

香港中文大学 (深圳)  
THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN  
研究生院  
THE GRADUATE SCHOOL  
申请补发毕业证书

**Application for Replacement of Graduate Certificate**

注意  
Note:

1. 申请人递交此申请表时, 必须附上以下文件之正本及/或副本, 以供查验。  
Please present both original(s) / or and the copy(ies) of the documents listed below upon submission of this application.

请在适当位置「✓」

Please ✓ as appropriate.

- A.  居民身份证/护照正本  
Original of ID card/Passport  
 已验证为正本之身份证/护照正本  
A certified true copy of ID card/Passport
- B.  毕业证书 (因证书损毁而申请者)  
Graduate certificate, for damaged certificate

2. 个人资料  
Personal Particulars:

姓名 (英文) Name (in English):	_____	(中文) (in Chinese):	_____
身份证/护照号码 I.D. Card No./Passport No.:	_____	联系电话 Contact Tel. No.:	_____
电邮 Email Address:	_____		
通讯地址: Correspondence Address:	_____		

3. 本人拟申请补发之毕业证书 (请为每项申请个别填报表格一份):  
I wish to apply for replacement of graduate certificate for (Please submit separate application for each replacement certificate).

学号 Student I.D. No.:	_____	于毕业证书上显示之名字 Name appeared on the graduate certificate:	_____
学位/文凭 Degree / Diploma:	_____	课程 Programme:	_____
学制 Mode of Study:	<input type="checkbox"/> 全日 Full-time	<input type="checkbox"/> 兼读 Part-time	颁发学位年份 Conferment Year: _____
原因 Reason(s):	_____		

费用: 人民币八百元正  
Fees: RMB¥800

前往财务处支付  
By Finance

网上电子转账  
By E-banking

4. 声明

Declaration:

本人确知包括补发毕业证书在内, 只可同时间拥有由香港中文大学颁发予本人每项学历的毕业证书各一张, 如本人随后寻回报失的证书, 必须归还补发或原来的证书予大学。就上列第三部份提出补发证书的申请; 本人谨此

I understand that I can be in possession of only one copy, including the replacement copy, of the graduate certificate for each academic qualification awarded by The Chinese University of Hong Kong and I would be required to submit the extra copy(ies) of the certificate to the University for destruction if the original copy, previously reported lost, was subsequently found. In connection to the certificate(s) to be replaced in Section 3 above, I hereby

- 交回已损毁的原来证书\*  
Surrender my original damaged copy(ies).\*
- 声明本人的原来证书已遗失\*  
Declare that my original certificate(s) is/are lost.\*

签署  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

\* 请在适当位置「✓」  
Please ✓ as appropriate.

请翻阅背面 P. T. O.

GS/04/17

Handled by: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

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收集个人资料声明:

1. 此表格所收集的数据将用以处理有关的申请，所提供的资料于无需保留时将全部销毁。
2. 本表格所收集的数据或会转交香港中文大学（深圳）其他行政或教学部门作考虑或批核用。
3. 如在递交此表格后要查阅或改正个人资料，请联络研究院：  
(电话：8427 3901、传真：8427 3904、电邮：[gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn))
4. 支付方式：  
4.1、请前往财务处支付费用，可以选择现金缴费、借记卡、信用卡支付等方式；支付完成后，请提交收据与申请表至研究生院办公室；  
4.2、网上转账：请汇款至以下账号，并在备注里说明学生姓名、学号、申请事项，将支付完成的截图发至 [gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn)，研究生院办公室核查完毕后将开具申请文件。

帐户名：香港中文大学（深圳）  
账号：7441110182600142708  
开户行：中信银行深圳金山大厦支行

Personal Information Collection Statement:

1. The personal data provided on this form will be used by the Graduate School for the purpose of processing this application. All information provided, when no longer required, will be destroyed.
2. Information provided on this form may be transferred to other departments/administrative units within CUHK(SZ) for consideration and granting approval, where applicable.
3. For correction of or access to the personal data after submission of this form, please contact the Graduate School :  
(Tel. No. : 8427 3901, Fax No. : 8427 3904, email address: [gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn))
4. Payment Methods  
4.1. By Credit/Debit Card/Cash:  
Please go to Finance Department and pay the fee, and then submit the application form and invoice to the office of the Graduate School.  
4.2. By E-banking:  
Please transfer the fee to the following bank account. You should add your name, student ID No. and description in the notes of the payment voucher and send the electronic form of the payment voucher to [gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn) for confirmation, the document(s) would be issued after the confirmation.

帐户名：香港中文大学（深圳）  
账号：7441110182600142708  
开户行：中信银行深圳金山大厦支行

For USD payment information, please send email to [gs@cuhk.edu.cn](mailto:gs@cuhk.edu.cn).