

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
研究院
Graduate School
申請補發畢業證書

Application for Replacement of Graduate Certificate for Postgraduate Programmes

注意: 填表前請先細閱「申請須知」。

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

1. 個人資料

Personal Particulars:

姓名 (英文) Name (in English): _____	(中文) (in Chinese): _____
香港身份證/護照號碼* H.K.I.D. Card No./ Passport No.*: _____	學號 Student I.D. No.: _____
聯絡電話 Contact Tel. No.: _____	電郵 Email Address: _____

* 如畢業生已遺失/並未持有香港身份證, 請填上護照號碼。Please state passport number if you have lost/don't have HKID card.

2. 本人擬申請補發之畢業證書

I wish to apply for replacement of graduate certificate(s) for:

學位/文憑 Degree/Diploma	頒發學位年份 Conferment Year	原因 (請在適當位置「✓」) Reason (Please ✓ as appropriate):	
		證書損毀 ¹ Original Certificate Damaged ¹	證書遺失 ² Original Certificate Lost ²

¹ 證書損毀 (請交還已損毀證書正本作紀錄) Original certificate damaged (please return original certificate for record purpose).

² 證書遺失 (請附上警方報失紀錄或公證書) Original certificate lost (please provide police report/notarized statement).

3. 補發證書費用 每張畢業證書為港幣八百元正 易辦事付款# 支票/銀行本票號碼
Replacement Fee: HK\$800 each By EPS Cheque/Bank draft No: _____

可於研究院以易辦事付款。To be paid by EPS at the counter of the Graduate School.

4. 領取補發證書辦法

Collection of Replacement Certificate:

親自領取證書 In person 委託他人代領 By authorization

5. 聲明

Declaration:

本人確知包括補發證書在內, 只可同時擁有一由香港中文大學頒發予本人每項學歷的畢業證書各一份, 如本人日後尋回報失的證書, 必須歸還補發或原來的證書予大學注銷。

I understand that I can be in possession of only one copy, including the replacement copy, of the graduate certificate for each academic qualification awarded by The Chinese University of Hong Kong and I would be required to submit the extra copy of the certificate to the University for destruction if the original copy, previously reported lost, was subsequently found.

簽署
Signature: _____

日期
Date: _____

Last Update: June 2020

收集個人資料聲明：

1. 此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。
2. 本表格所收集的資料或會轉交香港中文大學其他行政或教學部門作考慮或批核用。
3. 如在遞交此表格後要查閱或改正個人資料，請聯絡研究院（電話：3943-8976，電郵：gradschool@cuhk.edu.hk）。

Personal Information Collection Statement:

1. The personal data provided on this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/administrative units within CUHK for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Graduate School : (Tel. No.: 3943-8976, email address: gradschool@cuhk.edu.hk).

For office use only

Verified by

(counter duty staff): _____

Date: _____

Handled by: _____

Date: _____

Approved by: _____

Date: _____