

## Application Form Certificate in Facility Management (Programme Code: 241-40351) 設施管理證書課程報名表 (課程編號: 241-40351)

Please refer to the Application Guide and Programme Information before completing this form. Kindly fill in the application form clearly in **English BLOCK Letters**.  
報名前請細讀報名指引及課程資料。請以**英文正楷**填寫報名表。

### Personal Particulars 個人資料 (\*Please delete if inappropriate 請刪除不適用者)

Name in English (as shown on HKID Card/Passport) \_\_\_\_\_ Dr / Mr / Mrs / Ms / Miss\*  
英文姓名 (請參照身份證 / 護照) 博士 / 先生 / 太太 / 女士 / 小姐\*

Name in Chinese \_\_\_\_\_ Gender M / F\* Date of Birth \_\_\_\_\_ (dd/mm/yy)  
中文姓名 性別 男 / 女\* 出生日期 (日/月/年)

HKID Card/Passport No.\* \_\_\_\_\_ Place of Origin (for non-local applicants only) \_\_\_\_\_  
香港身份證 / 護照\* 國籍 (非本地申請人適用)

Hong Kong Permanent Resident (please "√" the box) (please attach a copy of your HKID/Passport if you are not HK permanent resident)  
香港永久性居民 (請√在此) (如非香港永久性居民, 請附上身分證文件副本)

Correspondence Address \_\_\_\_\_  
通訊地址

Hong Kong 香港  Kowloon 九龍  New Territories 新界  Others (Please specify) \_\_\_\_\_  
其他 (請註明)

Company \_\_\_\_\_ Position \_\_\_\_\_  
僱主名稱 職位

Tel \_\_\_\_\_ (Day Time Contact) \_\_\_\_\_ (Mobile#)  
電話 (日間聯絡電話) (手機#)

Email \_\_\_\_\_  
電郵

# Urgent notice will be sent to your mobile phone via SMS 學院會透過手機短訊發放課程緊急通知

### Qualifications & Work Experience 學歷及工作經驗

#### A. Highest Education Level Attained (Please "√" as appropriate)

取得之最高學歷 (請"√"適用者)

- |   |   |  |
|---|---|--|
| <input type="checkbox"/> Secondary or below<br>中學程度或以下                          | <input type="checkbox"/> Diploma / Higher Certificate / Certificate<br>文憑/高級證書/證書 | <input type="checkbox"/> Postgraduate Diploma / Certificate<br>深造文憑/證書 |
| <input type="checkbox"/> Form 5 or equivalent<br>中五或同等學歷                        | <input type="checkbox"/> Associate Degree / Higher Diploma<br>副學士/高級文憑            | <input type="checkbox"/> Master's Degree<br>碩士                         |
| <input type="checkbox"/> HKDSE, Form 6, Form 7 or equivalent<br>中學程度、中六、中七或同等學歷 | <input type="checkbox"/> Bachelor's Degree<br>學士學位                                | <input type="checkbox"/> Doctoral Degree<br>博士                         |

#### B. Academic Qualifications (Please complete in reverse chronological order and attach copies of transcripts. If there is insufficient space, please give details on a separate sheet and attach to this application.)

學歷 (請按最近之日期順序列出並遞交成績單副本。如表格上空位不敷填寫, 請附另頁詳列有關資料。)

From Month /Year 由 月/年	To Month /Year 到 月/年	Awarding Institution and Country 頒授院校及國家	Title of Award 頒授學銜	Full time/ Part time 全日制/兼讀制	Month & Year of Award (Month/Year) <sup>1</sup> 頒授月/年	Latest Overall GPA or Level of Award 頒授之學分

1. If you are currently studying the programme, fill-in the expected month and year of obtaining the award. Fill-in "N.A." if you have not completed the study.

如閣下正在修讀上述例出之課程, 請填寫預計修畢的月份及年份。如該課程在未完成的情況下退學, 請填上N.A.。

**C. Professional Qualifications** (Please complete in reverse chronological order and attach supporting documents. If there is insufficient space, please give details on a separate sheet and attach to this application.)

專業資格 (請按最近之日期順序列出並遞交成績單副本。如表格上空位不敷填寫，請附另頁詳列有關資料。)

Awarding Institution and Country 頒授機構及國家	Professional Qualifications 專業資格	Year of Attainment <sup>2</sup> 頒授年份

2. If you are currently pursuing the professional qualifications, fill-in the expected month and year of attainment.  
如閣下正在修讀上述列出之專業資格，請填寫預計修畢的月份及年份。

**D. Work Experience** (Please complete in reverse chronological order. If there is insufficient space, please give details on a separate sheet and attach to this application.)  
工作經驗 (請按最近之日期順序列出。如表格上空位不敷填寫，請附另頁詳列有關資料。)

From Month / Year 由 / 月 / 年	To Month / Year 到 / 月 / 年	Full Time / Part Time 全職/兼職	Name of Organization and Country 機構名稱及國家	Position 職位	Occupation Code 行業代碼

No. of Years in Full-time Employment:  0  1-2  3-4  5-6  More than 6

全職就業年數:

Occupation Code 行業代碼	01 Accounting 會計	02 Administration & Management 行政及管理	03 Advertising 廣告	04 Banking & Financial Services 銀行及財務	05 Computing & IT 資訊科技	06 Education 教育	07 Engineering 工程	08 Food and Beverage 飲食	09 Marketing & Sales 市場及行銷	10 Public Relations 公共關係	11 Social Services 社會工作	12 Surveying 測量	13 Transportation & Logistics 運輸及物流	14 Tourism & Hotel 旅遊及酒店	15 Government & Public Services 政府及公共服務	16 Others (Please specify) 其他 (請註明)
----------------------------	---------------------	---	----------------------	--	---------------------------	--------------------	----------------------	----------------------------	-------------------------------	-----------------------------	----------------------------	--------------------	--	-----------------------------	--	--

**E. Additional information**

其他資料

**Checklist for Application 申請備忘**

Before submitting your application, please check if you have :  
在提交報名表之前，請核對以下資料：

- enclosed the proof of payment of HK\$160 application fee  
是否已附上\$160元之報名費收據
- provided copies of ALL transcripts and certificates / other relevant academic qualifications to support your application  
是否已附上所有成績表、證書及其他學歷文件之副本
- completed the application form  
是否已填妥入學報名表
- signed and dated the application form  
是否簽署並填妥日期
- supplied other relevant information (if necessary)  
是否已提供其他相關資料

## Source of Information 資料來源

How do you know CityU SCOPE/this programme? (You may choose more than one option)  
如何獲悉本院 / 此課程資料? (可以選擇多於一項)

<b>CityU SCOPE Learning Centre 香港城市大學專業進修學院教學中心</b> <input type="checkbox"/> CityU SCOPE Head Office 香港城市大學專業進修學院總辦事處 <input type="checkbox"/> CityU SCOPE TST East Learning Centre 香港城市大學專業進修學院尖沙咀東教學中心	<b>Referral 別人推介</b> <input type="checkbox"/> CityU SCOPE Students/Graduates 本院學生畢業生推介 <input type="checkbox"/> Friends/Relatives 親友推介 <input type="checkbox"/> Teachers from Secondary School 現就讀學校的老師推介
<b>Media 媒體廣告</b> <input type="checkbox"/> Online Advertisements 網上廣告 <input type="checkbox"/> Headline Daily <input type="checkbox"/> On.cc <input type="checkbox"/> HK01 <input type="checkbox"/> LIHKG <input type="checkbox"/> Other, please specific: _____ <input type="checkbox"/> Newspaper Advertisements 報章廣告 <input type="checkbox"/> Headline Daily <input type="checkbox"/> AM730 <input type="checkbox"/> Ming Pao <input type="checkbox"/> Other, please specific: _____ <input type="checkbox"/> Magazine Advertisements 雜誌廣告 <input type="checkbox"/> Hok Yau Club(學友社) <input type="checkbox"/> 進修生活 <input type="checkbox"/> Recruit <input type="checkbox"/> Other, please specific: _____ <input type="checkbox"/> Search Engines 網站搜尋器 <input type="checkbox"/> Google <input type="checkbox"/> Yahoo <input type="checkbox"/> Bing <input type="checkbox"/> Other, please specific: _____ <input type="checkbox"/> Social Media 社交網站 <input type="checkbox"/> Facebook <input type="checkbox"/> Instagram <input type="checkbox"/> Other, please specific: _____	<b>Direct Mailing 由本院寄出的資料</b> <input type="checkbox"/> Emails/e-Newsletters 電郵/電子刊物 <input type="checkbox"/> Direct Mails 郵寄的課程資料 <input type="checkbox"/> Others: _____ 其他 <b>Event 學院活動</b> <input type="checkbox"/> Booths/Seminars at your School 到校展覽攤位/講座 <input type="checkbox"/> Exhibitions 展覽 <input type="checkbox"/> Online Info Seminars 本院舉辦的課程諮詢講座

Have you ever taken any programmes at CityU SCOPE?  
曾否修讀本院課程?

Yes (Please specify) \_\_\_\_\_  No  
有(請註明) 否

## Collection of Personal Data 收集個人資料

The personal data you provide in this form will be used for your application, admission, registration, alumni communication, and direct marketing purposes. We will provide you with information on our programmes / courses to help navigating your lifelong learning. You always have the right to request us to stop using your personal data in marketing communications by sending a written unsubscribe request to the School at any time.

閣下在本表格提供的個人資料將用作本學院之課程申請、入學、註冊、校友通訊及推廣。我們會為您提供學院的課程資訊，以啟導終生學習為目的。閣下可隨時以書面或電郵方式向學院申明是否願意繼續接收有關資訊。

If you do not wish to receive such information, please  this box.  
如你不願意接收本院日後提供的課程資訊，請加上號。

## Declaration 聲明

- I declare that I have read and understood the nature and details of the Application Guide and Programme Information.  
本人謹此聲明在填寫報名表前，已細讀報名指引及課程資料。
- I declare that all the information given in support of this application form and the attached supporting documents are, to the best of my knowledge, accurate and complete, and agree to provide original document(s) for verification of my qualifications when required. I understand that this information will be used in the admission decision process, I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be disqualified and / or I may be required to withdraw from any programme which I am enrolled in and all fees paid will not be refunded.  
本人謹此聲明在本報名表填報及遞交文件的資料均屬正確及完備，並同意提交文件之正本以作核實。本人明白所提交的資料將會用作入學處理。於閱覽及填妥本報名表，本人若提供任何不實或不完整資料，獲取錄的學額不論接受與否，本人之申請資格將被取消。雖經註冊，亦屬無效。已繳交之費用，概不發還。
- I authorize CityU SCOPE to obtain, and the relevant authorities to release, any and all information about my academic and / or professional qualifications obtained in Hong Kong and elsewhere.  
本人授權香港城市大學專業進修學院向有關機構查詢或索閱本人以往之學歷及/或專業資格。
- I authorize CityU SCOPE to use my data to carry out checks regarding my application and records of previous studies in the University and other institutions.  
本人授權香港城市大學專業進修學院核證本人的申請及本人在香港城市大學及其他院校之就讀資料。
- I understand that, upon my registration in a programme, the data will become part of my student record and may be used for all purposes relating to my study in the programme.  
本人明白報名表上之資料將記錄於學生個人檔案中，並將用作有關課程行政之用。
- I consent that if admitted to the programme, I will conform to the statutes and regulations of City University of Hong Kong and CityU SCOPE.  
如成功入學，本人願遵守香港城市大學及專業進修學院的規例。

Signature of Applicant \_\_\_\_\_ Date \_\_\_\_\_  
申請人簽署 日期

## 1. Application Procedure 報名手續

A non-refundable and non-transferable application fee of HK\$160 is charged for each programme. Application fee must be paid together with the completed application form.

每個課程報名申請均收取港幣160元報名費，此費用恕不退還及不可轉讓，並須連同填妥的報名表一併呈交。

## 2. Methods of Payment 繳款方法

a. By direct deposit or ATM transfer to CityU's Hang Seng Bank Account: 293-318028-003.

透過銀行或自動櫃員機將報名費存入至香港城市大學之恒生銀行戶口：293-318028-003。

b. By bill payment service provided by the ATM of HSBC, Hang Seng Bank and JETCO, bill account number: 030001407, bill type: 03.

透過匯豐銀行、恒生銀行及銀聯自動櫃員機中的帳單繳款服務繳交報名費，帳單編號：030001407，帳單類別：03。

Please retain the payment slip (the Deposit Form, or the original copy of the ATM Advice) and attach it to the Application Form as proof of payment.

請保留繳款回條(入數紙或自動櫃員機收條正本)，並連同報名表一併交回，以作繳款證明。


For other payment methods, please refer to [www.scope.edu/Admission/PaymentMethods](http://www.scope.edu/Admission/PaymentMethods) for details.

有關其他繳款方法，詳情請參閱網址：[www.scope.edu/Admission/PaymentMethods](http://www.scope.edu/Admission/PaymentMethods)

## 3. Submission of Application 遞交申請

 Online 網上報名

[www.scope.edu/eapp/CFM](http://www.scope.edu/eapp/CFM)

 By mail/ hand 郵寄或親身遞交

A completed application form, with copies of the following required supporting documents, should be sent by mail/by hand to CityU SCOPE Learning Centres on or before the application deadline:

申請人可於報名截止日期前把填妥的報名表及下列文件的副本郵寄或親身交往香港城市大學專業進修學院各教學中心：

a. proof of application fee payment; and 報名費之繳款證明；及

b. photocopies of certificates and transcripts of previous studies and / or professional qualifications in support of your qualifications claimed in the application form. 過往學歷之證書及成績單，及/或有關專業資歷之證明文件副本。

All submitted documents will NOT be returned. Original documents will need to be presented for verification during registration. Provision of any false or misleading information or failure to supply the full documentation for verification will lead to DISQUALIFICATION of the application and any offer made will be rescinded. All fees paid will NOT be refunded.

申請人所提交之文件均不會發還，並需於入學註冊時出示文件的正本以作查證。如申請人提供虛假或構成誤導的資料，或未能提供有關證明文件，本院有權取消申請人的入學申請及撤回其學位，繳交之費用亦不獲退還。

All applicants will be informed of the application results by mail or email. 申請結果將以郵寄或電郵方式通知。

For CityU SCOPE Learning Centres addresses and reception counter service hours, please refer to [www.scope.edu/LearningCentres](http://www.scope.edu/LearningCentres) for details.

有關香港城市大學專業進修學院各教學中心之地址及櫃檯服務時間，詳情請參閱網址：[www.scope.edu/LearningCentres](http://www.scope.edu/LearningCentres)

## 4. Applications will go through a selection process. Admissions are subject to availability of places and selection criteria. Applications meeting the minimum admission requirements are not guaranteed direct entry to the programme. Applicants may be invited for admission interviews. For entry requirements, please refer to specific programme descriptions.

本院將根據既定的收生程序進行甄選工作。取錄與否需視乎學額及甄選結果而定。申請人即使符合最低入學要求，也不一定被取錄。如有需要，本院會邀請個別申請人進行入學面試。各項課程之入學要求，請參閱課程資料。

## 5. CityU SCOPE reserves the rights not to admit an applicant. Places allocated in each class are not transferable. Fees are not refundable or transferable, except for unsuccessful enrolment or cancellation of a programme.

學院保留最終取錄與否之權利。各課程之學額不可轉讓他人。所繳學費將不可退還及轉讓他人。

## 6. CityU SCOPE reserves the rights to alter programme details such as date, time, venue and instructor as well as to cancel programmes.

學院保留更改上課日期、時間、地點、導師及取消課程的權利。

7. All applicants must produce appropriate identity document(s) for verification at the time of enrolment. Non-local applicants should produce a valid student visa which has been validated at the immigration checkpoint upon entry to Hong Kong. Please note that CityU SCOPE will not sponsor students' visa application. Students have the responsibility to comply with the immigration rules, regulations and conditions governing their eligibility for studies and stay in Hong Kong. According to the policy of the Education Bureau, Mainland students are not allowed to study non-local programmes in Hong Kong. For details, please contact the Immigration Department of the HKSAR Government (Tel: 2824 6111; Website: [www.immd.gov.hk](http://www.immd.gov.hk)).

申請人必須於遞交申請時提供有效的身份證明文件。非本地申請人必須持有由香港入境事務處所簽發之學生簽證或有效證件方可入讀本院課程。香港城市大學專業進修學院無法為申請人安排學生簽證事宜。學生有責任遵守有關其在香港學習和居留資格的相關規則、條例及條件。根據教育局的政策，內地學生不得在香港入讀非本地課程。詳情請聯絡入境處(電話：2824 6111；網址：[www.immd.gov.hk](http://www.immd.gov.hk))

8. Personal data provided on the application form will be used by CityU SCOPE for the purpose relating to application and admission. For details of the Personal Data Collection Statement, please refer to the website: [www.scope.edu/disclaimer](http://www.scope.edu/disclaimer)

報名表內提供的個人資料，將用作處理申請報讀課程之用。有關收集個人資料聲明的詳情請參閱網址：[www.scope.edu/disclaimer](http://www.scope.edu/disclaimer)

## 9. CityU SCOPE is committed to equal opportunities in education and seeks to provide every possible means to assist students with disabilities and to facilitate their learning. Students concerned are invited to write to CityU SCOPE to specify what special assistance is needed. All information collected will be kept confidential.

香港城市大學專業進修學院為所有人士提供平等的學習機會，並致力提供各項可行方法協助有需要學員學習。如學生需要本院提供協助，請以書面形式通知學院以作適當安排。申請人提供的資料將絕對保密。

## 10. Enquiries 查詢

School of Continuing and Professional Education (CityU SCOPE) 香港城市大學專業進修學院

Address: 2410, 2/F, Li Dak Sum Yip Yio Chin Academic Building (LI), City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong

地址 香港九龍達之路香港城市大學李達三葉耀珍學術樓2樓2410室

Office hours: Mon – Fri: 9:00am - 12:30pm

Sat: 9:00am - 12:30pm

Closed on Sundays and Public Holidays

1:30pm - 7:30pm

1:30pm - 2:30pm

辦公時間 星期一至五：上午九時至下午十二時三十分

星期六：上午九時至下午十二時三十分

星期日及公眾假期：休息

Enquiries: 3442 6358 / 3442 7423

Email: [cfm@scope.edu](mailto:cfm@scope.edu)

Website: [www.scope.edu/Cert/FM](http://www.scope.edu/Cert/FM)

查詢電話

電郵

網址

\* Should there be any discrepancy between the English and Chinese versions, the English version shall prevail.

\* 中、英文內容如有出入，以英文為準