

**THE CHINESE UNIVERSITY OF HONG KONG, SHENZHEN**  
**香港中文大学（深圳）**  
**THE GRADUATE SCHOOL**  
**研究生院**

**Application For Replacement of Graduate Certificate**  
**申请补发毕业证书**

Note:  
注意

1. Please present both original(s) / or and the copy(ies) of the documents listed below upon submission of this application.  
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 ✓ as appropriate.  
请在适当位置「✓」

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

2. Personal Particulars:  
个人资料

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

3. I wish to apply for replacement of graduate certificate for (*Please submit separate application for each replacement certificate*).  
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）:

Student I.D. No.: \_\_\_\_\_ Name appeared on the graduate certificate: \_\_\_\_\_  
学号 \_\_\_\_\_ 于毕业证书上显示之名字 \_\_\_\_\_  
Degree / Diploma: \_\_\_\_\_ Programme: \_\_\_\_\_  
学位/文凭 \_\_\_\_\_ 课程 \_\_\_\_\_  
Mode of Study:  Full-time  Part-time Conferment Year: \_\_\_\_\_  
学制 全日制 非全日制 颁发学位年份 \_\_\_\_\_  
Reason(s): \_\_\_\_\_  
原因 \_\_\_\_\_  
Fees: (According to the CUHK) HK\$800  By cheque/bank draft of HK\$800 made payable to "The Chinese University of Hong Kong".  
费用: (参考香港中文大学收费标准) 港币八佰元整 网上电子转账

4. Declaration:  
声明

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

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

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

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
签署 \_\_\_\_\_ 日期 \_\_\_\_\_

\* Please ✓ as appropriate. 请在适当位置「✓」

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

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

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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: [pgs@cuhk.edu.cn](mailto:pgs@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.

Account Name: The Chinese University of Hong Kong

收集个人资料声明:

2. 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。
3. 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。
4. 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: [pgs@cuhk.edu.cn](mailto:pgs@cuhk.edu.cn))
5. 支付方式:  
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 [pgs@cuhk.edu.cn](mailto:pgs@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

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