JOINT ADVANCED DIPLOMA IN MANAGEMENT STUDIES PROGRAMME (ADMS)
JOINT ADVANCED DIPLOMA IN BUSINESS MANAGEMENT PROGRAMME (ADBM)

Application Form For General Student Affairs
一般事項申請表格

Student Name 學生姓名 : English 英文_____ Chinese 中文_____

Student No. 學生編號 / HKID No. 身份證號碼 : _____ Contact Tel 聯絡電話 : _____

Postal Address 郵寄地址 : _____

Cheque No. 支票號碼 : _____ Date 日期 : _____

I am a student of the _____(ADMS / ADBM) programme, and would like to apply for:

本人是_____(ADMS / ADBM) 課程學生現向秘書處申請 :

Please state number of copies (items 1-3) or tick (items 4-8).

請填寫所需數量 (第 1-3 項) 或劃上 ✓ 號 (第 4-8 項)。

1. ( ) copy(ies) of Transcript 成績證明書 (HK$100 per copy 每張費用 HK$100)

2. ( ) copy(ies) of Certificate of Attendance 出席證明書 (HK$100 per copy 每張費用 HK100)
   - □ Full course of study 歷年學期
   - □ Specified year and term 指定學期： _____ Year 年 _____ Term 季

3. ( ) copy(ies) of Reference Letter: only for the purpose of universities admission. 推薦書 : 只適用於申請升學之用
   (HK$100 per copy 每張費用 HK$100)

4. ( ) Appeal (HK$350 per module - Application must be made within 14 days after the issue date of result slips.)
   成績上訴（每科費用 HK$350，必須於成績單發出後 14 日內申請)
   Module(s) 科目名稱： _____

5. ( ) Remedial Exam 補考 (HK$350 per module 每科費用 HK$350)
   Module(s) 科目名稱： _____

6. ( ) Change of class (HK$200 per module. Application must be made before term commencement)
   轉班或轉科 (每科費用 HK$200，必須於開學前申請)
   From 由 (class code 科目編號) _____ To 更改為 (class code 科目編號) _____
   From 由 (class code 科目編號) _____ To 更改為 (class code 科目編號) _____
   From 由 (class code 科目編號) _____ To 更改為 (class code 科目編號) _____

7. ( ) Retention (HK$100 per module. Application must be made before term commencement.)
   延期修讀（每科費用 HK$100，必須於開學前申請)
   Module(s) 科目名稱： _____

8. ( ) Re-issue student card, *Please attached one colored passport size photo (1" x 1.5") (HK$50)
   補領學生証 * 請附上近照乙張 (1 吋 x 1.5 吋) (每張 HK$50)

Please return the completed form to the Secretariat together with a crossed cheque payable to "The Hong Kong Management Association". The requested document(s) will be sent to your postal address within ten working days.

請將填妥之表格連同劃線支票或匯票 (抬頭「香港管理專業協會」) 交回秘書處。所申請的文件將於十個工作天內郵寄給閣下。

※ The above fees will be effective on January 2014 and subject to adjustment.
以上收費於二 0 一四年一月生效及秘書處可隨時修訂。

ADMS / ADBM Secretariat: 16/F Tower B Southmark, 11 Yip Hing Street, Wong Chuk Hang, Hong Kong.
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