

**APPLICATION FOR CERTIFICATION OF TRUE COPIES
(for students registered under Credit Accumulation Mechanism)**

Please read the instructions below before completing this form

Personal Particulars (* Please delete as appropriate)

Name (Surname first)

Name in Chinese Student card no. C

HKID Card/
Passport No*

Correspondence Address _____

(Fill in only if different from your record under the Credit Accumulation Mechanism)

Contact telephone no. Home Office Mobile/Pager

INSTRUCTIONS TO APPLICANTS

- (i) Certification on copies of Examination Result Notification, Continuing Education (CE) Certification and award parchment is provided for students or graduates of the Credit Accumulation Mechanism of The Hong Kong Polytechnic University.
- (ii) Please present this application form, the originals and copies of documents to be certified and your Hong Kong Identity Card in person to the Centre Office. If you authorise another person to submit the application or to collect the originals and copies of certified documents on your behalf, please provide a letter of authorisation and a copy of your HKID. Your HKID copy will be destroyed after the processing of the certification.

CENTRE OFFICE

Management and Executive Development Centre
QR702, 7/F, Professional Complex, The Hong Kong Polytechnic University,
Hung Hom, Kowloon.
Tel. no: 3400 2773

OFFICE HOURS	
Mondays to Friday*	9:00 am – 12:45 pm and 2:00 pm – 5:30 pm
Saturdays	9:00 am – 12:00 noon
Sunday and public holidays	closed

FOR OFFICE USE ONLY	
Application received on	_____
HKID Card checked by	_____ Date _____
True copies certified by	_____ Date _____

**申請學歷文件核證
(學分累積制的註冊學生適用)**

填寫本表格前請細閱以下的申請人須知

個人資料 (* 請刪去不適用選項)

英文姓名 (姓氏先行)

中文姓名 持續進修學生證號碼 C

香港身份證 / 護照號碼*

通訊地址 _____

(如通訊地址沒有更改, 則不須填寫此欄)

聯絡電話

住宅 辦公室 手提電話 / 傳呼號碼

申請人須知

- (i) 香港理工大學的學分累積制學員或畢業生可遞交申請, 要求中心核證其考試成績單、進修證明書及畢業證書。
- (ii) 請將填妥的申請表、申請核證的學歷文件正副本、以及你的香港身份證親身交回學院辦公室。若你委託他人遞交申請或代領已核證的學歷文件的正副本, 代領人必須在領取文件時出示授權書及身份證副本。你的身份證副本會在辦理手續完成後立刻被銷毀。

中心辦公室

企業經管人才發展中心
九龍紅磡香港理工大學專業大樓七樓 QR702室
電話: 3400 2773

辦公時間	
星期一至五	上午 9 時至下午 12 時 45 分 下午 2 時至下午 5 時 30 分
星期六	上午 9 時至中午 12 時
星期日及公眾假期	休息

只供中心職員填寫

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