



可立中學(嗇色園主辦)

Ho Lap College (Sponsored by Sik Sik Yuen)



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畢業生/離校生申請學業證明文件

GRADUATE'S / LEAVER'S 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. 申請人資料 DETAILS OF APPLICANT

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 Graduation/Leaving:	畢業/離校就讀班別: Form and Class at Graduation/Leaving:
香港身份證號碼: HK ID Card No.:	日間聯絡電話: Day-time Contact Tel No.:	
電郵: Email:		

II. 申請詳情 APPLICATION DETAILS

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 item(s) applying for):

(每份證明文件收費為港幣 30 元。 A fee of HK\$30 per copy is payable for each document.)

項目 Items	數量 Quantity	金額 Amount
<input type="checkbox"/> 畢業證明/就學證明書 Testimonial		
<input type="checkbox"/> 成績表核證副本 Report Card Certified True Copy (年級 Level: _____)		
<input type="checkbox"/> 其他, 請註明 Others, please specify: _____		
總金額 Total Amount:		
申請目的 Purpose of Application:		
<input type="checkbox"/> 申請入學課程 Programme Admission 請註明 please specify: _____	<input type="checkbox"/> 申請職位 Job Application 請註明 please specify: _____	<input type="checkbox"/> 遺失補領 Reissuance due to Loss
<input type="checkbox"/> 申請簽證 Visa Application	<input type="checkbox"/> 其他, 請註明 Others, please specify: _____	

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

<input type="checkbox"/> 由本人親身前來領取 To be collected by myself in person
<input type="checkbox"/> 直接電郵到相關院校/僱主 To email to relevant institution/employer (請細閱第三頁申請學業證明文件須知第5點 Please read point 5 in the Important Notes for Application for Academic Documents on P.3) 院校/僱主名稱 Name of institution/employer: _____
電郵: Email:
<input type="checkbox"/> 由受托人領取 To be collected by an authorized person (請細閱第三頁申請學業證明文件須知第6點 Please read point 6 in the Important Notes for Application for Academic Documents on P.3)

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 if inapplicable.

IV. 付款方式 PAYMENT METHOD

現金 Cash

支票 Cheque (銀行名稱 Bank Name : _____ 支票編號 Cheque no.: _____)
(請細閱第三頁申請學業證明文件須知第7點 Please read point 7 in the Important Notes for Application for Academic Documents on P.3)

V. 聲明 DECLARATION

本人已仔細閱讀此申請表第 3-4 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 pages 3 to 4 of the application form and followed all the procedures.

申請人簽署 Signature of Applicant: _____ 日期 Date: _____

就以上之申請，校方決定 Concerning the above application, it is decided that permission is

批准 allowed

不予批准 not allowed.

校長簽署 Signature of Principal : _____ 日期 Date : _____

本人確認已補領學業證明文件。 I acknowledge receipt of the Academic Document(s).

領取人姓名 Name of Recipient : _____

領取人簽收 Signature of Recipient : _____ 日期 Date : _____

負責職員 Name of Staff : _____

申請學業證明文件須知

Important Notes for Application for Academic Documents

1. 交表時間：星期一至五(上午九時至下午四時)；星期六(上午九時至下午十二時)
Submission Time: Monday to Friday (9 a.m. – 4 p.m.) ; Saturday (9 a.m. – 12 p.m.)
2. 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。已繳交了費用一律不設退款。
Application will be processed upon receipt of the completed application form and payment. All fees paid are non-refundable.
3. 所有申請之文件一般將於校方收妥表格、所需文件及費用後 10 個工作天內辦妥。如遇特別情況(如停課、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 application form, supporting document and payment. During special occasion (e.g. school suspension, school holiday), additional processing time is likely to be extended.
4. 每份證明文件收費為港幣30元。
A fee of HK\$30 per copy is payable for each document.
5. 如欲申請本校直接電郵學業證明到相關院校/僱主，親身到校遞交申請表時必須出示香港身份證以作核實身份。如以郵寄形式遞交申請，必須於郵寄時附上申請人之香港身份證副本。
If the applicant wishes to apply for the school to directly email academic proof to the relevant institutions/employers, they must present their Hong Kong Identity Card in person when submitting the application form for identity verification. If the application is submitted via mail, a photocopy of the applicant's Hong Kong Identity Card must be attached to the mail.
6. 如欲授權其他人士代為領取學業證明文件，受托人領取文件時必須攜同由申請人簽署的授權書（具有受托人姓名及身份證號碼）、申請人之身份證副本及受托人之身份證/護照，以作核對及記錄之用。如受托人未能出示以上全部三項文件，本校將拒絕把申請人之學業證明文件發給受托人。
If the applicant wishes to authorize another person to collect the academic document(s) on their behalf, the representative is required to bring along the "Authorization for the Collection of Academic Document(s)" signed by the applicant, a photocopy of the HKID card, and the HKID card/passport of the representative for verification and record purposes at the General Office. The school will withhold the applicant's academic document(s) if the authorized person cannot present all of the above required documents during collection.

7. 遞交方法 Submission Methods

A. 親身到校遞交給校務處 Personally submit to general office

- 填妥(i)申請表，連同(ii)申請費用(現金/#劃線支票)

Complete (i) application form, along with (ii) application fee (cash/crossed cheque).

B. 郵寄遞交 (地址: 九龍新蒲崗爵祿街15號)

Mail submission (Address: 15, Tseuk Luk Street, San Po Kong, Kowloon)

- 填妥(i)申請表，連同(ii)香港身份證副本及 (iii)申請費用 (#劃線支票)，信封面請註明「申請學業證明文件」

Complete (i) application form, along with (ii) a copy of your Hong Kong identity card and (iii) application fee (crossed cheque). Please indicate "Application for Academic Documents" on the envelope.

如以支票付款，支票抬頭請填寫「可立中學(齋色園主辦)法團校董會」，並於支票背面寫上申請人姓名及電話號碼。如支票於郵遞過程中損壞或遺失，本校恕不負責。

In case of using cheque payment, the application fee (crossed cheque) should be payable to "The IMC of Ho Lap College (Sponsored by the Sik Sik Yuen)". Please write your name, contact number on the back of your cheque. The school should not be held responsible for any loss or damage of the documents during postal delivery.

8. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。

Failure to provide complete and accurate information in this form may result in being unable to process the application.

9. 如在遞交此表格後要查正資料，請聯絡校務處(電郵: hlc-mail@holap.edu.hk)。

Request for access or correction of personal data after submitting this form should be made in writing to General Office at hlc-mail@holap.edu.hk.

授權領取學業證明文件

Authorization for the Collection of Academic Documents

本表格只需經由受托人於代領申請人之學業證明文件時提交，並無需於申請學業證明文件時一併遞交。

This form is to be presented by the authorized person when collecting applicant's academic document(s). There is NO NEED to attach this to the application form.

致： 可立中學 (嗇色園主辦)

To: Ho Lap College (Sponsored by Sik Sik Yuen)

由於本人未能親身前來領取學業證明文件，本人 _____
(香港身份證號碼 _____) 欲委托 _____ 先生 / 女士 / 小姐*
(香港身份證號碼 / 護照號碼* _____) 代為領取有關本人的學業證明文件。

Since I cannot collect the academic document(s) in person, I, _____
(HKID No. _____) would like to authorize _____
Mr/Ms/Miss* (HKID No./Passport No*: _____) to collect the academic document(s)
on my behalf.

* 請刪去不適用者。 *Please delete if inapplicable.*

申請人簽署 Signature of Applicant : _____ 日期 Date : _____

重要事項

Important Notes:

當領取學業證明文件時，受托人必須出示及提交以下有關文件以作核對/記錄

The authorized person must produce the following documents for verification/record when collecting the academic document(s):

- (i) 經申請人所填寫及簽署之“授權領取學業證明文件”表格
"Authorization for the Collection of Academic Documents" signed by the applicant;
- (ii) 申請人之香港身份證副本
A photocopy of applicant's HKID card; and
- (iii) 受托人之香港身份證/護照
HKID card/passport of the authorized person

如受托人未能出示及提交以上所述之文件以作核對及記錄，本校將拒絕把申請人之學業證明文件發給該受托人。

The school will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents for verification and record during collection.