



APPLICATION FOR TESTIMONIAL
(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

_____ **Date**

_____ **Signature of applicant**

INSTRUCTIONS TO APPLICANTS

If you authorise another person to submit the application or collect the testimonial on your behalf, please provide a letter of authorisation and a copy of your Hong Kong Identity Card. Your HKID copy will be destroyed after the processing of your application.

The normal processing time is 10 working days.

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

OFFICE HOURS	
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

FOR OFFICE USE ONLY

Application received on _____
Testimonials prepared by _____ Date _____
Testimonials checked by _____ Date _____



申請修業證明書
(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

1. 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

日期

申請人簽署

申請人須知

如你委託他人遞交申請或領取修業證明書, 代領人必須在領取時出示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手續完成後立刻被銷毀。

辦理修業證明書的申請一般需時十個工作天。

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

只供學院填寫

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