



**修業證明申請表格 (適用於申領發還持續進修基金款項)**  
**Request Form for Letter of Certification (For CEF Reimbursement)**

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.

持續進修基金課程名稱 CEF Course Title			
課程編號 Course Code			
開課日期 Commencement Date		完成日期 Completion Date	
已付學費 Tuition Fee Paid		繳費日期 Payment Date	

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

申請人英文姓名 \_\_\_\_\_ \*

申請人中文姓名 \_\_\_\_\_ \*

Name of Applicant (in Chinese) \_\_\_\_\_ \*

聯絡電話 \_\_\_\_\_ 電郵地址 \_\_\_\_\_

Contact No. \_\_\_\_\_ E-mail Address \_\_\_\_\_

請於適當的方格內填上☐號 Please tick ☐ the appropriate box

**郵寄** (請提供收件地址)  
By Post (Please provide the mailing address)  
收件地址  
Mailing Address \_\_\_\_\_

**[A] 本人自行領取**       **[B] 由他人代為領取【附委託信】**  
To be collected in person at :      To be collected by an authorized person (Letter of Authorization attached) at :

- 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 \_\_\_\_\_

\* 請選擇適用者。 Please select as appropriate.

**For Official Use Only**

**To be completed by Programme Team**

Verified the following details by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date):

- Attendance of 70% or such higher attendance requirement as prescribed for the course
- Overall Mark of 50% or such higher percentage of assessment(s) as prescribed for the course
- Fulfilled the above TWO requirements for CEF Reimbursement Claim
- The result of this CEF course was endorsed by Exam Board on \_\_\_\_\_ (Date)

## **申請「修業證明 (申領發還持續進修基金款項適用)」須知**

1. 申請人成功修畢本院任何持續進修基金可獲發還款項課程後，可以申請修業證明作申領發還持續進修基金款項之用。本院收到填妥之申請表格後十四個工作天內發出修業證明。
2. 如申請超過一項課程之修業證明，請分別填寫申請表格。
3. 請把填妥表格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 - 教務組」或傳真至2603-6565。
4. 本院會通知有關申請者到總辦事處或報名中心領取修業證明(如適用)，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。
5. 委託他人代為領取修業證明必須出示委託信（信內須列明受託人之身份證或護照號碼）(如適用)。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。
6. 申請人到總辦事處或報名中心領取修業證明時，請携同填妥的「持續進修基金申請表格 (SFO313 (2020))」以便蓋印核實。申領發還持續進修基金款項須備修業證明、已蓋印核實的持續進修基金申請表格及其他文件到持續進修基金辦事處。詳情請瀏覽持續進修基金網頁: <https://www.wfsfaa.gov.hk/cef/tc/index.htm>
7. 如有查詢，請與本院教務組聯絡：  
電話：2209-0478 / 2209-0235 / 2209-0275  
傳真：2603-6565  
電郵：scs-registry@cuhk.edu.hk
8. 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 Request for Letter of Certification (for CEF Reimbursement)**

1. Applicants who have successfully completed the Continuing Education Fund reimbursable course(s) can request for Letter of Certification (for CEF Reimbursement). The Letter of Certification (for CEF Reimbursement) will be issued within 14 working days from the date of receipt of the request form.
2. Fill in separate forms if applicants want to apply for Letter of Certification for more than one course.
3. Return the completed form to the School's Registry at "6/F, Railway Plaza, 39 Chatham Road South, Tsim Sha Tsui, Kowloon, Hong Kong." or fax to 2603 6565.
4. Our School will notify the applicant to collect the Letter of Certification at our centre once it is ready (if applicable). The Letter of Certification 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.
5. If you wish to authorize a third party to collect the Letter of Certification on your behalf, please submit a Letter of Authorization (HKID Card or Passport No. of the authorized person should be stated in the Letter) (if applicable). A photocopy of applicant's HKID Card and the authorized person's HKID Card or Passport will be required for verification.
6. Applicants are recommended to bring along the completed CEF Application Form (SFO313 (2020)) for certification when you collect the Letter of Certification at Head Office or Enrolment Centre. Applicants are required to submit the letter of certification, the certified CEF application form and other documents to the Office of the Continuing Education Fund (OCEF). For details, please visit OCEF's website: <https://www.wfsfaa.gov.hk/cef/en/index.htm>
7. For enquiries, you can contact us by:  
Phone: 2209-0478 / 2209-0235 / 2209-0275  
Fax: 2603-6565  
E-mail: [scs-registry@cuhk.edu.hk](mailto:scs-registry@cuhk.edu.hk)
8. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.