



## **申請「課程更改名稱證明」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. 每份課程更改名稱證明之收費為港幣五十元正。
3. 如申請超過一項課程之課程更改名稱證明，請分別填寫申請表格。
4. 本院將不負責任何因郵遞而引致之遺失或損壞。
5. 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。
6. 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。
7. 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
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 Programme Renaming**

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. Fill in separate forms if you want to apply for Letter of Certification of more than one programme.
4. The School undertakes no responsibility for any loss or damage of the document during postal delivery.
5. 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".
6. 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.
7. 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
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.