



# CUSCS

香港中文大學專業進修學院  
School of Continuing and Professional Studies  
The Chinese University of Hong Kong

## 出席證明申請表格 (只適用於短期課程) Application Form for Certificate of Attendance (GC 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 Code	
課程名稱 Course Title	
修讀日期 Study Period	由 From 至 To

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)\*

通訊地址 Correspondence Address \_\_\_\_\_  
(如選擇以郵寄方式收取收據, 請填上地址。 Please provide your address if you choose to receive the receipt by mail.)

聯絡電話 Contact No. \_\_\_\_\_ 電郵地址 E-mail Address \_\_\_\_\_

### 繳費辦法 Method of Payment

支票號碼 Cheque No. : \_\_\_\_\_

易辦事 EPS

信用卡 Credit Card

Visa  Master

信用卡號碼 Card No. \_\_\_\_\_

有效日期 Expiry Date | M | M | 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 Issuing Bank \_\_\_\_\_

本人授權中大專業進修學院於上述信用卡支取申請費港幣  
I hereby authorise CUSCS to charge the credit card above for an application fee of HK\$ \_\_\_\_\_  
(必須填寫 must fill in)

持卡人簽署 Card Holder's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

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

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

### For Official Use Only

Form Received on \_\_\_\_\_ Handled By \_\_\_\_\_

Cheque No. \_\_\_\_\_ Receipt No. \_\_\_\_\_

Certificate of Attendance sent on \_\_\_\_\_

### 由申請人填寫 To be filled by applicant

收件人姓名 Name \_\_\_\_\_

收件地址 Mailing Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

為方便郵寄郵件, 請用正楷填寫以上部份 Please complete in BLOCK LETTERS to avoid mail loss.

## **申請「出席證明」須知**

1. 學員修讀任何普通短期課程，其上課次數不少於百分之七十者，可申請出席證明。
2. 所有申請將於課程完結後十個工作天方開始處理。本院通常可於收到填妥之申請表格及有關費用後之\*十四個工作天內發出出席證明予申請人。
3. 每份出席證明之收費為港幣五十元正。
4. 如申請超過一項課程之出席證明，請分別填寫申請表格。
5. 本院將不負責任何因郵遞而引致之遺失或損壞。
6. 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。
7. 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。
8. 如有查詢，請與本院教務組聯絡：  
電話：2209-0275 / 2209-0235 / 2209-0478  
傳真：2603-6565  
電郵：scs-registry@cuhk.edu.hk
9. 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。

*\*以課程完結後十個工作天起計*

## **Notes for Application for Certificate of Attendance**

1. This form should be used to apply for Certificate of Attendance of General Courses only. A Certificate of Attendance is issued on written request to students who have an attendance of not less than 70%.
2. All applications will be processed from 10 working days after the course completion date. The Certificate of Attendance will normally be issued to applicant \*within 14 working days from the date of receipt of the completed application form and payment.
3. Fees per copy should be \$50.
4. Fill in separate forms if you want to apply for Certificate of Attendance of more than one course.
5. The School undertakes no responsibility for any loss or damage of the document during postal delivery.
6. 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".
7. 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.
8. For enquiries, you can contact the Registry by:  
Phone: 2209-0275 / 2209-0235 / 2209-0478  
Fax: 2603-6565  
E-mail: scs-registry@cuhk.edu.hk
9. Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.

*\*Counting from 10 working days after the course completion date.*