



## 申請學歷證明書須知 Notes for Application for Reference Letter

1. 所填報之資料只供處理本項申請用。  
Information will be processed for this application only.
2. 學員若需申請學業成績以外的學歷證明，如：修讀學科語言、課程更改名稱證明等，可申請學歷證明書。  
Student may apply for a Reference Letter for certification of his/her studies at the school other than academic results, for instance, certification for medium of instruction, certification for programme renaming, etc.
3. 每份學歷證明書之申請費用為港幣七十元正\*。  
The application fee of Reference Letter is HK\$70\* per copy.
4. 請附上香港身份證，註冊證或學生證副本。  
This application form should be submitted together with a copy of HKID Card, Registration Slip or Student ID Card.
5. 學員可攜同下列文件親臨本院九龍塘校園中心思齊樓辦事處 尖沙咀中心 東九龍中心或灣仔中心，辦理有關手續或郵寄所需文件至九龍塘聯合道三百二十號建新中心二樓「香港浸會大學持續教育學院學務組」，信封面請註明「申請學歷證明書」：  
This application form can either be submitted in person to Kowloon Tong Campus Centre DLB office, Tsimshatsui Centre, Kowloon East Centre, Wanchai Centre or by mail to "Registry, School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Reference Letter" on the envelope with:
  - 劃線支票(港幣70元正)\*，支票抬頭人寫上「香港浸會大學」，並於支票背頁寫上姓名、註冊 / 學生編號及聯絡電話。現金繳費只適用於親身申請。  
a crossed cheque of HK\$70\* marked payable to "Hong Kong Baptist University". Please write down your name, enrollment / student number and contact telephone number at the back of the cheque. Cash can only be accepted for in-person applications.
6. 學務組將以電郵確認收妥此表格，請填寫電郵地址。  
Registry will acknowledge receipt of this form by email.
7. 學歷證明書可於本院的「九龍塘校園中心思齊樓辦事處」領取或郵寄至學員之通訊地址。領取日期將以電郵或電話通知。  
The Reference Letter can either be collected in person at the Kowloon Tong Campus Centre DLB office or sent by mail. The collection date will be informed by email or by phone.
8. 在一般情況下，學歷證明書將於四星期內發出。如學員選擇於「九龍塘校園中心思齊樓辦事處」領取有關文件，須於領取日期一個月內辦妥。  
Under normal circumstance, the Reference Letter will be issued within 4 weeks. If students choose to collect the relevant documents at the Kowloon Tong Campus Centre DLB Office, they should do so within one month from the collection date.

\*所有費用如有更改，恕不另行通知。 All fees are subject to change without prior notice.