

**學業成績表申請表格**  
**Transcript Request Form**

致 : 教務長 / 註冊主任  
To : Registrar

由 : 嶺南大學EMBA課程事務處  
From : EMBA Programme Office, Lingnan University

下列申請人向本校申請2008－2009行政人員工商管理碩士課程，其申請須附有 貴院校之學業成績表才給予考慮。請將該申請人之成績表乙份連同此表格，密封後直接寄香港屯門嶺南大學EMBA課程事務處。

The person whose name appears below is applying for admission to the Executive Master of Business Administration (EMBA) programme 2008-2009 at this University. His/Her application will not be considered without an official transcript from your institution. Please arrange for a copy of official transcript of this person to be sent together with this form in a sealed envelope DIRECTLY to EMBA Programme Office, Lingnan University, Tuen Mun, Hong Kong.

\* 此部份由申請人填寫。

This section should be completed by the applicant.

申請人姓名	Name of Applicant _____	
	(英文 in English)	(中文 in Chinese)
就讀之院校名稱	Institution Attended _____	
修讀課程	Programme Studied _____	
學位(預期)頒發日期	(Expected) Date of Conferment of the Degree _____	
擬入讀課程	行政人員工商管理碩士課程	
Programme Applied for	Executive Master of Business Administration (EMBA)	

申請人須將填妥之表格交往有關院校申請學業成績表。申請人須自行負責有關索取學業成績表之費用。

The applicant should send this form to the Registrar of the Institution from which the transcript is requested. The applicant should be responsible for the costs incurred in the request for the transcript.