

香港中文大學
THE CHINESE UNIVERSITY OF HONG KONG
註冊及考試組

Registration and Examinations Section

申請補發本科課程畢業證書

Application for Replacement of Degree Certificate for Undergraduate Programmes

注意：填表前請先細閱「申請須知」。

Note: Please read the "Notes for Application" before completing this form.

1. 個人資料

Personal Particulars:

姓名(英文)

Name (in English):

學號

Student I.D. No.:

學制

Time Basis:

主修/課程

Major/Programme:

畢業年份

Year of Graduation:

(中文)

(in Chinese):

香港身份證號碼

HKID Card No.:

*護照號碼

Passport number:

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. 本人擬申請補發證書（請為每項申請個別填報表格一份）

I wish to apply for replacement certificate for (Please submit separate application for each replacement certificate):

學位

Degree:

頒發學位年份

Conferment Year:

原因（請在適當位置「✓」）

Reason (Please ✓ as appropriate):

☐

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)

☐

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)

☐

其他:

Other

3. 費用

Fee:

港幣八百元正

HK\$800

☐

易辦事付款 *

By EPS

☐

支票/銀行本票號碼

Cheque/Bank draft No:

* 可於註冊及考試組以易辦事付款。

Can be paid by EPS at the counter of the Registration and Examinations Section.

4. 領取補發證書辦法

Collection of Replacement Certificate:

☐

親身領取證書

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，只可同時間擁有由香港中文大學頒發予本人每項學歷的畢業證書各一張，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 degree 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:

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，請聯絡註冊及考試組：
(電話：3943-9888、傳真：2603-7476、電郵：ugadmin@cuhk.edu.hk)

Personal Information Collection Statement:

1. The personal data provided on this form will be used 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 Registration and Examinations Section:
(Tel. No.: 3943-9888, Fax No.: 2603-7476, e-mail address: ugadmin@cuhk.edu.hk)

For office use only

Handled by: _____ Date: _____

Checked by: _____ Date: _____

Approved by: _____ Date: _____
