



補發成績單申請表格
Application Form for Re-issuance of Transcript

注意事項：填表前請參閱注意事項

Notes: Please read the Notes overleaf before filling out this form.

課程編號 Course Code			
課程名稱 Course Name			
補發成績單 Results slip applied for	學年 Academic Year	(/)	學期 Semester

申請人英文姓名
Name of Applicant (in English) _____ (Mr./Mrs./Miss/Ms.)*

中文姓名
(In Chinese) _____ (先生/女士/小姐)*

學號
Student ID. _____ (全日制 或 兼讀制)

身份證號碼#
HKID No. # _____

通訊地址
Correspondence Address _____

_____ (香港/九龍/新界)*
_____ (H.K. / KLN / N.T.)*

聯絡電話 Contact No.	手提電話 Mobile	住宅 Home	辦事處 Office
傳真號碼 Fax No.	電郵地址 E-mail address		

費用 Amount HK \$50.00 per copy

申請人簽署 Applicant's Signature : _____ 日期 Date : _____

#香港身份證號碼用作核對申請人之身份。

#The HKID No. is for verification of the applicant's identity.

*請刪去不適用者。

*Please delete if inappropriate.

本院專用 For Official Use

收表日期 Admin received on _____ 收表人 Received By: _____

經辦人 Screened By: _____ 審批人 Approved By: _____

處理人 Handled By : _____ 日期 Date : _____

會計專用 A/C: _____

申請「補發成績單」注意事項：

1. 本院待收到填妥之申請表格及有關費用後，方可處理台端之申請。所有申請大致可於十四個工作天內辦妥。
2. 每份成績單之收費為港幣五十元正。
3. 請把填妥表格，劃線支票資料交回或郵寄至本校於「九龍尖沙咀梳士巴利道41號6樓」之辦事處。
4. 支票付款：申請人可郵寄劃線支票或銀行本票到本院，抬頭為『香港基督教青年會』。
5. 如有查詢，請與本院入學及註冊組聯絡：
電話：2268-7733
傳真：2268-7797
電郵：info@ymcahkcollege.edu.hk
6. 收集個人資料聲明：申請人在本表上所提供之個人資料，本院只作補發成績單之用。

Notes on Application for Reissuance of Results Slip

1. Applications will be processed upon receipt of the completed application form and payment. The application process will normally take 14 working days.
2. Fees **per copy** should be \$50.
3. Fill in all the required information on the application form. Return the form with cheque to the General Office at "6/F, 41 Salisbury Road, Tsim Sha Tsui, Kowloon."
4. Payment by Cheque : Applicants may send a crossed cheque or bank draft made payable to **"YMCA of Hong Kong"**.
5. For enquiries, you can contact us by:
Tel. No.: 2268-7733
Fax No.: 2268-7797
E-mail address: info@ymcahkcollege.edu.hk
6. Personal Information Collection Statement:
The personal data provided on this form will be used by the YMCA College of Continuing Education for the purpose of processing this application only.