



## 申請「學業成績表」須知

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. 學業成績表學生存本由學生或委託人領取或以郵遞方式寄予申請人；而學業成績表正本則經由本院直接寄給有關院校。
3. 每份學業成績表之收費為港幣一百元正。
4. 委託他人代辦申請/領取學業成績表必須出示委託信（信內須列明受託人之身份證或護照號碼）。受託人亦須出示其本人之香港身份證或護照及申請人之香港身份證副本以供核對。
5. 本院會通知有關申請者到辦事處領取學業成績表，申請者須於發出日期起三個月內到本院領取，否則有關文件將被銷毀。
6. 本院將不負責任何因郵遞而引致之遺失或損壞。
7. 請把填妥表格，連同劃線支票及信用卡資料交回或郵寄至本院於「香港九龍尖沙咀漆咸道南39號鐵路大廈6樓」之總辦事處。
8. 繳費辦法：
  - (i) 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「香港中文大學」。
  - (ii) 易辦事付款  
申請人可於遞交申請表格時，用本地銀行發出之提款卡於本院之報名中心以易辦事繳交費用。
  - (iii) Visa/萬事達卡  
請於申請表格內填寫持卡人姓名、信用卡號碼、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
9. 如有查詢，請與本院教務組聯絡：  
電話：2209-0274 / 2209-0235 / 2209-0478  
傳真：2603-6565  
電郵：scs-registry@cuhk.edu.hk
10. 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。

## Notes for Application for Transcript of Academic Record

1. Applications will be processed upon receipt of the completed application form and payment. The process will normally take 14 working days.
2. The Student's Copy of the transcript will be issued to the applicant and collected in person, by an authorized person or sent by post. The Official Copy will be sent directly to the institution(s) stated in [A] by ordinary local/air mail.
3. Fees per copy should be \$100.
4. If you wish to authorize a third party to collect the transcript on your behalf, please submit a Letter of Authorization along with the application form. The letter should also state the HKID Card or Passport No. of the authorized person. A photocopy of your HKID Card and the authorized person's HKID Card or Passport will be required for verification.
5. If you choose to collect the transcript in person, we will notify you once the transcript is ready. The transcript must be collected within three months from the date of issuance. Otherwise, it will be destroyed and the applicant will be required to make a fresh application.
6. The School undertakes no responsibility for any loss or damage of the transcript during postal delivery.
7. Fill in all the required information on the application form. Return the form with a crossed cheque or bank draft or credit card information to the School's Head Office at "6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong".
8. Payment Method :
  - (i) Payment by Cheque  
Applicants may send a crossed cheque or bank draft made payable to "The Chinese University of Hong Kong".
  - (ii) Payment by EPS  
Applicants can make payment by EPS when they submit application forms at the School's Enrolment Centres.
  - (iii) Payment by Visa / Master Card  
The application form should include the card holder's name, card number, expiry date, authorised amount and card holder's signature.
9. For enquiries, you can contact the Registry by:  
Phone: 2209-0274 / 2209-0235 / 2209-0478  
Fax: 2603-6565  
E-mail: scs-registry@cuhk.edu.hk
10. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.