



證明文件申請表 APPLICATION FOR TESTIMONIALS

填表前請詳閱背面之注意事項 Please read the notes overleaf before filling in this form

I. 學生個人資料 STUDENT INFORMATION

中文姓名: Chinese Name	_____	(繁簡須與入學證件一致)	學號: Student No.	_____
英文姓名/拼音: Family & Given Name	_____	(須與入學證件一致)	電話: Tel No.	_____
身份證明文件號碼: Identity Document No.	_____	(須與入學證件一致)	學院: Faculty	_____
內地生通行證號碼: Mainland Students EEP No.	_____		課程: Program	_____

II. 證明種類 TYPES OF CERTIFICATION OF STUDIES

種類 Type	收費 Charges	數量及採用語言 No. of Copies & Language Preference		封口蓋章 Sealed	申請原因 Reason for Application	備註 Remarks
在學證明 (在讀生適用) Testimonial (For active students)	150元/份 \$150 / Copy	中文 Chinese	份 Copies	英文 English	份 Copies	<input type="checkbox"/>
畢業證明 Testimonial for Graduation	150元/份 \$150 / Copy	中文 Chinese	份 Copies	英文 English	份 Copies	<input type="checkbox"/>
歷年成績單 Transcript	150元/份 \$150 / Copy	中文 Chinese	份 Copies	英文 English	份 Copies	<input type="checkbox"/>
科目簡介 Course Description	150元/份 \$150 / Copy	中文 Chinese	份 Copies	英文 English	份 Copies	<input type="checkbox"/>
其他 Other	150元/份 \$150 / Copy				份 Copies	<input type="checkbox"/>
教務處填寫 For Registry Use Only	學制: 中 / 英 / 葡		證明費:	郵費:	行政費:	總數:

*非中文學制課程之成績單及科目簡介等證明文件僅提供英文版本。

**辦理學生簽注之在學證明僅提供中文版本。

III. 領取方法 DISPATCH METHOD

- 到教務處領取 (代領需攜同已填妥之授權書正本、申請人身份證明文件副本及代領人身份證正本)
Collect at Registry (For collection by an authorized person, the delegate must present a signed Authorization Letter, a print copy of the applicant's personal Identity document and the personal Identity document of the delegate.)
- 速遞 (須額外收取郵寄服務行政手續費50元/份)
Express Mail (Additional Express Commission \$50/Copy)
- 收件人姓名: _____ 收件人電話: _____
Addressee: _____ Contact No.: _____
- 收件人地址: _____
Address: _____

IV. 學生聲明 DECLARATION

- 本人承諾將誠實使用大學出具的任何證明文件, 若有不當使用, 本人願意承擔一切責任。
I hereby promise to use any documents, certifications and transcripts issued by the University honestly and I declare that I shall take full personal responsibility and liability for any consequences resulting from the dishonest use of such documents.
- 學生因私人原因申請證明文件用於辦理出境或出國簽證所產生的一切風險及不良後果將由學生本人承擔, 學校不負相關之責任。
Students will be responsible for all the risks and adverse consequences arising from applying the documents, certifications and transcripts for personal reasons, which are using for the visa application, and the university assumes no responsibility for them.
- 本人知悉若不符合資格, 將不獲開具證明且已繳費用不予退回及轉讓。
I acknowledge and understand that if I am not qualified, testimonials will not be issued and fees paid are not refunded or transferred.

申請人簽名: _____ 申請日期: _____
Applicant's Signature: _____ Application Date: _____

領取人簽收: _____ 領取日期: _____
Recipient's Signature: _____ Date Received: _____

(請核對證明上所有資料正確無誤再簽收)



注意事項

- 一、學生必須填寫充足資料，否則原件退回。申請表格必須提交到大學教務處。
- 二、如學生要求以速遞寄出證明文件，須另行支付行政費用及郵資。
- 三、經大學財務部確認繳費起計三個工作日方可領取申請文件，本處不作另行通知。
- 四、是否發出證明最終由校方決定。無論任何原因，已繳費用恕不退還或轉讓。
- 五、證明文件通常由教務處直接寄給有關機構或學校。若在特殊情況下，須經由學生將證明文件直接送交者，則該份證明文件之信封由校方蓋印固封，若非由指定收件人啟封，該證明文件作廢。
- 六、學生如對所申請的相關文件一直不作出任何處理，本處有權於學生申請之日起計三個月後銷毀相關文件，費用不予退還或轉讓。
- 七、申請須按本校規定的「收費標準」向大學財務部繳費。
- 八、根據留學服務中心規定：“从2023年1月1日起，除西班牙、意大利两国的官方学位外，不再为其他国别（地区）尚未获得证书的证明信持有者提供认证服务。” 故畢業證明並不適用於學歷認證。

NOTES

1. Students must ensure all required information is provided in the form, or the application will not be processed. Application form should be submitted to the Registry of the University.
2. Students must pay for additional charge and any postage incurred if students wish to obtain the testimonials by express mail.
3. The application will be processed after the Finance Division confirms the payment. Students are required to collect the documents after 3 working days without further notice.
4. The University has the final decision on whether the testimonials will be issued. Fees are not refundable or transferable once paid.
5. Normally testimonials are sent directly to the institutions from the Registry. If under exceptional circumstances a student needs to deliver the testimonial personally to an institution, the testimonial would be sealed in a confidential envelope and handed to the student. The testimonial would be invalid if the seal is broken by person other than the addressee.
6. If students have not made any processing in three months after applying for the documents, Registry has the right to cancel the relevant documents without refund or transfer.
7. Testimonials should be paid on standard charge to the Finance Division of the University.
8. According to the Chinese Service Center for Scholarly Exchange (CSCSE), students are requested to submit Graduate Certificate for degree verification, hence, Testimonial for Graduation is not applicable for degree verification.