



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 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

信用卡號碼 Card No. 發卡銀行 Card Issuing Bank

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

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／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（必須附有人賬戶口、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。
8. 如有查詢，請與本院教務組聯絡：
電話：2209-0260 / 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) 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.
8. For enquiries, you can contact the Registry by:
Phone: 2209-0260 / 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.