

NOTES ON APPLICATION**FOR ATTENDANCE CERTIFICATE / TRANSCRIPT****學歷證明書 / 學業成績表 申請須知**

Please read carefully the notes before submitting your application. 填寫表格前，請細閱本頁須知。

(Please use 1-sided printing 請以單面影印)

APPLICATION SUBMISSION 遞交申請方法

Complete an application form and submit it 填寫申請表格並透過以下其中一個方法遞交：

- (a) in person 親身遞交到本校校務處 或 ; or
(b) by mail to 郵寄到

<p>C.C.C. Mong Man Wai College, 20 Hiu Ming Street, Kwun Tong, Kowloon</p> <p>Clearly state 'Application for _____', on the cover of envelope</p>	<p>中華基督教會蒙民偉書院 九龍觀塘曉明街 20 號</p> <p>於信封上註明 「申請 _____」</p>
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FEE 收費

Fee per a single copy of transcript, including postage of local or ordinary air mail is HK\$25. (Applicable to graduates after year 2017.)

學業成績表每份收費為港幣二十五元，已包括本地或普通空郵之郵費在內(只適用 2017 年以後畢業之學生)。

If you require other postal services, please add additional charges as follows:

如需要其他郵遞服務，請加付以下費用：

Registered Mail	HK\$15.5
掛號	港幣十五元五角

PAYMENT BY CHEQUE/BANKDRAFT 支票/銀行本票付款

Applicants may send a crossed cheque or bank draft, made payable to "C.C.C. Mong Man Wai College".

申請人可郵寄個人支票或銀行本票至本校，抬頭請填上「中華基督教會蒙民偉書院」。

PROCESSING TIME AND NOTIFICATION 處理申請所需時間及通知

The normal processing time required upon receipt of the application form with payment is **15 working days** (excluding Saturday, Sunday and public holidays). For applicant who graduated in or before 2000, longer processing time may be required as most of the records have to be re-constructed into computerized format. The applicant will be notified about the collection of document by phone.

由收妥申請表及費用起計，處理有關申請所需之時間一般為 **15 個工作天 (不包括星期六、日及公眾假期)**。若申請人於 2000 年或以前畢業/離校，紀錄尚未以電腦存檔，處理有關申請需時較長。本校將透過電話通知申請人領取文件。

COLLECTION METHOD 領取方法

Attendance Certificate / Transcript has to be collected **within one month** from the date of issue of the document.

學歷證明書 / 學業成績表 須於通知後一個月內領取。

In person or by an authorized person 個人親身 或 委托他人到校領取

Documents can be collected in person or by an authorized person at C.C.C. Mong Man Wai College (20 Hiu Ming Street, Kwun Tong). If another person is authorized to collect document(s) on behalf of the applicant, the full name and the HKID Card/Passport number of the authorized person must be clearly stated on the 'Authorization for Collection'. A photocopy of the applicant's HKID Card/Passport must also be attached to the application. The authorized person will be required to show his/her HKID Card/Passport for verification when collecting the document(s). Documents not collected within one month from the date of issue printed on the certificate / transcript will be destroyed for security reason.

申請人可自行或委托他人領取文件；如委托他人代領文件，必須提交申請人之香港身份證或護照副本及授權書。授權書內須列明受託人之姓名及香港身份證或護照號碼。獲授權之人士領取文件時，需要出示香港身份證或護照，以供本校核對。另外，逾期未領之文件，因安全理由，將於 學歷證明書 / 學業成績表 / 推薦信 發出日期起一個月後被銷毀。

Sent by registered mail 通過掛號郵件發送

Document(s) can be sent by registered mail (or regular registered air mail for overseas address) as indicated by the applicant on the application form. The School accepts no responsibility for any loss or damage of the documents during postal delivery. To avoid postal error, applicant must give clear and complete address(es) of the recipient(s) of document(s) on the application form. If no instruction is given on the application form, the documents will be put in one single envelope. If the documents are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN". Please state your instructions clearly as request for alternative arrangement will NOT be accepted once the application form is submitted.

文件可以通過申請表上申請人指定的掛號郵件（或常規掛號航空郵件，用於海外地址）發送。在郵寄期間，學校不承擔任何文件丟失或損壞的責任。為避免郵寄錯誤，申請人必須在申請表上提供清楚完整的收件人地址。如果在申請表上沒有提供任何指示，所有文件將被放在一個單一信封內。如果文件要包裝在單獨的信封中，每封信的上款將打印為“敬啟者”。申請表格提交後將不接受其他安排的要求。

PERSONAL INFORMATION COLLECTION STATEMENT 收集個人資料聲明

(i) The personal data provided on this form will be used for the purpose of processing this application.

All information provided, when no longer required, will be destroyed.

此表格所收集的資料將用以處理有關的申請，所提供的資料於無需保留時將全部銷毀。

(ii) For correction of or access to the personal data after submission of this form, please contact the General Office:

如在遞交此表格後要查閱或更正個人資料，請聯絡校務處：

Tel No. 電話：2727 6372

Fax No. 傳真：23483900

(iii) Information provided on this form may be transferred to other departments/administrative units within CCCMMWC for consideration and granting approval, where applicable.

此表格所收集的資料或會轉交中華基督教會蒙民偉書院其他行政或教學部門作考慮或批核之用。

Application for Attendance Certificate / Transcript**學歷證明書 / 學業成績表 申請表**Reference Number
(for internal use ONLY)

Please read 'NOTES ON APPLICATION' carefully before submitting your application.

填寫表格前，請細閱「申請須知」

Section ONE 第一部分 Personal Particulars 個人資料	
Name 姓名 : _____ (English Name)	_____ (中文姓名)
ID Card Number 身份證號碼 : _____ ()	Date of Birth 出生日期 : _____ (dd/mm/yy)
Sex 性別: <u> F </u> / <u> M </u> (delete as appropriate)	Contact Phone Number 聯絡電話 : _____
Year of Admission 入學年份 : _____	
Year Left 離校年份 : _____	
Year of Attendance 在校年級 : Form _____ to Form _____	
I am applying for 本人現申請 : (Please put '✓' in the appropriate box(es) 請於合適方格內以「✓」表示)	
<input type="checkbox"/> an attendance certificate 學歷證明書	
<input type="checkbox"/> a transcript WITH disciplinary records 學業成績表 (附操行及出勤紀錄)	
<input type="checkbox"/> a transcript WITHOUT disciplinary records 學業成績表 (不附操行及出勤紀錄)	

For the following purpose 作以下用途:

<input type="checkbox"/>	Local further studies; please specify intended choice of study (e.g. subject/ faculty) and name of institute, if any 本地升學；擬升讀之院校名稱及學科： _____
<input type="checkbox"/>	Overseas studies; please specify intended choice of study (e.g. subject/ faculty) and name of institute, if any 海外升學；擬升讀之院校名稱及學科： _____
<input type="checkbox"/>	Scholarship application; please specify the name and nature of scholarship, if any 獎學金申請；擬申請之獎學金計劃名稱及性質： _____
<input type="checkbox"/>	Job application; please specify the position and company name 求職申請，擬申請之職位及機構名稱： _____
<input type="checkbox"/>	Others; please specify 其他；請註明： _____ _____

Section TWO 第二部分 Method of Dispatch 郵寄/領取

(Please put a '√' in the appropriate box 請於合適方格內以「√」表示)

- I will collect the document in person. 本人自行領取。
- To be collected by the person authorized with authorization letter attached. (Sample of authorization letter could be referred to school website)
由他人代為領取，並附授權書。(授權書樣本可參考學校網頁)
- Please send the document(s) by mail. (For other postal services, please select the following boxes)
請郵寄。(如需要其他郵遞服務，請在下列方格選擇)

Registered 掛號 Others 其他: _____ (Please specify 請列明)

Mailing Address 郵件地址

Section THREE 第三部份 Declaration and Signature 聲明 及 簽署

Additional documents attached? 你是否呈交附加文件?

(Please put a '√' in the appropriate box 請於合適方格內以「√」表示)

- No 沒有 Yes 有 (Total no. of pages 合共頁數: _____)
(exclude the application form 不包括申請表格在內)

Applicant's Name 申請者姓名

Applicant's Signature 申請者簽署

Date 日期

Section FOUR 第四部分 Collection in person 親身文件認領

Collected Document : 已認領文件:

- Attendance Certificate 學歷證明書
- Transcript WITH disciplinary records 學業成績表 (附操行及出勤紀錄)
- Transcript WITHOUT disciplinary records 學業成績表 (不附操行及出勤紀錄)

Applicant's Name 申請者姓名:

Applicant's Signature 申請者簽署:

Date of Collection 領取日期:
