

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

在學證明書申請表

APPLICATION FOR CERTIFICATION OF STUDENT STATUS

個人資料	STUDENT PERSONAL PARTICULARS
姓名 (*先生/女士/博士) Name (*Mr/Ms/Dr): _____	
英文 (English)	中文 (Chinese)
學生編號 Student No.: _____	聯絡電話 Contact Tel.: _____
	流動電話 (Mobile phone)
<p>如你打算更改你在學生紀錄上的聯絡電話，請登入 MyHKMU (My Programme > Student Records > Personal Information > edit phones)進行更改。</p> <p>If you want to update the contact telephone number in your student record, please update via (My Programme > Student Records > Personal Information > edit phones).</p>	

申請在學證明書數量 (份) No. of copies requested for: _____	
[請於適當的方格內加上"✓"號。 Please put a "✓" in the appropriate box(es).]	
<input type="checkbox"/> 證明修讀課程及註冊科目 To certify the programme of study and registered course(s)	
<input type="checkbox"/> 證明修讀課程及現正修讀的科目^ To certify the programme of study and currently studying course(s) ^	
<input type="checkbox"/> 學費證明信 [‡] To certify the tuition fees paid for [‡]	<input type="checkbox"/> 科目: Course(s):
	<input type="checkbox"/> 學期: Term(s):
	<input type="checkbox"/> 所有科目紀錄 Completed record
證明信將: Letter(s) of Certification will be	<input type="checkbox"/> 郵寄至學生紀錄中的地址 Mailed to the correspondence address according to the student's records
	<input type="checkbox"/> 由學生本人或委託人到取 [#] Collected by the student in person; or by an authorized representative [#]

* 請刪去不適用者

^ 豁免繳交費用

‡ 已獲批大學學費資助的科目除外

如由委託人到取，請出示：

1. 附有申請人簽署的授權書，
2. 申請人的學生證／香港身分證副本及
3. 委託人的香港身分證／護照
(出示的證件號碼需與授權書所述的相同)

* Please delete as appropriate

^ Waiver of the handling fee

‡ Except course(s) is/are financed by the university financial assistance

Present the followings if collected by an authorized person:

1. an authorization letter signed by the applicant,
2. a copy of the applicant's student ID / HKID card, and
3. HKID card / passport of the authorized person
(the number of the identification document presented should match with the document no. specified in the authorization letter)

聲明 DECLARATION

本人已閱畢列載於表格的「重要事項」及今期學生手冊的有關部分，並同意遵守該等規例。

I have read the Important Notes of this form and the relevant section in the current *Student Handbook*. I agree to conform to the related Regulations.

學生簽署：

Signature of Student: _____

日期：

Date: _____

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 Data Protection Officer.
2. 所有註冊學生均可隨時申請在學證明書。
All registered students may apply for certification of student status at any time.
3. 每份收費為港幣五十元，所繳費用不會退還。學生如申請證明修讀課程及現正修讀的科目，可獲豁免繳交相關費用。
A handling fee of HK\$50 per copy will be charged. The fee paid will NOT be refunded. Student who applied for a letter of certification to certify the programme of study and currently studying course(s) will be given a waiver of the handling fee.
4. 處理在學證明書申請需時約 10 個工作天。如你在 10 個工作天後還未收到本處的消息，請致電 2768 6623 與學生紀錄組聯絡。選擇親自領取或由委托人代取的同學在收到通知電郵後，請到大學本部 A0511 室教務處領取。
Please allow about 10 working days for processing the application of letter of certification. If you do not hear from us after 10 working days, please contact the Student Records Team at 2768 6623. If the certification(s) of student status is/are collected by the student in person or by an authorized representative, please collect the certification(s) of student status at Registry, Room A0511, main campus, upon receipt of our notification email.
5. 將填妥的表格連同抬頭「香港都會大學」的支票/銀行本票，交回教務處學生紀錄組。郵寄地址：香港九龍何文田香港都會大學 A0511 室教務處學生紀錄組。
遞交地點：同上。(辦公時間：星期一至星期五上午九時至下午五時四十分，公眾假期除外。辦公時間外可將表格放入設在同樓層的教務處收集箱。)
Submit the completed form together with a cheque/cashier order payable to 'Hong Kong Metropolitan University', to the Student Records Team of the Registry by mail or in person.
Address by Mail: Student Records Team, Registry, A0511, Hong Kong Metropolitan University, Homantin, Kowloon.
Submit in person: Location same as above. (Office hours: Monday to Friday: 9am to 5:40pm except public holidays. Application forms can be put in the Collection Box outside A0511 outside office hours.)