

Appendix C 附錄C

Section A 甲部 Proof of work experience 工作經驗證明

Please tick (✓) the appropriate box below. 請在以下適當的方格內填上✓號。

- Documents to verify my work experience **are not provided / not available**. I understand that if I do not provide the relevant documents, my work experience will not be considered. **[Complete Section A only.]**
本人並無 / 未能提供工作經驗證明。本人明白如無法提供相關證明文件，本人的工作經驗將不獲納入考慮。[只需填寫本表格甲部]
- Documents to verify my work experience **are attached**. **[Please complete Section B or provide proof of the programme's required supervisory/managerial experience.]**
現附上本人的工作經驗證明。[請按課程指定的入學條件，填寫本表格乙部或提交所需的主管 / 管理工作經驗證明文件。]

Signature of applicant 申請人簽名: _____ Date 日期: _____

Name of applicant (in full) 申請人姓名: _____ Identity no. 身份證明文件號碼: _____

Section B 乙部 Sample certifying letter from employer 僱主證明信樣本

(For applicants of programmes with work experience requirements) (只適用於有指定工作經驗的課程的申請人)

Date 日期: _____

Name of organization 機構名稱: _____

Address 地址: _____

To: Admissions & Enrolment Team (Distance Learning), Registry
Hong Kong Metropolitan University

致: 香港都會大學
教務處入學及註冊組 (遙距課程)

Re: Application for registration for _____
申請報讀 (Name of programme requiring certifying letter 要求僱主證明之課程名稱)

This is to certify that _____, whose
謹此證明 (Name of applicant 申請人姓名) 其

identification document no. is _____, is employed by this organization
身份證明文件號碼為 現任職本公司為

as _____ and has been in this position for _____ years and _____ months.
(Position 職位) 其擔任此職已有 年 月。

Yours sincerely,

Signature 簽名: _____

Name 姓名: _____

Position 職位: _____

Organization's chop 機構印鑑: _____