

填寫本表格前，請先參閱「重要事項」。
Please read the 'Important Notes' before completing this Form.

申請補發畢業證書
APPLICATION FOR REPLACEMENT OF CERTIFICATE

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (*先生/女士) 學生編號
 Name (*Mr/Ms): _____ Student No.:

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*請刪去不適用者 Please delete as appropriate

英文 (English) 中文 (Chinese)

聯絡電話 電郵
 Contact Phone No.: _____ Email: _____

申請資料 APPLICATION PARTICULARS

如需要申請補發多於一項學術資格證書，請為每項申請個別填報表格一份：
Please submit separate application for each replacement of certificate:

獲頒授之學術資格
Qualification Awarded: _____

頒授年份
Year of Conferment: _____

補發原因 Reason for replacement (請在適當的空格內填上「✓」。Please tick as appropriate.)
 請提交相關證明文件 (見重要事項的第三項)。Please provide relevant supporting documents (see paragraph 3 of the Important Notes).

- 遺失
Lost of Certificate
- 損毀
Certificate damaged
- 其他，請註明
Others, please specified: _____

繳費資料 PAYMENT INFORMATION

每項學術資格補發證書的費用為港幣八百元正。
The application fee for each replacement certificate is HK\$800.

- 支票/本票付款 (支票抬頭請寫「香港都會大學」) 支票/本票號碼
 By cheque / cashier order (payable to "Hong Kong Metropolitan University") Cheque / Cashier order No.: _____
- 現金付款予財務部(A座三樓)繳費處 (請提供繳費處所發出的收據)
 Cash via Finance Unit Shroff Office (3/F of Block A) (Please provide receipt issued by Finance Unit)

聲明 DECLARATION

本人已細閱載於本表格內的「重要事項」。本人明白包括補發證書在內，本人只可同時間擁有由香港都會大學頒發予本人每項學歷一張的畢業證書，如本人隨後尋回遺失的證書，必須歸還原來已註銷作廢的證書予大學作記錄。本人謹此聲明，此申請表及隨附文件所載一切資料均屬真確，並無遺漏。

I have read carefully the Important Notes on this form. I understand that I can be in possession of only one copy, including the replacement copy, of the degree certificate for each academic qualification awarded by Hong Kong Metropolitan University. If I have recovered the lost certificate after submitting a replacement application or obtaining a replacement certificate, I shall return the recovered certificate to the University for record. I confirm that the information I have provided in this application and the attached document(s) is true and accurate.

簽署 日期
Signature: _____ Date: _____

For Office Use (供本校填寫)

ID SD (PR / NS / DCO / OC) Payment Verified: _____

請翻閱背面
P.T.O.

重要事項 IMPORTANT NOTES

1. 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡教務處學分承認及畢業組或保障資料主任。
The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Advanced Standing & Graduation Team, Registry, or the Data Protection Officer.
2. 大學畢業證書只頒發一次，並無副本。
The degree certificate of the University is a unique document. No duplicate copy will be issued.
3. 證書若損毀或遺失，畢業生可申請補發畢業證書。申請人須遞交申請表格及以下文件至本組：
 - i) 申請人的香港身份證/於大學所登記的個人證件之副本
 - ii) 畢業證書正本（只適用於證書損毀或更改姓名。如申請屬更改姓名，申請人請先向學生紀錄組更新其於大學的姓名登記）
 - iii) 警方報失紀錄/公證書/法定宣誓聲明（只適用於證書遺失），而有關文件內容必須列明以下資料：
 1. 申請人姓名及其香港身份證/在大學所登記的個人證件號碼；及
 2. 所遺失的畢業證書之學術資格名稱及頒授年份；及
 3. 聲明所遺失的畢業證書為香港公開進修學院/香港公開大學/香港都會大學所頒發
 - iv) 繳費收條正本/銀行支票/銀行本票

有關申請將於待所有文件及費用收妥後才處理。處理申請一般須時四個星期。

The degree certificate of the University is a unique document. No duplicate copy will be issued. A graduate can apply for a replacement certificate in case of loss or damage of an original certificate by completing and submitting this form together with:

- i) a copy of his/her HKID/the form of personal ID which has registered with the University
- ii) original certificate (for certificate damaged or name change. If application is due to change of legal name, please contact the Student Records Team for updating the University record before submitting this application)
- iii) police report/notarized statement/declaration administered by Commissioner for Oaths (for lost of certificate) which must include the following information:
 1. the applicant's name and his/ her HKID / personal ID number which has registered with the University; and
 2. the lost certificate's award title and the conferment year; and
 3. that the lost certificate is awarded by The Open Learning Institute of Hong Kong (OLI)/ The Open University of Hong Kong (OUHK)/ Hong Kong Metropolitan University (HKMU)
- iv) original payment receipt/Bank Cheque/Bank Draft

The application for replacement of certificate shall only be processed after all the relevant documents and the application fee have been received. It normally takes 4 weeks' time to process.

4. 補發證書並非原本證書的複製版本，補發版本的形式與現時證書大致相同，由補發當時的大學主管人員簽署並印有“This certificate is reissued on (date)”以註明證書的補發日期。
A replacement certificate is NOT a replica of the original award certificate and shall in general follow the current format of the award certificate with an additional statement “This certificate is reissued on (date).”, and the replacement shall also bear the signatures of the current University officers.
5. 申請人須於補發畢業證書發出後的兩個月內親自領取，領取時必須出示其香港身份證或其於大學登記的身份證明文件之正本。如申請人授權他人代領，受託人須攜同（一）申請人簽署的授權信，（二）申請人之身份證明文件副本及（三）受託人之身份證明/護照（有關資料必須與授權信上所載的相符）之正本以供大學職員核對。另外，逾期未領之補發畢業證書將被銷毀，恕不另行通知。
Applicants must collect within two months of the issuance of the replacement certificate. Applicant is required to collect the Testimonial in person by presenting the HKID / the form of ID you have registered with the University. You may authorize a representative to collect the replacement certificate on your behalf. Your representative is required to bring along (1) the authorization letter signed by you, (2) a copy of your ID, and (3) HKID / passport of your representative that matches with the information on the authorization letter for verification purposes. Uncollected replacement certificate will be destroyed without further notice.
6. 申請人如有疑問，應於遞交申請補發畢業證書之前向學分承認及畢業組作出查詢。已繳交的費用恕不發還。
Applicants are advised to check with the Advanced Standing & Graduation Team before making the application for the replacement of certificate if they are in doubt. The application fee is non-refundable.
7. 如有查詢，請於辦公時間致電 2768 6683 或 2768 6692 或電郵至 reggrad@hkmu.edu.hk 與學分承認及畢業組聯絡。
For enquiries, please contact the Advanced Standing & Graduation Team at 2768 6683 or 2768 6692, or email at reggrad@hkmu.edu.hk.