

填寫本表格前，請先參閱「重要事項」。
Please read the 'Important Notes'
before completing this Form.

學業成績表申請表 APPLICATION FOR TRANSCRIPT

個人資料 STUDENT PERSONAL PARTICULARS

姓名 (*先生/女士/博士)

Name (*Mr/Ms/Dr): _____
英文 (English)
中文 (Chinese)

學生編號

Student No.: _____

聯絡電話

Contact Tel.: _____

流動電話 (Mobile phone)

如你打算更改你在學生紀錄上的聯絡電話，請登入 MyOUHK (My Programme > Student Records > Personal Information > edit phones)進行更改。

If you want to update the contact telephone number in your student record, please update via MyOUHK (My Programme > Student Records > Personal Information > edit phones).

(請於適當的方格內加上"✓"號。 Please put a "✓" in the appropriate box(es).)

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, if they wish to include the respective course(s) in the transcript.

申請學業成績表數量 (份)

No. of copies applied for: _____

詳列所有已畢業課程及科目紀錄的整份學業成績表

Apply for a transcript with complete record of awards conferred and courses completed

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

Apply for a transcript which covers (a) specific award(s) obtained (e.g. BBA), please specify the award(s). _____

用作申請入讀其他院校的學業成績表一般需直接寄往該院校。請在表格下面的位置清楚填上該院校的負責人/部門的名稱及地址。

It would normally require to send a transcript to another institution direct if it is required for admission to a study programme at that institution. Please check and state clearly the name and address of the responsible staff/department of the institution in the space provided below.

學業成績表將

Transcript(s) will be:

由學生本人或委託人到取[#]

collected by the student in person; or by an authorized representative[#]

郵寄至學生紀錄中的地址[‡]

mailed to the correspondence address according to the student's record[‡]

以本地平郵/海外空郵寄出

mailed by local surface mail/overseas air mail

以掛號寄出

registered mail

直接寄往其他院校 (本人同意將有關本人的個人資料轉往該院校)

directly sent to other institution(s) (I hereby consent to transfer the related personal data to the said institution(s))

請填寫該(等)院校名稱及地址

Please state name(s) & address(es) of the institution(s)

申請課程/服務名稱

Programme/service applied for _____

[‡] 如同學未有選擇學業成績表的郵寄方式，大學將以本地平郵或海外空郵寄出。

[‡] If no indication is made, the transcript will be sent by local ordinary mail or overseas surface mail.

[#] 如由委託人到取，請出示申請人的授權書

[#] Present letter of authorization if collect by a representative

聲明 DECLARATION

本人已閱畢列載於表格的「重要事項」及今期學生手冊的有關部分，並同意遵守該等規例。

I have read the Important Notes of this form and the relevant section in the current *Student Handbook*. I agree to conform to the related Regulations.

學生簽署:

Signature of Student: _____

日期:

Date: _____

重要事項IMPORTANT NOTES

- 1 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.
- 2* 所有註冊學生均可隨時申請學業成績表。
All registered students may apply for a transcript of studies at any time.
- 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 courses 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以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* 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. This transcript shall include courses and programmes completed.
- 6 每份收費為港幣一百元，所繳費用不會退還。
A handling fee of HK\$100 per set 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 遞交表格
Submission of Application
本科生課程
將填妥的表格連同抬頭「香港公開大學」的支票／銀行本票或本大學的財務部發出的收據，交回教務處學生紀錄組（地址：香港九龍何文田香港公開大學 C0514 室入學及註冊組(本科生課程)）。
兼讀制課程及研究生課程
將填妥的表格連同抬頭「香港公開大學」的支票／銀行本票，郵寄或親自交回教務處學生紀錄組。
郵寄地址：香港九龍何文田香港公開大學 A0511 室教務處學生紀錄組。
遞交地點：同上。（辦公時間：星期一至星期五上午九時至下午五時四十分，公眾假期除外。辦公時間外可將表格放入設在同樓層的教務處收集箱。）
Undergraduate Programmes
Submit the completed form together with a cheque/cashier order payable to 'The Open University of Hong Kong' or the receipt issued by Finance Unit of the OUHK, to the Student Records Office of the Registry (Address: Admissions & Enrolment Office (Undergraduate), C0514, The Open University of Hong Kong, Homantin, Kowloon).
Part-time Programmes and Postgraduate Programmes
Submit the completed form together with a cheque/cashier order payable to 'The Open University of Hong Kong', to the Student Records Office of the Registry by mail or in person.
Address by Mail: Student Records Office, Registry, A0511, The Open University of Hong Kong, Homantin, Kowloon.
Submit in person: Location same as above. (Office hours: Monday to Friday: 9am to 5:40pm except public holidays. Application forms can be put in the Collection Box outside A0511 outside office hours.)
- * 欠繳學費或欠繳本校貸款的學生除外。
Except students under sanctions due to unsettled tuition fee or due to failure in loan repayment.