



申請學業證明文件

APPLICATION FOR ACADEMIC DOCUMENTS

(申請人請以正楷填寫本申請表。The application form should be completed by applicant in BLOCK LETTERS.)

I. DETAILS OF APPLICANT 申請人資料

稱銜* 先生/太太/女士/小姐 Title*: Mr/Mrs/Ms/Miss	姓名(英文) Name (English):	(中文) (Chinese):
入讀年份: Year of Admission:	畢業年份/離校年份: Year of Graduate/Leaving:	香港身分證號碼: HK ID Card No.:
日間聯絡電話 Day-time Contact Tel No.:	電郵: Email:	

II. APPLICATION DETAILS 申請詳情

本人欲申請以下之學業證明文件 (請在欲申請的項目加上“√”號):

I would like to apply for the following academic documents (Please put a “√” to select the items applying for):

(每份證明文件收費為港幣\$25 元。 A fee of HK\$25 per copy is payable for each document.)

項目 Items	數量 Quantity	金額 Amount (HKD)
<input type="checkbox"/> 畢業證書 Graduation Certificate		
<input type="checkbox"/> 成績報告表 Transcript of Studies		
<input type="checkbox"/> 核證副本 Certified True Copy (<input type="checkbox"/> 成績表 Report Card / <input type="checkbox"/> 畢業證明書 Graduation Certificate / <input type="checkbox"/> 就學證明書 Testimonial) (請註明年份 please specify the year: _____)		
<input type="checkbox"/> 推薦信 Reference Letter		
<input type="checkbox"/> 學歷驗證 Education Qualification Verification		
<input type="checkbox"/> 其他 Other (請註明 please specify): _____		
總金額 Total Amount:		HK\$

申請目的 Purpose of Request :		
<input type="checkbox"/> 申請入學課程 Programme Admission	<input type="checkbox"/> 申請職位 Job Application	<input type="checkbox"/> 個人紀錄 Personal Record
<input type="checkbox"/> 申請簽證 Visa Application	<input type="checkbox"/> 其他, 請註明 Others, please specify: _____	

III. COLLECTION OF ACADEMIC DOCUMENT(S) 領取學業證明文件

領取方法 Method of Collection	
<input type="checkbox"/> 由本人親身前來領取 To be collected by myself in person	<input type="checkbox"/> 請直接電郵到相關院校/僱主 Please email to relevant institution/employer 電郵地址 Email Address: _____
<input type="checkbox"/> 以*平郵/掛號方式郵寄 (*本港/國際) By *ordinary/Registered post (*Local/ International) (郵費由收件人支付) (to bill the addressee for postage when) 郵寄地址: _____	<input type="checkbox"/> 由受托人領取 To be collected by an authorized person 受托人姓名 Authorized person's name: _____ 受托人身份證號碼 Authorized person's ID card number: _____
<input type="checkbox"/> 其他: _____	

IV. DECLARATION 聲明

<input type="checkbox"/> 隨表已附上銀行繳費收條正本 / 銀行轉賬收條正本。 Enclosed please find original payment receipt / original transferral receipt.
<input type="checkbox"/> 我已仔細閱讀此申請表背頁(第2頁)的「申請學業證明文件須知」及依循所有申請程序。 I have carefully read the “Important Notes for Application for Academic Documents” on page 2 of the application form and followed all the procedures.

申請人簽署 Signature of Applicant

日期 Date

備註 Remarks :

 請在適當空格內填上√號 Please tick as appropriate.

* 請將不適用者刪去。 Please delete whichever is inappropriate.



申請學業證明文件須知 Important Notes for Application for Academic Documents

1. 申請表格各欄必須清楚填妥，申請人必須先繳交費用，申請方獲處理。

Application will be processed upon receipt of the completed application form and payment.

2. 所申請之文件一般將於校方收妥表格及費用後 10 個工作天內辦妥。如遇特別情況(如疫情停課、學校假期等)，處理時間可能需要延長。

The application will normally be completed within 10 working days from the date of receipt of the payment. During special occasion (e.g. school suspension, school holiday), additional processing time is likely to be extended.

3. 每份證明文件收費為港幣\$25 元。

A fee of HK\$25 per copy is payable for document.

4. 付款方法：請將款項存入上海商業銀行

戶口名稱：「保良局李城璧中學法團校董會」

戶口號碼：025-333-82-09692-6

Payment Methods: Deposit to the following bank accounts in Shanghai Commercial Bank

Account Name: "The Incorporated Management Committee of Po Leung Kuk Lee Shing Pik College"

Account No.: 025-333-82-09692-6

- a. 於銀行以現金付款：申請人可到任何一間上海商業銀行繳交費用。

Payment by Cash at bank : Applicants can obtain a payment slip from any branch of Shanghai Commercial Bank and make cash payment.

- b. 銀行自動櫃員機付款：申請人可於各上海商業銀行屬下的自動櫃員機轉賬費用到上述戶口。

Payment by ATM : Applicants can pay through ATMs of Shanghai Commercial Bank by transferring the amount to Shanghai Commercial Bank.

5. **注意：轉賬收條正本須連同申請表一併交回校務處(G/F)，校方才正式開始處理申請。**

Attention : Application will be processed upon receipt of the completed application form with original transferal receipt. Please submit all relative documents to the General Office (G/F).

6. 如欲授權其他人士代為領取學業證明文件，受托人於校務處(G/F)領取文件時，必須攜同申請人之身分證副本及受托人之身分證，以作核對及記錄之用。如受托人未能出示以上 2 項文件，教務處將拒絕把申請人之學業證明文件發給受托人。

If you wish to authorize another person to collect the academic document(s) on your behalf, your representative is required to bring along a photocopy of your HKID card and HKID card of your representative for verification and record purpose at the Student Records Service Desk of Information Centre. The Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents during collection.