



Application For Enrolment 報名表 SF26

For Official Use 由本學院填寫

Admitted 取錄 Rejected 不取錄 Waiting List 後補名單

Please complete Part I, II & III in BLOCK LETTERS. Past students / Lifelong Learner Card holders (without any change in personal particulars) are required to complete Part I only (for applying to a General/Short course) and Part I & III (for applying to an award-bearing or professional programme) 請以正楷填寫甲部、乙部及丙部。舊生或持有終身學員證(個人資料沒有轉變)人士, 只需填寫甲部(申請短期及興趣課程者)及甲、丙部(申請學歷頒授及專業課程者)。

Part I 甲部: Enrolment and Contact Information 報讀課程及聯絡資料 (Applicable to both NEW and PAST students) (新生及舊生適用)

	Course No. 課程編號	Course Title 課程名稱	Course Fee 學費 \$
1.	- - - ()	Memory Skills Workshop for Engineers (CPD0808/2009)	
2.	- - - ()	Doing Business in China (CPD0922/2009)	
3.	- - - ()	Business Networking Skills Workshop for Engineers (CPD0923/2009)	

Title 稱謂 Mr 先生 Mrs 太太 Ms 女士 Miss 小姐

Student Name in English and Chinese (name as appeared on H.K.I.D. card or Passport) 英文及中文姓名(香港身份證或護照上的姓名)

Family Name 英文姓氏

Name in Chinese 中文姓名

Given Names 英文名字

HKU SPACE Student No. (If any) 學生證號碼(如有)

Mobile Phone 流動電話

H.K.I.D. / Passport No. 香港身份證 / 護照號碼

Holders of H.K.I.D. must fill in their H.K.I.D. No. 香港身份證持有人必須填寫香港身份證號碼

Part II 乙部: Personal Particulars 個人資料

(Applicable for NEW students or PAST students who have an update for their details) (新生或需要更改個人資料之舊生適用)

Nationality 國籍

Date of Birth 出生日期

Date 日

Month 月

Year 年

Permanent HK Resident 香港永久居民

Yes 是 No 否

Correspondence Address 通訊地址

Room / Flat 室 Floor 樓 Block, Building 座·大廈

Estate, Street/Road 屋苑·街道

HK 香港 KLN 九龍 NT 新界

District (e.g. Wanchai, Kwun Tong, etc.) 地區(如灣仔·觀塘)

Home Telephone 住宅電話

Office Telephone 辦公室電話

Email Address 電郵地址

Communication 聯絡方法

To improve communication, we will generally use e-mail for urgent notices as well as SMS. If this is inconvenient please tick the box below and indicate your preferred alternative 為更有效地聯絡大家, 我們會發放電子郵件及電話短訊以便通知有關緊急告示。如有其他選擇, 請在下面適當的格子填上剔號。

I do not wish to receive urgent messages by SMS 我並不想透過電話短訊接收緊急告示

My alternative is 其他選擇為 by phone 電話 by other means (please state) 其他方法(請說明)

In case of emergency, we may need to contact your family or friend. Please suggest. 遇上緊急情況, 我們或需聯絡你的家人或朋友, 請提議。

Contact Person 聯絡人:

Phone 電話:

For applicants not holding a Lifelong Learner Card 適用於未有終身學員證之申請人

Please affix a recent colour photo (in plain background) of the applicant for producing the Lifelong Learner Card.

請貼上申請人之彩色近照一張(照片背景必須無任何裝飾)以作印製終身學員證用途

45mm x 55mm

Please complete this part 請填妥本欄

Name 姓名

Address 地址

Please continue to Part III 請繼續填寫丙部

Name 姓名:

Course No. 課程編號:

Student No. 學生證號碼:

Part III 丙部：Qualifications 學歷

(Applicable for NEW students or PAST students applying to an award-bearing or professional programme 新生或申請學歷頒授及專業課程之舊生適用)

Please state qualifications relevant to the programme/course entry requirements you are applying for 申請報讀課程所需的學歷。

Please attach proof of qualifications specified in the requirements of the individual programme/course. 請根據個別課程需要，另附學歷證明。

Examination / Awarding Institution 考試 / 頒授學歷機構

Subject / Degree 學科 / 學位

Grade 成績

Year 年份

Employment Details 就業資料

Employer's Name 僱主名稱：

Occupation 職業：

Type of Business of the Employer 僱主業務性質：

Equal Opportunities for Learning at HKU SPACE 香港大學專業進修學院的平等學習機會

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

學院的方針就是為所有人士提供平等的學習機會。為了配合學生的需要，請在此報名表上說明你是否需要特殊的幫助。如有需要，院方將聯絡閣下，以獲取更多相關的資料及提供更完善的服務。

Special assistance required 是否需要特殊的幫助

Yes 是 No 否

Please be assured that any personal information you supply will be kept strictly confidential. 閣下提供的任何個人資料將絕對保密。

NOTES 注意

1. Personal Data provided in this form will be used for processing your application for admission, and for registration, academic, administrative, alumni management, research, statistical and marketing purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorized third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by HKU SPACE and the law from time to time. In all such circumstances data will be treated in strict
2. Applicants are advised to provide all the information requested in the application documents, where applicable, as otherwise the School may be unable to process and consider their applications. Upon enrolment, applicants will be required to submit a recent passport colour photo for student identification purpose.
3. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.
4. When the processing and consideration of all the applications for a particular programme have been completed:
(a) the application papers of unsuccessful candidates will be destroyed; and
(b) the application papers of successful candidates will be handled by HKU SPACE staff only or by staff of an authorized third party providing services to the School.
5. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and to request the correction of, their personal data. Applicants wishing to access or make corrections to their data, should submit written requests to HKU SPACE.
6. All new enrolled students to the School will automatically become a member of the HKU SPACE ALUMNI. You may, however, contact the Alumni Affairs Office if you would like to de-register your membership.

1. 個人資料將會作入學申請、登記、學術、行政、校友事務、研究、統計、市場分析及課程推廣等用途上。只有香港大學專業進修學院的職員才能處理有關資料，但亦可能會轉讓為學院提供有關服務的委託人處理，而一切資料是將會受到保密的。
2. 申請人請盡量提供足夠資料，否則本學院不能有效處理閣下之申請。如獲錄取，申請人需呈交彩色近照一張以作學生證明之用。
3. 有關香港大學專業進修學院的入學程序及詳情，請參閱香港大學專業進修學院的課程手冊及官方網頁。
4. 當申請程序及入學資格審批後，
 - 1) 所有有關落選申請者的申請表格將會被毀滅；及
 - 2) 所有當選申請者的申請表格將會被留為學生記錄，只有香港大學專業進修學院的職員或為學院提供有關服務的委託人才能處理有關文件。
5. 根據個人資料(私隱)條例，申請人有權查閱及更改其個人資料。申請人如須查閱或更改其個人資料，請來函香港大學專業進修學院。
6. 申請人如獲錄取為學生，將自動成為香港大學專業進修學院校友會會員。如申請人不同意，可聯絡校友會事務處終止其會籍。

Declaration 聲明

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
3. I have noted, understood and agreed the contents of these NOTES and HKU SPACE policy on personal data privacy.

1. 本人聲明本申請表及隨附文件所載一切資料，依本人所知均屬正確，並無遺漏。
2. 本人同意如本人註冊入學，當遵守大學及學院的規例。
3. 本人已細閱、明白並同意「注意」及其有關香港大學專業進修學院在處理個人資料(私隱)的守則的部份。

Signature 簽署

Date 日期

HKU School of Professional and Continuing Education 香港大學專業進修學院

1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate course fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Pokfulam Road, Hong Kong", specifying "Course Application".
2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS if the course will start shortly
4. If admission is on a first-come, first-served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
5. If admission is by selection, then this receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of course fee if already paid.
6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant subject area.
7. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances
1. 報讀課程，請親往學院各報名中心，呈交填妥的報名表格、學費和所需的證明文件，或以郵遞方式，寄「香港薄扶林道香港大學專業進修學院」並註明「報讀課程」。
2. 如以劃線支票或銀行本票付款，抬頭請書名「香港大學專業進修學院」。
3. 如報讀短期課程開課在即，學院可要求申請者以現金或「易辦事」繳付學費。
4. 以「先到先得」方式獲取錄的學生，可自行依照課程手冊或學院網頁所列的時間到有關地點上課。除特殊情況外，學院將不作另行通告。
5. 如須甄選入學，則本收據並不可作為閣下已獲取錄的證明。學院將在截止報名日期後盡快通知申請者是否獲得取錄。落選的申請人將獲退還已繳交的學費。
6. 如在開課前三天仍未知悉上課地點，請與學科負責人聯絡。
7. 除特殊情況及法例規定外，一切已繳費用，概不退還。