



**APPLICATION FOR CERTIFICATION OF AWARD
(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

HK ID Card/Passport No.* Date of Birth
Day 日 Month 月 Year 年

Title of Award Obtained _____ Year of Graduation /

Correspondence Address _____

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

Contact telephone no. Home Office Mobile/Pager

Fee for each certification of award HK\$ 225 Cheque / Bank draft no.

INSTRUCTIONS TO APPLICANTS

- Certification of Award is issued to graduates of The Hong Kong Polytechnic University who have declared the loss of their original certification.
- You are required to obtain a statutory declaration from the District Office testifying the loss of award parchment. A report from the Police clearly indicating the loss of the parchment will also be accepted.
- A fee of HK\$225 is charged for each certification of award. Please make the cheque payable to "The Hong Kong Polytechnic University". Fees paid are not refundable.
- Please present this application form, the original statutory declaration or the police report indicating the loss of the Certification, your Hong Kong Identity Card, and a cheque/bankdraft in person to the School Office. If you prefer to submit this form by mail, please attach a copy of your Hong Kong Identity Card (HKID) for verification purpose. If you authorise another person to submit the application or collect the certification 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.

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 Friday*	8:30 am – 12:45 pm and 2:00 pm – 7:00 pm *Counter service is provided during lunch hours from 12:45 pm to 2:00 pm
Saturdays	9:00 am – 12:00 noon
Sunday and public holidays	closed

FOR OFFICE USE ONLY			
HKID checked by	_____	Date	_____
Application received on	_____		
Official Receipt No.	_____		
Certification prepared by	_____	Date	_____
Certification checked by	_____	Date	_____



申請學術資格證明書
(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。

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*									出生日期																	
									Day 日	Month 月		Year 年														
獲頒授學術資格名稱																										
畢業學年																										
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													
每份學術資格證明書的費用	HK\$ 225						支票 / 銀行本票號碼																			

申請人須知

- 香港理工大學的畢業生, 若聲明已遺失其畢業證書正本, 可向學院申請學術資格證明書。
- 你必須出示由民政事務署發出的宣誓聲明, 或警署的報失證明, 以證明你已遺失畢業證書。
- 申請學術資格證明書的費用為每份 HK\$225。支票抬頭請寫「香港理工大學」。已繳費用恕不退還。
- 請親身到學院辦公室遞交本申請表、宣誓聲明正本或警署發出的報失證明、你的香港身份證及支票 / 銀行本票。以郵寄遞交申請者, 請附上香港身份證副本作核實之用。如你委託他人交回申請或領取證明書, 代領人必須在領取證件時出示授權書及身份證副本。你的身份證副本會在辦理領證手續完成後立刻被銷毀。

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	
HKID checked by	_____ Date _____
Application received on	_____
Official Receipt No.	_____
Certification prepared by	_____ Date _____
Certification checked by	_____ Date _____