Qualification Awarded (e.g. HD in Business Administration, Diploma in Surveying)	發出日期 Date of Issue (e.g. 2009.11.11)	獲頒等級 Classification (e.g. Distinction, Credit, Pass)

C. 聲明 Declaration

本人 I:

- ◆ 明白包括補發學歷證書在內，只可同時擁有由學院頒發予本人每項學歷的證書一張，如本人隨後尋回遺失的證書，必須歸還補發或原來的證書予所屬的學院秘書處。本人謹此聲明本人的原來證書已遺失。

Understand that I can be in possession of only ONE copy, including the replacement copy, of the award certificate for each academic qualification awarded by IVE / HKDI / SBI / YC, and I would be required to submit the extra copy (ies) of the certificate to the IVE / HKDI / SBI / YC for destruction if the original copy, previously reported lost, was subsequently found. I hereby declare that my original certificate(s) is/are lost.

- ◆ 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。

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.

簽署
Signature _____

日期
Date: _____

(For Office Use Only)
To be completed by CS Staff

Received on: / /

 DD MM YY

Issued on: / /

 DD MM YY

Received by: /

 (Staff Name / Rank)

Handled by: /

 (Staff Name / Rank)

Payment Method:

(i) ATM/PPS → Paid

(ii) Paid in cash on _____ (Date) [Receipt no. _____]

Remark: A replacement certificate (No. _____) has been issued to replace the lost
#IVE / HKDI Certificate (No. _____).

Delete where appropriate