



轉讀課程申請表格 (只適用於由短期課程或學歷課程轉讀學歷課程)
Application Form for Programme Transfer (Applicable for Transfer of GC/ABP to ABP)

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.
 請於適當的方格內填上☑號。 Please tick ☑ the appropriate box.

原定課程編號 Original Course/Programme Code		新課程編號 New Programme Code	
原定課程名稱 Original Course/Programme Title		新課程名稱 New Programme Title	
理由 Reason(s)			

附件: 請連同證明文件或解釋信件遞交申請。
 Attachment(s): Please also attach supporting documents or self-explanatory letter for application.

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 _____ (Mr./Miss/Ms./Mrs.)*
 Name of Applicant (in English)
 申請人中文姓名 _____ (先生/小姐/女士/太太)*
 Name of Applicant (in Chinese)
 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 _____ 電郵地址 _____
 Contact No. _____ 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
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 (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

To be completed by Administration Division

Form Received on _____

Handled By _____

Cheque No. _____

Receipt No. _____

To be completed by Programme Team

(i) To be completed by Programme Team of *Original Course/Programme*

Programme transfer is well noted

Others: _____

Verified by _____ (Name) _____ (Title) _____ (Date)

(Remarks: _____)

(ii) To be completed by Programme Team of *New Programme*

(Programme Team is required to provide student's study plan and payment details for approval.)

Programme Team has followed-up the following items and made the suggestion for this application:

1. Interview with the applicant

Yes

No (Reasons: _____)

2. The academic qualifications of this applicant could meet the entry requirements of the new programme

Yes

No

3. This application for programme transfer could be accepted

Yes

No

4. Others: _____

Verified by _____ (Name) _____ (Title) _____ (Date)

(Remarks: _____)

(iii) Recommendation (by the Programme Team of *New Programme*)

Recommend the programme transfer

Not recommend the programme transfer

Justification _____

Programme Director

Date

To be completed by Registry

Verified by _____ (Name) _____ (Title) _____ (Date)

(Remarks: _____)

Approve the recommendation

Not approve the recommendation

(Remarks: _____)

Associate Director (Academic Quality and Development)

Date

申請「轉讀課程」須知

1. 申請須附上有關證明文件如學業成績表等。
2. 如已獲科目及學分豁免者，請將豁免科目及學分通知書副本一併交回。
3. 本院待收到填妥之申請表格、有關證明文件（如適用）及有關費用後，方可處理台端之申請。
4. 手續費為港幣二百元正。所有費用，恕不退還。
5. 請把填妥表格，劃線支票或信用咭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：2209-0235 / 2209-0478 / 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 Application for Transfer

1. Please submit all necessary supporting documents such as results slip for application.
2. If applicants have been granted course and unit exemptions, please also submit a copy of your Statement of Course and Unit Exemptions.
3. Applications will be processed upon receipt of the completed application form, supporting documents (if applicable) and payment.
4. The administrative fee should be HK\$200. It is non-refundable.
5. Fill in all the required information on the application form. Return the form with cheque or credit card's 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: 2209-0235 / 2209-0478 / 2209-0275
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.