香港學術及職業資歷評審局
Hong Kong Council for Accreditation of Academic & Vocational Qualifications

Application Form for Review of Qualifications Assessment
學歷評估覆檢申請表

FOR OFFICIAL USE ONLY 本欄由評審局職員填寫	
Review Ref: 檔案號碼:	Date Received: 收表日期:
Handled by: 收表人:	

Guidance Notes 申請須知

Applicants should read the following notes carefully before submitting an application for review.
申請者在遞交覆檢申請表前，須詳閱以下注意事項。

1. This Application Form is for use by an individual who is aggrieved by the decision made by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) on his/her qualifications assessment and wishes to seek a review in accordance with the provision in sections 17A to 17D under the HKCAAVQ Ordinance (Cap. 1150).
根據香港學術及職業資歷評審局條例(第 1150 章)第 17A 至 17D 條（簡稱條例），任何個人如因香港學術及職業資歷評審局(簡稱評審局)對其作出的學歷評估評定感到受屈，可向評審局申請覆檢。此申請表只適用於覆檢評審局的學歷評估評定。

2. According to the HKCAAVQ Ordinance, the review will be dealt with by the Standing Review Committee for Qualifications Assessment (the Committee) established by the Council. The Committee then makes recommendations to the Council. The decision made by the Council based on the recommendations of the Committee is final.
根據條例，覆檢將由評審局大會成立之學歷評估覆檢常務委員會（簡稱委員會）處理。評審局大會將基於委員會的建議，作出最終之決定。

3. Applicants should provide the grounds for applying for review. If applicants submit any new materials/information in support of their application, such new materials/information may be accepted only if they were in existence before HKCAAVQ made the decision on the assessment concerned. Applicants are required to provide reasons as to why such materials/information were not made available to HKCAAVQ during the assessment. **It should be noted that a review is neither a new assessment nor an extension of the one under dispute.**
申請者須提供申請覆檢的理據。所有增補文件/資料如其發出日期為評審局作出評估評定前經已發出，委員會將考慮接納其作覆檢之用。如申請人欲提交符合上述情況的增補文件/資料，則必須清楚解釋其未能在評估過程時向評審局遞交此資料的因由。**在任何情況下，本覆檢並非一次重新的評估或其延續服務。**

4. According to the HKCAAVQ Ordinance, the completed Application Form must reach the Council (Address: 10 Siu Sai Wan Road, Chai Wan, Hong Kong) within 30 days of the receipt of HKCAAVQ's assessment decision by the applicants together with the original payment evidence of the review fee and new materials/information (if any). Otherwise the review mechanism will not be initiated.
根據條例，申請者須於收到有關評估決定的通知日起計 30 天內提出覆檢申請。填妥的申請表格須連同增補文件/資料（如有）及繳付覆檢費用證明正本，於限期前一併遞交到香港柴灣小西灣道 10 號。如未能符合上述條件，覆檢程序將不能啟動。

5. The review fee is one-third of the original assessment fee. The review fee can be settled by one of the following means:
   (i) **Cash deposit** in Hong Kong currency into one of the following bank accounts:
      (a) *Name of the Bank*: Industrial and Commercial Bank of China (Asia) Limited; *Name of Account*: Hong Kong Council for Accreditation of Academic and Vocational Qualifications; *Account Number*: 861-502-02007-3; or
      (b) *Name of the Bank*: The Bank of East Asia, Limited; *Name of Account*: Hong Kong Council for Accreditation of Academic and Vocational Qualifications; *Account Number*: 514-40-58393-6; or
   (ii) **Crossed cheque** from a bank account in the HKSAR in Hong Kong currency to "Hong Kong Council for Accreditation of Academic and Vocational Qualifications".

   For applicants outside Hong Kong, the review fee can also be settled by telegraphic transfer in the following designated format:
   (iii) **Telegraphic transfer** (*Name of the Bank*: Industrial and Commercial Bank of China (Asia) Limited; *Address*: 33/F, ICBC Tower, 3 Garden Road, Central, Hong Kong; *Swift Code*: UBHKHKHH; *Name of Account*: Hong Kong Council for Accreditation of Academic and Vocational Qualifications; *Account Number*: 861-502-02007-3). The original payment evidence by telegraphic transfer or any other relevant evidence clearly showing the Applicant's identity should be attached to the Application Form.

   覆檢費用為原來的評估費用的三分之一。覆檢費用可透過以下方式繳付：
   (一) **港幣現金存款**至以下一間銀行:
      (甲) 銀行名稱：中國工商銀行（亞洲）有限公司；戶口名稱：香港學術及職業資歷評審局；戶口號碼：861-502-02007-3；或
      (乙) 銀行名稱：東亞銀行有限公司；戶口名稱：香港學術及職業資歷評審局；戶口號碼：514-40-58393-6；或
   (二) 以港幣開出的**劃線支票**（香港特別行政區的銀行戶口支票）繳付，並註明收款人為「香港學術及職業資歷評審局」。

   非本地申請者亦可透過指定格式以電滙繳付覆檢費用:
   (三) **電滙**（銀行名稱：中國工商銀行（亞洲）有限公司；分行名稱：香港中環花園道 3 號中國工商銀行大廈 33 樓；電報號碼： UBHKHKHH；戶口名稱：香港學術及職業資歷評審局；戶口號碼：861-502-02007-3）。以電滙形式繳費的證明或其他包含申請人身份的繳費證明的正本須隨申請表附上。

6. The review fee is not refundable, except when the review outcome is a variation of the original determination and/or decision of the Council.
   除非覆檢結果與原先的評估決定不同，否則所有覆檢費用將不獲退還。

7. The personal data provided in this Form will be used by the Committee and the Council for review purposes and any other legitimate purposes as may be required, authorised or permitted by law. In general, all submitted documents will be retained for a period of ten years. Requests concerning the access and correction of the personal data collected by means of this Form may be made in writing to the Secretary of the Committee (Address: 10 Siu Sai Wan Road, Chai Wan, Hong Kong).
   申請表內所提供的個人資料，評審局會用作處理這宗申請，及在受法例要求、授權或准許的其他合理用途下使用。一般而言，所有已遞交的文件只存檔十年。如申請人要求查詢及更正申請表內的個人資料，請書面至委員會秘書申請（地址：香港柴灣小西灣道 10 號）。

For enquiries about applying for review of qualifications assessment, please call (852) 3658 0197.
如查詢有關學歷評估覆檢申請，可致電 (852) 3658 0197。

For general enquiries about the qualifications assessment service, please call (852) 3658 0285.
如查詢有關學歷評估服務，可致電 (852) 3658 0285。

Part A Particulars of Applicant
甲部 申請人資料

(# Delete as appropriate 刪去不適用者)

Name of Applicant
(English/Chinese, where applicable)
申請人姓名
(英文/中文，如適用)

(Mr/Mrs/Miss/Ms) #
(先生/太太/小姐/女士) #

Identity Card/Passport No. #
身份證/護照號碼#

Contact Phone No.
聯絡電話號碼

Email Address
電郵

Correspondence Address
通訊地址

Part B Details of the Application for Review
乙部 申請覆檢詳情

(I) Report for Qualifications Assessment issued by HKCAAVQ
評審局發出之學歷評估報告

Issue Date of Report
評估報告發出日期 (dd 日) (mm 月) (yy 年)

HKCAAVQ Ref
報告參考編號

Date of receiving the Report
收到評估報告日期 (dd 日) (mm 月) (yy 年)

(II) Please specify the decision(s) made by HKCAAVQ that you are applying for review.
請列明對學歷評估報告中的那一項評定申請覆檢。

(III) Please provide the grounds for applying for review. (Use additional sheets if needed)
請提供申請覆檢的理據。(如有需要，可另頁填寫)
(See Guidance Note (3) of this Application Form) (請參閱此申請表之申請須知第(3)項)

(IV) Attachment(s) to the Application Form (Please ✓as appropriate)

申請表之附件(請在適當位置填上✓號)

(See Guidance Note (3) of this Application Form) (請參閱此申請表之申請須知第(3)項)

☞***Remark 1***: ***註解一:***	Please do not attach documents which have already been submitted during the assessment. 請勿提交任何於評估過程時已遞交的文件。
☞***Remark 2:*** ***註解二:***	Please do not attach materials/information not in existence before HKCAAVQ made the decision on the assessment concerned. 請勿提交任何在評審局作出評估評定以後才發出之增補文件/資料。
☞***Remark 3:*** ***註解三:***	Applicants are requested to submit new materials/information which falls within the scope of assessment. Please refer to https://iportal.hkcaavq.edu.hk/help. 提交的增補文件/資料必須與學歷評估的評估範圍有關。請參閱 https://iportal.hkcaavq.edu.hk/help。
☞***Remark 4***: ***註解四:***	Only new materials/information which were in existence before HKCAAVQ made the decision on the assessment concerned and in support of the grounds should be attached with this Application Form. 提交的增補文件/資料應是在評審局作出評估評定前經已發出並必須與覆檢的申請有關。

❑ **No attachment 沒有任何附件**

(*Please go to Part C) (請繼續填寫丙部*)

❑ **With attachment(s) 有附件**

(*Please answer the following questions) (請回答以下問題*)

(1) Are the materials/information in the attachment(s) **new to HKCAAVQ** (i.e. not submitted to HKCAAVQ during the assessment)?
附件內之增補文件/資料是否在評估過程時未有提交予評審局作評估用途？

❑ **No 否** (See ***Remark 1***) (參閱***註解一***)

❑ **Yes 是**

Please list the new materials/information with dates of issuance in the space provided below and answer Question 2.
請在下列空格內列明此文件/資料的發出日期，並回答問題 2。

New Material(s) / Information 增補文件/資料名稱	**Date of Issuance 發出日期**

(2) Are the new materials/information **in existence before HKCAAVQ made the decision on the assessment concerned**?
上述增補文件/資料是否在評估結果評定前已經發出？

❑ **No 否** (See ***Remark 2***) (參閱***註解二***)

❑ **Yes 是**(See ***Remark 3***) (參閱***註解三***)

Please provide the reason(s) for not having made these materials /information available to HKCAAVQ during the assessment. (Use additional sheets if needed)
請解釋未能在評估過程時向評審局遞交上述資料的因由。(如有需要，可另頁填寫)

Part C Means to Collect Notification of Review Outcomes
丙部 領取覆檢結果通知方法

Please indicate your preference for collecting notification of outcome of the review below. (Please ✓one option)
請註明領取覆檢結果通知的方法。(只✓選一項)

☐ By surface mail 平郵
☐ By registered mail 掛號郵件 (Postage 郵費: HK$15.50)

Part D Declaration
丁部 申請者聲明

I declare that 本人在此聲明:

- ❖ I have read and understand the Guidance Notes of this Application Form for Review of Qualifications Assessment.
  已閱讀及理解學歷評估覆檢申請表內申請須知的內容。
- ❖ The information that I have provided in this Application Form and the attachment(s) (if any) is true and complete.
  表格內所填寫之內容及提交之文件(如有)，俱為真實及完整。
- ❖ I have provided full details of my application with this Form.
  已提供所有具體內容以供本申請之用 。

WARNING 警告事項

A person who, either orally or in writing, makes any statement or representation or furnishes any information to HKCAAVQ or a review committee in connection with the performance of its functions under the HKCAAVQ Ordinance (Chapter 1150) which the person knows or reasonably ought to know is misleading or false in a material respect commits an offence and is liable on conviction to a fine at level 5. Making, submitting or using any false instrument (including forged documents) are serious criminal offences under the Crimes Ordinance (Cap. 200 of the laws of Hong Kong). A person committing the offence of forgery may face imprisonment of up to 14 years on conviction. HKCAAVQ shall consider the relevant evidence and report suspicious cases to the Hong Kong Police. HKCAAVQ reserves the right to take appropriate legal actions. All fees paid will not be refunded in such cases.

任何人在與評審局根據《香港學術及職業資歷評審局條例》 (第 1150 章) 執行其職能有關連的情況下，向評審局或覆檢委員會作出該人明知或理應知道在要項上具誤導性或屬虛假的任何口頭或書面陳述或表述，或以口頭或書面提交該人明知或理應知道在要項上具誤導性或屬虛假的任何資料，即屬犯罪，一經定罪，可處第 5 級罰款。根據香港法例第 200 章《刑事罪行條例》，製作、提交或使用任何虛假文書（包括偽造文書）均屬嚴重刑事罪行。一經循公訴程序定罪，可處監禁 14 年。評審局會考慮相關證據，向香港警方舉報可疑個案，並保留採取適當的法律行動的權利。於此情況下，所有已繳費用將不予退還。

I acknowledge that the Committee may approach third parties for information or provision of documents that is relevant to this review, if considered necessary and appropriate.
本人明白委員會在認為有需要及適當時，會聯絡第三者或機構以獲取與本申請有關之資料或文件。

Signature of Applicant 申請人簽署 _____ **Date 日期** _____

Checklist for Submission of the Application for Review (Please ✓as appropriate)
檢查覆檢申請資料表 (請在適當位置填上✓號)

- ❑ Have you read through the Guidance Notes of this Application Form?
  閣下有否閱畢本表格之申請須知？
- ❑ Have you checked that the completed Application Form can reach us within 30 days of receipt of HKCAAVQ's assessment decision?
  閣下有否檢查已填妥之申請表能否如期(收到評審局發出之評估評定起計 30 天內)遞交至評審局？
- ❑ Have you completed Parts A to C of this Application Form?
  閣下是否已填妥本表格之甲至丙部？
- ❑ Have you duly signed the declaration in Part D of this Application Form?
  閣下是否已簽署本表格之丁部的申請者聲明？
- ❑ Have you paid the review fee as below? (#刪去不適去者)
  閣下是否已繳付覆檢費用如下？ (#Delete as appropriate)

Purpose of Qualifications Assessment **學歷評估用途** (Please ✓one option) (只✓選一項)	**Review Fee** **覆檢費用** *Date of your application for qualifications assessment before 1 April 2026* *如　閣下於 2026 年 4 月 1 日前遞交學歷評估申請*	*Date of your application for qualifications assessment on or after 1 April 2026* *如　閣下於 2026 年 4 月 1 日當日或之後遞交學歷評估申請*	**Registered Mail Postage** (if needed) **掛號郵費** (如需要)	**Total Fee** **覆檢費用連同掛號郵費合共**
☐ General purpose 一般用途	HK$1,065	HK$1,085	☐ HK$15.50	
☐ For teacher registration or teacher appointment 教師註冊或教師聘任用途	HK$1,175	HK$1,195	☐ HK$15.50	
☐ For Quality Migrant Admission Scheme 優秀人才入境計劃申請用途	HK$1,265 / US$165#	HK$1,285 / US$170#	[Bank charge and registered mail postage included] [費用已包括銀行手續費和掛號郵費]	

- ❑ Have you attached the original payment evidence together with the completed Application Form?
  閣下有否把繳付覆檢費用證明正本連同已填妥之申請表一併遞交？