

重要事項 IMPORTANT NOTES

- 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.
- 畢業生如遺失畢業證書的正本均可申請畢業證明書以証其於本校之畢業紀錄。如畢業生尚持有畢業證書的正本，但因工作、升學等情況而有須要呈交大學官方文件以證明為本校的畢業生，可考慮申請畢業證書的核實副本（畢業生於申請前應向有關機構查詢清楚是否接納該類核實副本作為證明之用）。

Graduates of the University may apply for a Testimonial (Graduation) due to loss of certificate. If a graduate still holds the original of his / her certificate but requires to submit some form of official documents from the University as a proof of graduation for job applications or further studies etc., he/she may consider to apply for certified true copy of the original certificate (graduates should check with the organizations in concern whether certified true copy of certificate is acceptable).
- 畢業證明書為中英對照之大學官方文件，列明畢業生的名字、其於大學所登記的身份證明文件之編號、其畢業課程名稱、有關學位之榮譽等級（如適用）及畢業日期。申請人須填妥此表格連同支票遞交至九龍何文田 A0511 室香港都會大學教務處學分承認及畢業組。

The Testimonial (Graduation) is a bilingual and official document issued by the University which include the graduate's name, his/her ID number as registered with the University, graduation award name, the honours classification for the award (if applicable) and the date of conferment. To apply for the Testimonial, applicants should complete and submit this form together with the application fee (cheque / cashier order or receipt from HKMU Finance Unit) to Advanced Standing & Graduation Team, Hong Kong Metropolitan University, Rm A0511, Ho Man Tin, Kowloon.
- 申請人如有疑問，應於遞交申請及繳交有關費用之前向學分承認及畢業組作出查詢。

Applicants are advised to check with the Advanced Standing & Graduation Team before making the application and the related fee for the Testimonial if in doubt.
- 畢業證明書的申請將待所有文件及費用收妥後才處理，一般須時十個工作天。當畢業證明書準備好後，學分承認及畢業組將會以電話或電郵方式通知申請人領取。

It normally take 10 working days to process the application for Testimonial, counting from the date of receiving the duly completed and signed application form, all the required supporting documents and the fee involved. The applicant will be informed by Advanced Standing & Graduation Team for collection of the Testimonial via phone or email.
- 申請人須於畢業證明書發出後的兩個月內親自領取，領取時必須出示其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，逾期未領之畢業證明書將被銷毀，恕不另行通知。

Applicants must collect within two months of the issuance of the Testimonial. 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 Testimonial 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 Testimonial will be destroyed without further notice.
- 如有查詢，請於辦公時間致電 2768 6683 或 2768 6692 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.