

補發成績單申請表格(只適用於短期課程及學歷課程) Application Form for Re-issuance of Results Slip (GC & ABP only)

請於填寫本表格前參閱背頁之「申請須知」。 Please read the "Notes for Application" overleaf before completing this form.

課程編號 Course No.				
課程名稱 Course Title				
補發成績單 Results slip applied for	學年 Academic Year (/	學期) Semester	
學號/註冊編號 Student ID/Registration No 申請人英文姓名			主冊編號,請填上香港身份證第 uur HKID Card No. if your Stu	虎碼。) dent ID / Registration No. is not available.)
Name of Applicant (in English)				(Mr./Miss/Ms./Mrs.)*
申請人中文姓名 Name of Applicant (in Chinese) 通訊地址				(先生/小姐/女士/太太)*
Correspondence Address	以郵寄方式收取收據,請填上地 電郵地址 E-mail Address		your address if you choose to	
繳費辦法 Method of Payment				
□ 支票號碼 Cheque No.:				
□ 易辦事 EPS 編輯				
☐ 信用卡 Credit Card				
□Visa □Master 信用卡號碼 □VISI Card No.				有效日期 Expiry Date M M Y Y Y (有效期須半年或以上 Valid for at least 6 months)
持卡人姓名 Card Holder's Name		發卡銀行 Card Issuin	g Bank	valid for at least 6 months)
本人授權中大專業進修學院於上述信用一 I hereby authorise CUSCS to charge		an application fe	e of HK\$	
持卡人簽署 Card Holder's Signature			日期 Date	(必須填寫 must fill in)
申請人簽署 Applicant's Signature _			日期 Date	
* 請刪去不適用者。Please delete if inappropr	iate.			
For Official Use Only				
Form Received on		Handled	Ву	
Cheque No.		Receipt	No	
Result Slip sent on				

申請「補發成績單」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. 每份成績單之收費為港幣五十元正。
- 3. 本院將不負責任何因郵遞而引致之遺失或損壞。
- 4. 請把填妥表格,劃線支票或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。
- 5. 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。

6. 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

7. 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 Reissuance of Results Slip

- 1. Applications will be processed upon receipt of the completed application form and payment. The application process will normally take 14 working days.
- 2. Fees per copy should be \$50.
- 3. The School undertakes no responsibility for any loss or damage of the document during postal delivery.
- 4. Fill in all the required information on the application form. Return the form with cheque 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.".
- 5. 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.

6. 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

 Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.