香港知專設計學院 (HKDI)
香港專業教育學院(李惠利) IVE(LWL)
申請學業成績證明書及學術以外成就證明書／修畢單元證明書
APPLICATION FOR TRANSCRIPT OF STUDY AND
RECORD OF NON-ACADEMIC ACHIEVEMENTS / STATEMENT OF MODULE COMPLETION

申請須知
APPLICATION GUIDE

1. 非畢業班同學／離校生如申請:
   - 學業成績證明書及學術以外成就證明書，每份費用為**港幣五十元**；或
   - 修畢單元證明書（只限新學制下的離校生並且未符合獲頒任何學歷的人士申請），每份費用為**港幣一百元**

   每位畢業班同學在修業的最後一個學期屆滿時,會獲發一份載有學院簽署／蓋印整個修業期內的學業成績證明書及學術以外成就證明書，而無須遞交申請表或繳交費用。

   Non-graduating students / ex-students requesting for the issue of a signed copy of:
   - Transcript of Study and Record of Non-Academic Achievements will be charged at **HK$50/per copy;** or
   - Statement of Module Completion (only for those exiting a programme under the new academic structure only without meeting the requirements for any awards) will be charged at **HK$100/per copy**

   For graduating students, a full set of Transcript of Study and Record of Non-Academic Achievements with campus signature / chop will be provided automatically at the end of the last semester of study. No submission of application or charge is required.

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。

   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. 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：
   - 申請學業成績證明書及學術以外成就證明書／修畢單元證明書申請表格；
   - 申請學業成績證明書及學術以外成就證明書／修畢單元證明書費用的繳款收據／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 Transcript of Study and Record of Non-Academic Achievements / Statement of Module Completion;
   - payment receipt/payment reference number of the application fee; 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. 已繳的費用概不發還。

   Any fee paid will not be refunded.

5. 處理申請需時十個工作天。

   Processing time of the application is TEN working days.

6. 所有文件應盡快領取，未領取文件會於 1 年後銷毀(由申請日計起)。重新申請需繳交申請費用。

   All request document should be collected immediately and would be discarded after 1 year(from the date of application). Handling fee is required when resubmission of application.

7. 如有查詢，請與學院秘書處職員聯絡（電話：3928 2488 或電郵：cs-dilwl@vtc.edu.hk）。

   For enquiries, please contact staff of Campus Secretariat at 3928 2488 or email: cs-dilwl@vtc.edu.hk

繳交申請學業成績證明書及學術以外成就證明書／修畢單元證明書費用的方法
Payment Methods of Application for Transcript of Study and Records of Non-Academic Achievements / Statement of Module Completion

〔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]

	每份 Each	賬單項目 Bill Item
學業成績證明書及學術以外成就證明書 Transcript of Study and Records of Non-Academic Achievements	$50	37
修畢單元證明書（只限新學制下的離校生並且未符合獲頒任何學歷的人士申請） Statement of Module Completion (only for those exiting a programme under the new academic structure only without meeting the requirements for any awards)	$100	30

繳費方式 Payment Method	繳費程序 Payment Procedures	
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. 選擇賬單類別：『03』─『學生雜費』 Select Bill Type: "03" - payment of "Fees for Student Services" **v. 輸入 9 位數字學生編號 ＋2 位數字賬單項目 (共 11 位數字)** **Enter 9-digit Student ID + 2-digit Bill Item (11-digit in Total)** 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. 請保存自動櫃員機收據正本，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 9 位數字學生編號 ＋2 位數字賬單項目 (共 11 位數字)** **Enter 9-digit Student ID + 2-digit Bill Item (11-digit in total)** 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. 請保存自動櫃員機收據正本，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.)	電話 (By Telephone) i. 致電 18033 Dial access number 18031 ii. 輸入*商戶號碼 『9151』 Enter *merchant code "9151" iii. **輸入 9 位數字學生編號 ＋2 位數字賬單項目 (共 11 位數字)** **Enter 9-digit Student ID + 2-digit Bill Item (11-digit in Total)** 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	互聯網 (By Internet) 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 9 位數字學生編號 ＋2 位數字賬單項目(共 11 位數字)** **Enter 9-digit Student ID + 2-digit Bill Item (11-digit in Total)** 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

申請學業成績證明書及學術以外成就證明書／修畢單元證明書
APPLICATION FOR TRANSCRIPT OF STUDY AND
RECORD OF NON-ACADEMIC ACHIEVEMENTS / STATEMENT OF MODULE COMPLETION

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	
課程名稱／年級／班別 （如為在學學生） Course Title / Year / Class (if current student)	
聯絡電話 Contact Number	辦公室／住宅　　　　　　　　流動電話 Office / Home:　　　　　　　　Mobile:
電郵 E-mail Address	
通訊地址 Correspondence Address	

B. 學業成績證明書及學術以外成就證明書／修畢單元證明書*資料
Details of Study Transcript and Record of Non-Academic Achievements / Statement of Module Completion*

課程名稱 Programme Name	課程編號 Programme Code	上課模式 Study Mode	修讀／畢業年份 Year of Study / Graduation	申請份數 No. of Copies Required
		全日制 **FT** 夜間兼讀制 PTE 日間兼讀制 PTD		

C. 聲明 Declaration

本人已清繳申請學業成績證書及學術以外成就證明書／修畢單元證明書*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 application 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　　　　　　　　　　　　　　　　　　　　　　　　日期
Signature _____　　　　Date:_____

D. 認收（由申請人在領取學業成績證明書及學術以外成就證明書／修畢單元證明書資料時填寫）
Acknowledgement (To be completed by the applicant when collecting the Transcript of Study and Record of Non-Academic Achievements / Statement of Module Completion)

本人現確認領取學業成績證明書及學術以外成就證明書／修畢單元證明書*。
I acknowledge the receipt of the Transcript of Study and Record of Non-Academic Achievements / Statement of Module Completion*.

簽署　　　　　　　　　　　　　　　　　　　　　　　　日期
Signature _____　　　　Date:_____

*請刪去不適用者 *delete where appropriate

E. 由學系填寫
   To be completed by Department (For Statement of Module Completion application)

   ☐ Confirm results of completed modules have been endorsed by BOE

   ☐ Confirm student is not eligible for any awards

   _____   _____
        Signature (HOD   /   )   Date

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E. 由學系填寫

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