



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<br>Original Course/Programme<br>Code  |  | 新課程編號<br>New Programme Code  |  |
| 原定課程名稱<br>Original Course/Programme<br>Title |  | 新課程名稱<br>New Programme Title |  |
| 理由<br>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        | 電郵地址           |
| Contact No. | E-mail Address |

## 繳費辦法 Payment Methods

- ☐ 支票/銀行本票號碼 Cheque/Bank Draft No.: \_\_\_\_\_  
☐ 快速支付系統「轉數快」Faster Payment System (FPS)  
☐ 易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/Octopus (須親臨報名中心辦理付款 Payment should be made in person at Enrolment Centres)  
☐ 信用卡 Credit Card: ☐ Visa/☐ Master

選用信用卡之申請人請填寫以下部分 Applicants making payment by credit card please complete the part below

[illegible]

持卡人姓名 Card Holder's Name \_\_\_\_\_ 有效日期(月/年) Expiry Date (mm/yy) \_\_\_\_\_ / \_\_\_\_\_  
(有效期須為半年或以上 Valid for at least six months)

本人授權中大專業進修學院於上述信用卡支取費用港幣  
I hereby authorise CUSCS to charge the credit card above for a 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: \_\_\_\_\_)

\_\_\_\_\_  
Head of Registry Services

\_\_\_\_\_  
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／銀行本票  
如用支票/銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同本表格一併遞交。
  - (ii) 快速支付系統「轉數快」  
申請人可使用「轉數快」轉賬 \*（詳情請參閱個別銀行的指引）。請於「收款人提示訊息」/「備註」欄位填上聯絡電話及課程編號。完成轉賬後將「確認」/「完成轉賬」紀錄（必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及收款人提示訊息/備註）連同本表格一併以電郵方式傳送至報名中心（scs-enrol@cuhk.edu.hk）作核實。\*轉數快識別碼：160565636 或轉數快電郵地址：payment@scs.cuhk.edu.hk
  - (iii) 易辦事／支付寶香港／微信支付／八達通  
本院報名中心設有易辦事、支付寶香港、微信支付及八達通繳費服務。
  - (iv) Visa／萬事達卡付款  
請於本表格內填寫持卡人姓名、信用卡號碼、發卡銀行、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 / 2209-0260  
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 Methods :
  - (i) Cheque/Bank Draft  
Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
  - (ii) Faster Payment System (FPS)  
Payment can be made via FPS\* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and course code(s) in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount, payment date, reference number and message to payee/notes/remarks) should be sent together with this form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification. \*FPS ID: 160565636 or Email address for FPS: payment@scs.cuhk.edu.hk
  - (iii) EPS/AlipayHK/WeChat Pay/ Octopus  
EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
  - (iv) Payment by Visa/Master Card  
This form should include the card holder's name, card number, card issuing bank, 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 / 2209-0260  
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.