



香港護理學院
College of Nursing, Hong Kong

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申請各類文件 / 證明書 Application for Documentation / Certification (CN40)

注意：請參閱背頁所列的「注意事項」並用正楷填寫。

Note: Please read the notes **overleaf** and complete in BLOCK letter.

姓名 Name	身份証號碼或會員証號碼 HKID or membership number	日間聯絡電話 Telephone no. (daytime)
申請項目 (Item applied) * 請在適當的項目加上✓號 (Please tick as appropriate)		
<input type="checkbox"/> 補領收據 Re-issue of official receipt \$50	<input type="checkbox"/> 補發會員證 Membership card \$50	
<input type="checkbox"/> 補領證書 Re-issue of certificate \$60	<input type="checkbox"/> 會籍證明書 Verification of membership status \$100	
<input type="checkbox"/> 出席證明書 Attendance record \$50	<input type="checkbox"/> 履歷證明書 Testimonial \$200	
<input type="checkbox"/> 成績證明書 Transcript \$75	<input type="checkbox"/> 其他，請註明 (Others, please specify: _____)	
申請原因 [Reason(s) for application]		
申請人簽署 Signature of applicant	日期 Date	

學院專用 (For office use only)

金額 Amount: <input type="checkbox"/> 現金(Cash) <input type="checkbox"/> 支票 (Cheque) <input type="checkbox"/> 信用咭 (Credit Card) 會計部 A/C Dept: 日期 Date:
經手人 Handled by: 日期 Date:
通知領取日期 Date of notification for collection:

領取證明 Acknowledge of Receipt

本人 _____ 已領取相關證明文件。

I acknowledge receipt of the captioned document.

申請人簽署 Signature of applicant

日期 Date

注意事項

1. 申請各類文件 / 證明書需填妥申請表及繳交費用，所繳費用概不退還。
2. 繳費辦法：
現金、劃線支票（支票抬頭請寫：香港護理學院）或於學院以信用卡(Visa/Master) 繳付。
3. 申請文件將於十四個工作天後發出，未取之文件將於發出日期起計 3 個月後銷毀。
4. 香港護理學院只能補發 / 證明 7 年以內的文件。
5. 所有申請，學院保留接納與否之權利，有關資料以學院的紀錄為準。

Notes

1. Applicants need to complete an application and pay for application fee. All fees paid are NOT refundable.
2. Payment shall be made in cash or by cheque in Hong Kong dollars made payable to “College of Nursing, Hong Kong”, or by credit card (Visa/Master) at the Credit Card Payment System of the College.
3. Document will be available for collection in 14 working days after the completed application is received by the Office. Please note that if the document is not collected within 3 months from the date of issue, the document will be destroyed for security reason.
4. Only documentation / record within the nearest 7 years can be traced and processed.
5. The College reserves the right to make final decision of the application. Documentation will be issued according to the record kept at the College.