



學歷證明申請表格 (只適用於基礎教育文憑課程)  
Application Form for Letter of Certification (DFS 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.

請在適當空格內填上 <input type="checkbox"/> 號 Please tick <input type="checkbox"/> the appropriate
<input type="checkbox"/> 已修畢課程證明 Certification of Completion
<input type="checkbox"/> 授課語言證明 Certification of Medium of Instruction
<input type="checkbox"/> 在學證明 Certification of Study Status

學號 / 註冊編號 Student ID/Registration No.

如未能提供學號/註冊編號，請填上香港身份證號碼。  
Please provide your HKID Card No. if your Student ID / Registration No. is not available.

申請人英文姓名 Name of Applicant (in English) \_\_\_\_\_ (Mr./Miss/Ms./ Mrs.)\*

申請人中文姓名 Name of Applicant (in Chinese) \_\_\_\_\_ (先生/小姐/女士/太太)\*

聯絡電話 Contact No. \_\_\_\_\_

電郵地址 E-mail Address \_\_\_\_\_

課程編號 Programme Code \_\_\_\_\_

課程名稱 Programme Title \_\_\_\_\_

\*請刪去不適用者。 Please delete if inappropriate.

郵寄 (請提供收件地址)  
By Post (Please provide the mailing address)

本人自行領取 / 由他人代為領取【附委託信】  
To be collected in person / by an authorized person (Letter of Authorization attached)

- 總辦事處 (尖沙咀漆咸道南39號鐵路大廈6樓)  
Head Office (6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui)
- 尖沙咀安年報名中心 (尖沙咀漆咸道南67號安年大廈十三樓)  
Tsim Sha Tsui Oriental Enrolment Centre (13/F, Oriental Centre, 67 Chatham Road South, Tsim Sha Tsui)
- 尖沙咀東海報名中心 (尖沙咀加連威老道98號東海商業中心地庫一樓)  
Tsim Sha Tsui East Ocean Enrolment Centre (Basement 1, East Ocean Centre, 98 Granville Road, Tsim Sha Tsui)
- 中環報名中心 (中環夏慤道12號美國銀行中心一樓A室)  
Central Enrolment Centre (Unit A, 1/F, Bank of America Tower, 12 Harcourt Road, Central)
- 將軍澳報名中心 (將軍澳翠林邨)  
Tseung Kwan O Enrolment Centre (Tsui Lam Estate, Tseung Kwan O)

申請人簽署  
Applicant's Signature \_\_\_\_\_

日期  
Date \_\_\_\_\_

**For Official Use Only**

Letter of certification(s) sent on \_\_\_\_\_

## 申請「學歷證明」須知

1. 本院待收到填妥之申請表格後，方可處理台端之申請。所申請之文件一般可於十四個工作天內辦妥。
2. 填妥的申請表可 I) 交到本院的報名中心，或 II) 郵寄至本院的總辦事處「香港九龍尖沙咀漆咸道南39號鐵路大廈6樓 – 教務組」或 III) 電郵到 [scs-registry@cuhk.edu.hk](mailto:scs-registry@cuhk.edu.hk)。
3. 如選擇自行到本院領取學歷證明，申請者須於本院發出通知日期起三個月內領取，否則有關文件將被銷毀。
4. 如申請人委託他人代為領取學歷證明，受託人必須出示委託信（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. 本院將不負責任何因郵遞而引致之遺失或損壞。
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](mailto: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 Letter of Certification

1. Applications will be processed upon receipt of the completed application form. The process will normally take 14 working days.
2. The completed form must be returned I) in person to the enrollment counters, or II) by mail to Registry at “6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong”, or III) by email to [scs-registry@cuhk.edu.hk](mailto:scs-registry@cuhk.edu.hk).
3. You will be notified of the collection times if you choose to collect in person. The Letter of Certification must be collected within three months from the date of notification. Otherwise, it will be disposed of and the applicant will be required to make a fresh application.
4. If you wish to authorize a third party to collect the Letter of Certification on your behalf, a letter of authorisation (the authorised person’s HKID Card/passport number must be stated) have to be produced for verification. A photocopy of your HKID Card and the authorized person’s HKID Card/Passport will also be required for verification upon collection.
5. The School undertakes no responsibility for any loss or damage of the letter of certification during postal delivery.
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](mailto:scs-registry@cuhk.edu.hk)
7. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.