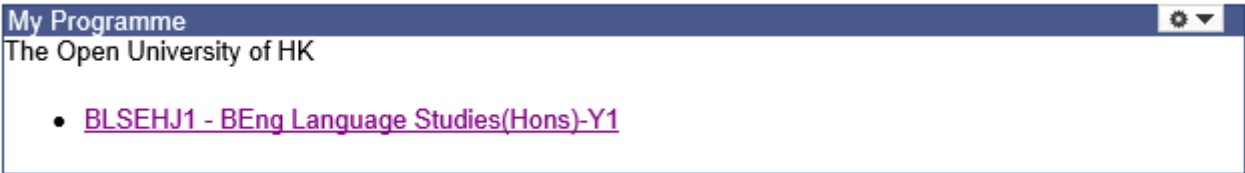


**How to submit the Online Application for Transcript via MyOUHK**  
**如何透過 MyOUHK 於網上申請學業成績單**

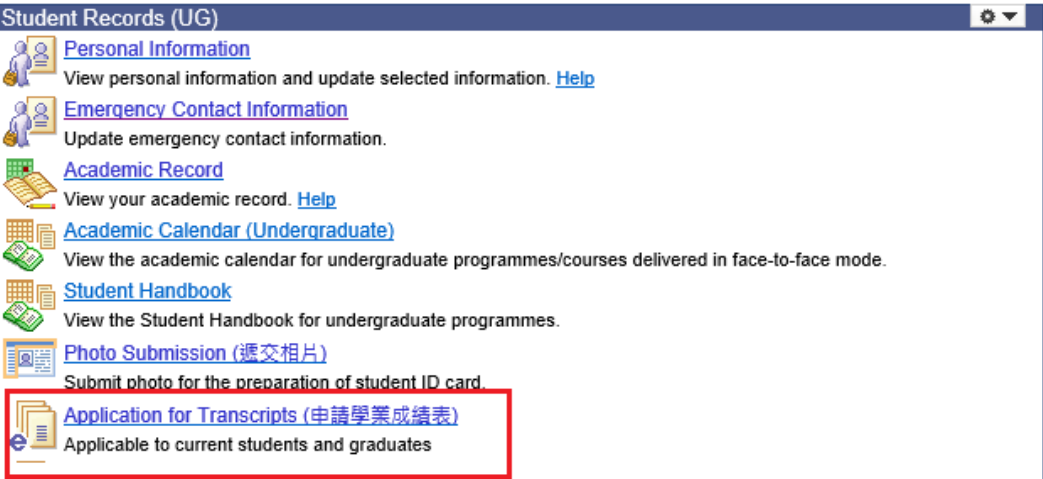
1 Please login to your “MyOUHK” account (<http://www.ouhk.edu.hk/myouhk>).  
請登入你的MyOUHK帳戶 (<http://www.ouhk.edu.hk/myouhk>)。



2 Click your programme of study under the “My Programme”  
點擊表列於「My Programme」下你所修讀的課程。



3 Click the “Application for Transcript” under the “Student Records (UG/PT/PG)”.  
點擊表列於「Student Records (UG/PT/PG)」內的「申請學業成績表」。



4

Read through the “**IMPORTANT NOTES**” of transcript application and then click the “**Start Application**” button to start the process of transcript application.

詳閱申請學業成績表的「**重要事項**」，然後點擊「**開始申請**」按鈕，開始申請學業成績表的步驟。

#### 重要事項 IMPORTANT NOTES

1. 除欠繳學費或欠繳本校貸款的學生外，所有註冊學生均可隨時申請學業成績表。 Except students under sanctions due to unsettled tuition fee or due to failure in loan repayment, all registered students may apply for a transcript of studies at any time.
2. 同學如欲包括某個科目的成績在學業成績表之內，應確保有關成績已公佈後才遞交申請。 Students are responsible for ensuring that examination result(s) for (a) course(s) has/have been announced before submitting an application to the Advanced Standing & Records Office, if they wish to include the respective course(s) in the transcript.
3. 學業成績表是本校發出的有效文件，詳列學生的完整學業紀錄、擬修讀課程、成績（包括不及格、重考、退修、延期修業等）、已取學分，以及各科的註冊年份和學期、科目程度及教學語言等。正在修讀的科目將不包括在內。 A transcript is an official document showing the complete academic record of a student in the University, their intended programme of studies, results (including Fail, Fail-Resit, Withdrawal, Deferment, etc.), the number of credits obtained, the level and medium of instruction of course, and the term and year of registration on each course. Courses currently being taken will not be included.
4. 除涉及學位銜接的學術資格外，每一個頒授的學術資格及其有關科目將獨立列明於同一份學業成績表的個別版面上。 Apart from articulated awards, each award (including its relevant courses) will be printed on separate sheets of the same set of transcript.
5. 除欠繳學費或欠繳本校貸款的學生外，學生在修畢整個課程，並繳交畢業費後，本校將免費發出一份學業成績表，此成績表將包括已完成的科目及課程。 One transcript will be issued to graduates free of charge after they have fulfilled the programme requirements and paid the graduation fee, except students under sanctions due to unsettled tuition fee or due to failure in loan repayment. This transcript shall include courses and programmes completed.
6. 每份學業成績表申請收費為港幣一百元，所繳費用不會退還。 A handling fee of HK\$100 per set of transcript will be charged. The fee paid will NOT be refunded.
7. 處理學業成績表申請需時約 10 個工作天，如你在 10 個工作天後還未收到本處的消息，請致電 2768 6623 與學生紀錄組聯絡。 本科生課程：選擇親自領取或由委托人代取的同學在收到通知電郵後，請到大學本部 C0514 室入學及註冊組(本科生課程)領取。 兼讀制課程及研究生課程：選擇親自領取或由委托人代取的同學在收到通知電郵後，請到大學本部 A0511 室教務處領取。 Please allow about 10 working days for processing the application of transcript. If you do not hear from us after 10 working days, please contact the Student Records Office at 2768 6623. Undergraduate Programmes: If the transcript(s) is/are collected by the student in person or by an authorized representative, please collect the transcript(s) at Admissions & Enrolment Office (Undergraduate), Room C0514, main campus, upon receipt of our notification email. Part-time Programmes and Postgraduate Programmes: If the transcript(s) is/are collected by the student in person or by an authorized representative, please collect the transcript(s) at Registry, Room A0511, main campus, upon receipt of our notification email.
8. 你在此表格所提供的個人資料會用作一切學生及大學的行政管理用途。若你未能提供完整及準確的資料，大學可能無法提供你所需的學術及行政管理服務。大學會將你所提供的資料保密，但亦可能將資料交予大學有關人員及為大學提供服務的其他人員及機構。你有權查閱及改正你的個人資料，如有需要，請聯絡保障資料主任。 The personal data provided on this form will be used for student and University administration purposes. Failure to provide complete and accurate information may affect the provision of academic and administrative services to you. The University will keep the personal data provided confidential but may need to disclose it to appropriate personnel in the University and other parties providing academic and administrative services to the University. You have the right to request access to and correction of your personal data. If you wish to do so, please contact the Data Protection Officer.

本人已細閱上述事項及今期學生手冊的有關部分，了解並同意遵守各項安排。 I have carefully read the above information and the relevant section in the current Student Handbook, and hereby declared my understanding and acceptance of the relevant arrangements.

開始申請 Start Application

5 Input your mobile telephone number and then click the “**Continue**” button to proceed to the next step of application. Please note that your mobile telephone number provided will only be used for transcript application and it will not be updated in your student record.  
輸入你的手提電話號碼，然後點擊「**繼續**」按鈕以繼續下一步的申請步驟。請注意，你所提供的手提電話號碼只會用作申請學業成績表之用，而不會成為你的學生紀錄。

**I. Student Personal Particulars 學生個人資料**

Name (English): XXXXXXXXXXXX  
Name (Chinese): XXXXXXXXXXXX  
Student No.: XXXXXXXX  
Tel (Mobile):

請注意，你所提供的電話號碼及電郵地址只會用作該申請之用，而不會成為你的學生紀錄。如你希望更改你在學生紀錄上的聯絡電話及電郵地址，請登入MyOUHK的個人資料欄。Please note that these telephone number and email address will only be used for this application. They will not form part of your student record. If you want to update your contact telephone number or email address on your student record, please update it under Student Records via MyOUHK (MyOUHK> My Programme > Student Records > Personal Information).

**II. Programme Details 課程資料**

Programme of Studies: BLSEHJ1 - BEng Language Studies(Hons)-Y1

返回 Back    繼續 Continue

6 Input the number of copies you would like to apply, and the type of transcript.  
輸入申請學業成績表數量及類別。

**III. Application Details 申請資料**

Number of copies applied for, and type of transcript 申請學業成績表數量及類別:

Copies of transcript with complete record of all awards conferred and courses completed.  
(份) 詳列所有已畢業課程及科目紀錄的整份學業成績表。

Copies of transcript which covers (a) specific award(s) obtained (e.g. BBA), please specify the award(s):  
(份)只列出某一項/多項已取得的學歷(如:BBA)的學業成績表,請列明有關學歷:

<b>7</b>	<p>Upload any documents that are needed for the office to process your application (if applicable).          上載附加資料以便處理你的申請 (如適用)。</p>						
	<p><b>IV. Supporting Documents 附加資料</b>          If applicable, please upload any documents that are needed to process your application.          如適用: 請上載附加資料以便處理你的申請。          (accepted file format: PDF/DOC/JPG)(Maximum upload 2 documents)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;">Attached File</th> <th style="width: 30%;">Add File</th> <th style="width: 20%;"></th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td style="text-align: center;">Add File</td> <td style="text-align: center;">+</td> </tr> </tbody> </table>	Attached File	Add File		1	Add File	+
Attached File	Add File						
1	Add File	+					

<b>8</b>	<p>Select the method of collection, and then click “<b>Continue</b>” button to proceed to the next step of application. An original signed letter of authorization of the applicant is required at collection if the transcript is to be collected by a representative.          選擇領取方式，然後點擊「<b>繼續</b>」按鈕以繼續下一步的申請步驟。請注意，如由委託人領取，請於領取時出示申請人簽署的授權書正本。</p>
	<p><b>V. Collection Method 領取方式</b>          (*Please present an original signed letter of authorization of the applicant if the transcript is to be collected by a representative如由委託人領取，請於領取時出示申請人簽署的授權書正本)</p> <div style="border: 1px solid #ccc; padding: 10px;"> <ul style="list-style-type: none"> <li><input checked="" type="radio"/> <b>To be collected in person / by an *authorized person</b>由學生本人或*委託人領取, or 或</li> <li><input type="radio"/> <b>To be mailed to the correspondence address according to the student’s record by local mail / overseas airmail</b>以本地平郵/ 海外空郵郵寄至學生紀錄中的地址, or 或</li> <li><input type="radio"/> <b>To be mailed to the correspondence address according to the student’s record by registered mail,</b> 以掛號方式郵寄至學生紀錄中的地址, or 或</li> <li><input type="radio"/> <b>To be mailed to another address/institution. And I hereby consent to transfer the related personal data to the said institution, details as follows: Please state name of recipient, and address:</b>              直接寄往其他地址或其他院校。本人現同意將有關本人的個人資料轉往該院校，收件人及郵寄地址如下:  <b>(Maximum 5 Recipient Information)</b></li> </ul> <p>Remarks 備注:</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> </div> <p style="text-align: center;"> <span style="border: 1px solid #ccc; padding: 2px 10px;">返回 Back</span> <span style="border: 1px solid #ccc; padding: 2px 10px; margin-left: 20px;">繼續 Continue</span> </p>

**9** Read through the “**Application Summary**” of transcript application and then click the “**Submit application**” button to proceed to the online payment of application fee.  
 詳閱「申請摘要」，然後點擊「提交申請」按鈕，開始網上繳交申請費的步驟。

**VI. Application Summary 申請摘要**

Number of copies applied for, and type of transcript 申請學業成績表數量及類別
<b>1</b> Copies of transcript with complete record of all awards conferred and courses completed. (份) 詳列所有已畢業課程及科目紀錄的整份學業成績表。
<b>0</b> Copies of transcript which covers (a) specific award(s) obtained. (份) 只列出某一項/多項已取得的學歷。

**Collection Method 領取方式**  
 To be collected in person / by an authorized person.  
 由學生本人或委託人領取。

**VII. Declaration 聲明**

本人謹此聲明，本申請表及隨附文件所載一切資料依本人所知均屬真確，並無遺漏。本人已細閱及完全明白列載於首頁的「重要事項」，並同意遵守該等細則。  
 I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. I have read and fully understand the “Important Notes” on the first page of this form, and agree to abide by the regulations and requirements therein.

你按下「提交申請」後，即為正式提交申請，你將會被連接到大學「電子繳款平台」，以繳付「學業成績表申請」每份 港幣\$100。你未能即時繳交申請費，則申請將不獲受理。  
 By clicking “Submit application”, your application will be submitted, and you will be re-directed to the ePayment Platform of the University, to settle the “Application for Transcript fee” of HK\$100 per copy. You should settle your payment immediately, otherwise your application will not be accepted.  
 如有任何查詢，請聯絡教務處學生紀錄組 (電話2768 6623；電郵regrec@ouhk.edu.hk)。Should you have any queries, please contact the Student Records Office of the Registry (Telephone: 2768 6623; Email: regrec@ouhk.edu.hk).

返回 Back      提交申請 Submit application

**10** Make the online payment of application fee by clicking the “**PAY NOW**” button.  
 點擊「即時付款」按鈕，進行網上繳交申請費。

ePayment 電子繳款 機密 CONFIDENTIAL

Student Name 學生姓名: XXXXXXXX  
 Student Number 學生編號: XXXXXXXX

[back to portal 返回](#)

Academic Term 學期	Fee Item 款項類別	Amount Due 應付金額 (HK\$/港幣\$)	Payment Deadline 繳款限期	Fee Details 款項詳情	Make Online Payment 進行網上款項交易	Payment Status 繳款狀況	Payment Date 繳款日期	Payment Reference No. 繳款參考編號	Payment Method 繳款方法	*Subsidy Type 資助類型
1	Application for Transcript	100.00	21-Dec-20	<a href="#">View Details 參閱詳情</a>	<b>PAY NOW 即時付款</b>	Active				

11 Select the online payment method, then click “**Confirm Payment**” button. You will be directed to the online payment platform of your selected means. Please follow the instruction of respective payment method to complete authentication and payment.  
選擇網上繳款方法，然後按「**確認繳費**」。系統將自動連結至你所選的網上付款平台，以便你進行繳費交易。請按有關網上繳費指示完成驗證及繳款。

### ePayment 電子繳款

Please select the online payment method, then click “Confirm Payment”.  
請選擇網上繳款方法，然後按「確認繳費」。

PPS (Online Instant Payment) 「繳費靈」網上即時付款 [Note](#) [提示](#)

Credit Card 信用卡 [Note](#) [提示](#)

UnionPay 銀聯卡 [Note](#) [提示](#)

Faster Payment System 轉數快繳款

WeChat Pay / AliPay 微信支付 / 支付寶



12

Acknowledgement of payment will be shown if your online payment is successful. You can also check the status of the captioned online payment transaction via “ePayment Platform” (MyOUHK > My programme > Student Financial > ePayment Platform).

若你成功完成網上繳費，將會顯示確認信息。你亦可以透過大學「電子繳款平台」查閱有關網上繳費交易的狀況 (MyOUHK > My programme > Student Financial > ePayment Platform)。

### Payment Successful 繳款成功

Thank you for using the ePayment Platform. Your payment has been accepted.

多謝使用電子繳款平台，你的繳款已被接納。

Fee Item 款項類別	Application for Transcript
Bill Number 繳費單編號	0000-11730920-900
Amount 金額	HK\$200.00
Payment Method 繳款方法	VISA / MasterCard
Payment Reference Number 繳款參考編號	1012122090027070
Payment Status 繳款狀況	Successful

Please print or save a copy by taking a screenshot of this page for future reference.

Please note that this page is not an official receipt of the transaction.

請將此頁列印或以螢幕擷取方式存檔，以作參考之用。此頁並非交易之正式收據。

[Print this page 列印此頁](#)

[Close window 關閉視窗](#)

### ePayment 電子繳款

機密 CONFIDENTIAL

Student Name 學生姓名: XXXXXXXX

Student Number 學生編號: XXXXXXXX

[back to portal 返回](#)

Academic Term 學期	Fee Item 款項類別	Amount Due 應付金額 (HK\$/港幣\$)	Payment Deadline 繳款限期	Fee Details 款項詳情	Make Online Payment 進行網上款項交易	Payment Status 繳款狀況	Payment Date 繳款日期	Payment Reference No. 繳款參考編號	Payment Method 繳款方法	Subsidy Type 資助類型
1	Application for Transcript	200.00	22-Dec-20	<a href="#">View Details 參閱詳情</a>	<a href="#">PAY NOW 即時付款</a>	Paid	12-Dec-20	1012122090027070	VISA / MasterCard	