



## 申請「結業證書」須知

1. 申請人修畢任何遙距課程(定義為不少於百分之七十的習作取得合格成績)或短期課程(上課次數不少於百分之七十者及考試合格)可向本院申請結業證書。
2. 每份結業證書之收費為港幣五十元正。
3. 每份表格只供申請一項課程之用。如申請超過一項課程之結業證書，請分別填寫申請表格。
4. 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結業證書予申請人。
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。
8. 如有查詢，請與本院教務組聯絡：  
電話：2209-0275 / 2209-0260 / 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 Completion

1. A Certificate of Completion is issued on written request upon completion of Distance Education Course (should have passed at least 70% of the total number of assignments as required by each course) or General Course (should have an attendance of not less than 70% and pass the requisite examinations).
2. Fees per copy should be \$50.
3. Fill in separate forms if you want to apply for Certificate of Completion of more than one Distance Education Course or General Course.
4. All applications will be processed from 10 working days after the course completion date. The Certificate of Completion will normally be issued to applicant \*within 14 working days from the date of receipt of the completed application form and payment.
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: 2209-0275 / 2209-0260 / 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.