



**由短期課程轉讀指定之學歷課程申請表格**  
**Application Form for Transfer of General Course to Designated Award-bearing Programme**

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.

已修讀之短期課程 <b>Completed                  General                  Course(s)*</b>	(1) 課程編號 Course Code:  課程名稱 Course Title:  ----- (2) 課程編號 Course Code:  課程名稱 Course Title:  ----- (3) 課程編號 Course Code:  課程名稱 Course Title:  ----- (4) 課程編號 Course Code:  課程名稱 Course Title:	申請轉讀之學歷課程 <b>Award Bearing                  Programme Applied for                  Transfer</b>	課程編號 Programme Code:          課程名稱 Programme Title:
課程完結日期 (MM/YY) <b>Completion Date                  of Course(s)*</b>	(1)  (2)  (3)  (4)	預計畢業日期 (MM/YY) <b>Expected Date of                  Graduation</b>	

\*註: 如申請超過 4 個短期課程, 請分別填寫申請表格。  
 Remarks: Fill in separate form if you want to apply more than four courses.

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

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



**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**

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

Programme Team has followed-up with the following items 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 programme concerned

Yes

No

3. The applicant has completed not more than 50% of the total number of contact hours of the programme concerned ( \_\_ out of \_\_ contact hours).

Yes

No

4. This applicant studied the first GC in \_\_\_\_\_ (MM/YY) and is expected to complete the programme in \_\_\_\_\_ (MM/YY). The maximum period of study for this programme is \_\_\_\_\_ year(s).

5. Others:

\_\_\_\_\_

Verified by \_\_\_\_\_ (Name) \_\_\_\_\_ (Title) \_\_\_\_\_ (Date)

Recommend the transfer of GC to designated ABP

Not recommend the transfer of GC to designated ABP

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「由短期課程轉讀指定之學歷課程」須知**

1. 申請人必須於已修讀該學歷課程不多於一半之總學時前遞交申請予本院批核。同時，此申請亦須於達到總學時50%以上的相關科目開課前遞交。如該科目已開課，申請則不獲批准。
2. 所有及格之短期課程只可轉讀一個學歷課程。
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. 批核有關申請視乎該課程開辦與否而定。本院有權作出最後決定。
6. 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。
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：2209-0235 / 2209-0478 / 2209-0275  
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。

### **Notes for “Application for Transfer of General Course (GC) to Designated Award-bearing Programme (ABP)”**

1. Applications should be submitted to the School for approval after studying not more than 50% of the total number of contact hours of the designated ABP. Also, application should be made before the commencement of the module that leads to the completion of more than 50% of the total number of contact hours of the programme concerned. Transfer of GC to ABP is NOT allowed after the commencement of the module.
2. All passed GC(s) could be transferred to one ABP only.
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. Approval of application is subject to the offering of programme concerned. The School reserves the right to make the final decision.
6. 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."
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: 2209-0235 / 2209-0478 / 2209-0275  
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.