

INSTRUCTIONS TO APPLICANTS

Submission of application

1. Please complete the form and put down clearly the addresses of the recipients of the transcript in DUPLICATE by using the attached labels.
2. Please submit your application by hand or by post to the School office at the address below. Application submitted by **fax will not be processed**.
3. An application for transcript of studies should include the followings:
 - a duly completed application form
 - supporting documents (for urgent cases)
 - a photocopy of your Hong Kong Identity Card/Passport (if you submit your application by mail; your HKID/Passport copy will be destroyed after the completion of this application)
 - a crossed cheque or bank draft payable to "The Hong Kong Polytechnic University" for handling and postage charges
 - address labels (To avoid postal error, please write/type clearly the names and addresses of the recipients on the labels.)
4. For urgent cases, please indicate the date required in the form. Documentary evidence must be attached. The School will try its best to entertain urgent cases with supporting documents. In case the request could not be acceded to, the applicant will be informed by telephone.

Handling and postage charges

5. The charge for each copy/set of transcript of studies is HK\$ 65.00. You are required to pay for the postage if you intend to receive the transcript of studies by mail or if the transcript is to be sent to another address either within or outside Hong Kong. Charges paid are not refundable. Postage charges are listed below.

Local/International (Zones 1 and 2)		Weight*	Postage	Additional postage for each extra 10g (HK\$)
Local	Registered mail	Under 30g	\$ 14.30	--
International Zone 1	South-East Asian countries (except Japan)	Under 30g	\$ 4.60	\$ 1.20
International Zone 2	Africa, Canada, Europe, Japan, United Kingdom, Australia, South America, U.S.A. etc.	Under 30g	\$ 5.40	\$ 1.20
<u>Additional charges (for overseas mail only)</u>				
▪ Express air mail An additional HK\$ 6.00 should be added for each postage.				
▪ Registered air mail: An additional HK\$ 13.00 will be added for each postage.				

* A transcript of studies without any enclosure weights 25g

Collection of transcript of studies

6. The normal processing time is 14 working days. You may collect your transcript of studies at the School office during office hours 14 working days after the date of submitting your application. If unclaimed, your transcript of studies will be destroyed one year after the receipt of your application.
7. Please bring along your Hong Kong Identity Card/passport to collect your transcript of studies. If you wish to appoint another person to collect it on your behalf, that appointed person has to produce his/her Identity Card, photocopy of your Identity Card together with a letter of authorisation duly signed by you. To protect your privacy, the photocopy of your Identity Card will be destroyed in the presence of your authorised representative. The information given in this application form will only be used for processing this application.

SCHOOL OFFICE

School of Professional Education and Executive Development
Room AG511, 5/F Core A, Chung Sze Yuen Building,
The Hong Kong Polytechnic University, Hung Hom, Kowloon.
Tel. no: 2766 5388

<u>OFFICE HOURS</u>	
Mondays to Fridays	8:30 am – 12:45 pm 2:00 pm – 7:00 pm Service counter is open during lunch hours from 12:45 pm to 2:00 pm
Saturdays	9:00 am – 12:00 noon
Sundays and public holidays	Closed

申請人須知

提交申請

1. 請填妥表格，在附上的標籤上清楚填寫學業成績表收件人的地址，一式兩份。
2. 請將申請文件郵寄或親身交回學院辦公室。透過傳真提出的申請將不受理。
3. 交回的申請文件應包括：
 - 填妥的申請表
 - 證明文件（特快處理情況）
 - 香港身份證／護照副本（郵寄方式提出申請者適用；你的身份證／護照副本會在申請完成後被銷毀）
 - 劃線支票或本票作支付手續及郵寄費之用，抬頭請寫「香港理工大學」
 - 郵寄標籤（為免郵遞延誤，請在郵寄標籤上清楚填寫收件人的姓名及地址）
4. 如欲申請特快處理，請於表格上填上要求收訖日期，並附上證明文件。學院將儘早處理有關申請。若學院無法於要求日期內辦理申請，將致電通知申請人。

手續及郵遞費用

5. 每張／份學業成績表的費用為 HK\$ 65.00。若要求學院郵寄學業成績表，或寄往另一本地或海外地址，你須要繳付郵費。所有已繳費用恕不退還。郵費如下：

本地／國際（地區 1 及 2）		重量*	郵費(HK\$)	以後每 10 克的額外郵費 (HK\$)
本地地區	掛號郵件	30 克以下	\$ 14.30	--
國際地區 1	東南亞國家（日本除外）	30 克以下	\$ 4.60	\$ 1.20
國際地區 2	非洲、加拿大、歐洲、日本、英國、澳洲、南非、美國等	30 克以下	\$ 5.40	\$ 1.20
額外費用（海外地址適用）				
▪ 特快速遞：申請人須額外繳付每份郵件 HK\$ 6.00。				
▪ 掛號空郵：申請人須額外繳付每份郵件 HK\$ 13.00。				

* 沒有附件的學業成績表重量為 25 克

領取學業成績表

6. 處理學業成績表的申請一般需時十四個工作天。你必須於提出申請後的十四個工作天起計的一年內，到學院辦公室領取。學院將銷毀過期未領取的學業成績表。
7. 領取學業成績表時，請出示你的香港身份證／護照。如你委託他人領取成績表，代領人必須在領取時出示其身份證、你簽署的授權書及身份證副本。為保障私隱，你的身份證副本會在辦理領表手續完成後立刻被銷毀。此表格上所填的資料只用作處理申請學業成績表之用。

學院辦公室

專業進修學院

九龍紅磡香港理工大學鍾士元樓 A 座 5 樓 AG511 室

電話: 2766 5388

辦公時間	
星期一至五	上午 8 時 30 分至下午 12 時 45 分 下午 2 時至下午 7 時 服務櫃台於下午 12 時 45 分至 2 時照常辦公
星期六	上午 9 時至中午 12 時
星期日及公眾假期	休息