

JOINTLY ORGANIZE

**DIPLOMA IN MANAGEMENT STUDIES  
(DMS)**

**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 DMS programme, and would like to apply for:

Please state number of copies (items 1-3) or tick (items 4-7).

請填寫所需數量 (第 1-3 項) 或劃上 ✓ 號 (第 4-7 項)。

1. ( ) copy(ies) of Transcript 成績證明書 (HK\$80 per copy 每張費用 HK\$80)
2. ( ) copy(ies) of Certificate of Attendance\* 出席證明書 (HK\$40 per copy 每張費用 HK\$40)  
 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\$80 per copy 每張費用 HK\$80)
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 \_\_\_\_\_ To 更改為 (class code 科目編號) \_\_\_\_\_  
From 由 (class code 科目編號) To 更改為 \_\_\_\_\_ To 更改為 (class code 科目編號) \_\_\_\_\_  
From 由 (class code 科目編號) To 更改為 \_\_\_\_\_ 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")  
補領學生証 \* 請附上近照乙張 (每張 HK\$35)

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 are subject to adjustment.  
秘書處可隨時修訂以上收費。