



申請學業證明文件程序 / 須知

Procedures / Important Notes for Application for Academic Documents

1. 請填妥本表格之第一至第四部分，並交回香港能仁專上學院教務處。
Please complete Sections I to IV of the attached form and return the form to **the Registry of Hong Kong Nang Yan College of Higher Education**.
2. 申請人必須填妥表格，並繳交申請費用，此申請方獲處理。如申請人仍未繳清拖欠學院的各種費用，學院將不會發出任何學業證明文件，請無需申請。
Application will be processed upon receipt of the completed application form and payment. If there are still outstanding payments, the College will withhold the issuance of academic document(s). Applicants of this category need not apply.
3. 所申請之文件將於收妥表格後七個工作天內辦妥。若申請者以郵寄方式交回表格或收取學業證明文件，請個別預留約三個工作天郵遞時間。逾期仍未收到文件，可致電 3996 1000/3996 1001 查詢。
The application will be completed within 7 working days from the date of receipt. Please allow about 3 more working days for postal delivery. Please call 3996 1000/3996 1001 to enquire about the progress if the document is not received on time.
4. 如欲授權其他人士代為領取文件，授托人於香港能仁專上學院教務處領取文件時，必須攜同以下文件：
 - ◆ 由申請人簽署的授權書(內附樣本)；
 - ◆ 申請人之學生證或身分證副本；及
 - ◆ 授托人之身分證/護照，以作核對及記錄之用。

如授托人未能出示以上全部三項文件，教務處將拒絕把申請人之學業證明文件發給授托人。

If you wish to authorize another person to collect the document(s) on your behalf, your representative is required to provide the following documents when collecting the academic document(s) at the Registry:

 - ◆ "Authorization for the Collection of Academic Document(s)" signed by you (A sample is attached);
 - ◆ A photocopy of your Student ID/HKID card; and
 - ◆ HKID card/passport of your representative for verification and record purpose.

Registry will withhold the applicant's academic document(s) if the authorized person cannot produce all the above required documents during collection.
5. 選擇郵寄方式收取文件，請聲明並清楚填寫附頁之地址表。如有郵遞失誤，教務處恕不負責。
For mail dispatch, please complete the attached address slip. The Registry bears no responsibility for any loss or damage of the document(s) during postal delivery.
6. 如申請人未能及早通知更改領取學業證明文件方法，如有文件遺失，教務處恕不負責。
The Registry bears no responsibility for any loss of academic document(s) during collection if no prior notice for change of method of collection is received.

填寫於此表格的個人資料將獲嚴格保密，提供的資料只限與本申請相關之用途。

Personal data provided on this form will be treated strictly confidential and will be used by NYC for the purpose as stated in this application.



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

申請學業證明文件
APPLICATION FOR ACADEMIC DOCUMENTS

填寫本表格前，請先參閱附頁的程序/須知。

Please read the procedures/ important notes attached before completing this form.

所有部分均須由申請人以正楷填寫 (All parts to be completed by applicant in BLOCK LETTERS)

甲部 個人資料

SECTION I PERSONAL PARTICULARS

學生姓名 Student Name (*先生 Mr / 太太 Mrs / 女士 Ms)

英文

中文 (如適用)

English: _____

Chinese (if applicable): _____

姓 Surname

名 Other Names

學生編號

香港身分證號碼

Student No.: _____

HK ID Card No.: _____

聯絡電話號碼及電郵 Contact Telephone Number & Email

日間

晚間

Day-time: _____

Night-time: _____

手提電話

電郵

Mobile Phone: _____

Email: _____

* 請刪去不適用者。 Please delete as appropriate.

乙部 申請詳情

SECTION II APPLICATION DETAILS

本人欲申請以下之學業證明文件 (可選擇多項):

I would like to apply for the following academic documents (you may choose more than one kind of the documents):

請在適當空格內填上✓ 號 (Please tick as appropriate)

| | 數量 No. of Copies |
|---|---------------------|
| <input type="checkbox"/> 成績報告表 (包括曾修讀的各科成績) Transcript (for results of all studied subjects) | _____ |
| <input type="checkbox"/> 就學證明書 (證明曾於本校就讀, 不會列出各科成績) Testimonial (certifies the qualification(s) awarded to you by the College) | _____ |
| <input type="checkbox"/> 核證副本 請列明: Certified True Copy Please Specify: _____ (請攜同正本方能處理 Please present your original copy for processing) | _____ |
| <input type="checkbox"/> 其他 (請列明: _____) Others (Please Specify: _____) | _____ |

(July 2023)



乙部 (延續)

SECTION II (CONT'D)

有關課程及年級資料 Information on programme and year of study

課程名稱及編號

Programme Title/ Programme Code : _____

主修科目

Major Subject/Main Study : _____

副修科目 (如適用)

Minor Subject (if applicable) : _____

入學年份

Year of Admission : _____ 現就讀年級(如適用)
Year of Study (if applicable): _____

畢業年份

Year of Graduation : _____

申請目的(請在適當的空格內填上 ✓ 號) Purpose of Request (Please tick as appropriate):

申請入學課程 Programme Admission 申請職位 Job Application

個人紀錄 Personal Record 其他, 請註明: Others, please specify: _____

丙部 領取學業證明文件

SECTION III COLLECTION OF ACADEMIC DOCUMENT(S)

領取方法 (請在適當的空格內填上 ✓ 號)

Method of Collection (Please tick as appropriate)

由本人親身前來領取

To be collected by myself in person.

由授托人領取 (授托人必須攜同所有有關證明文件 [詳列於“申請學業證明文件程序/須知”第四點] 才獲准領取學業證明文件。)

To be collected by an authorized person. (The authorized person must bring along all the required documents indicated in paragraph 4 of the "Procedures/Important Notes for Application for Academic Documents" before collection of academic document(s).)

請郵寄學業證明文件 (請填寫附頁之地址表)

Please send the document(s) by mail. (Please fill in the attached address slip.)



丁部 聲明

SECTION IV DECLARATION

1. 隨表已附上 (請在適當的空格內填上 ✓ 號)

Enclosed please find the following: (Please tick as appropriate)

- 地址表 (以郵寄方式收取學業證明文件)

Address slip (for postal delivery of academic document)

2. 本人明白 I understand

- (i) 選擇郵寄學業證明文件，如有郵遞失誤，教務處恕不負責。

For mail dispatch of academic document, the Registry bears no responsibility for any loss or damage of the document(s) during postal delivery.

- (ii) 如欲授權其他人士代為領取文件，授托人於香港能仁專上學院教務處領取文件時，必須攜同以下文件：

If I wish to authorize another person to collect the document(s) on my behalf, my representative is required to provide the following documents when collecting the academic document(s) at the Registry:

- ◆ 由本人簽署的授權書；
"Authorization for the Collection of Academic Document(s)" signed by me;
- ◆ 本人之學生證或身分證副本；及
A photocopy of my student card/HKID card; and
- ◆ 授托人之身分證/護照，以作核對及記錄之用。
HKID card/passport of my representative for verification and record purpose.

如授托人未能出示以上全部三項文件，教務處將拒絕把本人之學業證明文件發給授托人。

The Registry will withhold my academic document(s) if the authorized person cannot provide all the above required documents during collection.

- (iii) 如本人未能及早通知更改領取方法，教務處恕不為任何文件遺失負責。

The Registry bears no responsibility for any loss of academic document(s) during collection if no prior notice for change of method of collection is received.

- (iv) 所有申請文件將於收妥表格後七個工作天內辦妥。如以郵寄方式寄回表格或收取學業證明文件，請預留約三個工作天作郵遞時間。

The application will be completed within 7 working days from the date of receipt. Please allow about 3 more working days for postal delivery.

申請人簽署 Signature of Applicant

日期 Date



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

成部 教務處專用
SECTION V FOR REGISTRY USE

Document(s) prepared by: _____ on _____

Document(s) sent on _____

領取學業證明文件

COLLECTION OF ACADEMIC DOCUMENT(S)

茲證明本人收到第二部分之學業證明文件

I acknowledgement receipt of the academic document(s) as stated in Section II

領取人姓名 Signature of Recipient

領取人簽署 Signature of Recipient

日期 Date



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

地址表

Address Slip

致

To:

收件人/公司/機構名稱*:

Name of Recipient/Company/Institute*: _____

地址

Address: _____

* 如申請人需要透過本校直接郵寄學歷文件至其他收件人，申請人必須繳交 100 元行政費、所需郵費及填寫下列部分以便處理：

Applicants who wish the College to send their academic document(s) directly to other parties by ordinary mail are required to pay \$100 administration fee plus the postage fee required by Hongkong Post and complete the following section:

學院現附上(申請人姓名)之學業證明文件以作為其申請下列事項用途：(請在適當的空格內填上 ✓ 號)

The enclosed Academic Document(s) is/are sent at the request of (Applicant's name) who is applying for:
(Please tick as appropriate)

- 入學課程 Programme Admission 職位 Jobs 簽證 Visa/Permit
 學歷評審 Academic Qualification Assessment 其他：Others: _____

發件人：香港能仁專上學院

教務處

香港九龍深水埗荔枝角道三二五至三二九號

Sent by: Registry

Hong Kong Nang Yan College of Higher Education

325-329 Lai Chi Kok Road, Shamshuipo, Kowloon, Hong Kong

日期

Date: _____

(July 2023)



香港能仁專上學院
Hong Kong Nang Yan College
of Higher Education

授權領取學業證明文件*

Authorization for the Collection of Academic Document(s)*

* 本表格只需經由授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 provided by the authorized person when collecting applicant's academic document(s).
There is **NO NEED** to attach this to the application form.

To: The Registry

Hong Kong Nang Yan College of Higher Education

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

致： 教務處

香港能仁專上學院

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

申請人簽名

Applicant's Signature : _____

申請人姓名

Applicant's Name : _____

香港身分證號碼/學生證號碼

HKID Card No./Student Card No : _____

日期

Date : _____



重要事項 Important Notes:

當領取學業證明文件時，授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 provide 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 Document(s)" signed by the applicant;
- (ii) 申請人之香港身分證/學生證副本
A photocopy of applicant's Student ID/HKID card; and
- (iii) 授托人之香港身分證/護照
HKID card/passport of the authorized person

如授托人未能出示及提交以上所述之文件以作核對及記錄，教務處將拒絕把申請人之學業證明文件發給該授托人。
The Registry will withhold the applicant's academic document(s) if the authorized person cannot provide all the above required documents for verification and record during collection.