



終止修讀課程通知書

(由院校填寫)

- 注意：(i) 領取本通知書無須繳費。  
(ii) 請用黑色或藍色筆以正楷填寫本通知書。  
(iii) \* 請將不適用者刪去。

\*致優秀人才及內地居民組（適用於從中國內地來港的學生）[傳真號碼：(852) 2119 0522]／  
延期逗留組（適用於從海外、澳門及台灣來港的學生）[傳真號碼：(852) 2586 1431]

致：入境事務處處長

(檔號： )

本人代表 \_\_\_\_\_（院校名稱）通知貴處，基於下述理由，

學生 \_\_\_\_\_（學生姓名）\*已於／將於\_\_\_\_\_年\_\_\_\_\_月\_\_\_\_\_日

終止於本校修讀獲批准課程：

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學生的資料：

a. 姓名 (中文)：\_\_\_\_\_

b. 出生日期：\_\_\_\_\_

c. 香港身份證號碼：\_\_\_\_\_

獲授權人士的姓名

和簽署及院校蓋章：\_\_\_\_\_

聯絡電話：\_\_\_\_\_

\_\_\_\_\_年 \_\_\_\_\_月 \_\_\_\_\_日





**Notification of Termination of Studies**  
(to be completed by the ***educational institution***)

- Note :** (i) This form is issued free of charge.  
(ii) Please complete this form in BLOCK letters using black or blue pen.  
(iii) \* Please delete where inappropriate.

\*To Quality Migrants and Mainland Residents Section (applicable to students from the Mainland of China) [Fax no.: (852) 2119 0522] / To Extension Section (applicable to students from overseas, Macao and Taiwan) [Fax no.: (852) 2586 1431]

To: Director of Immigration  
(File Ref : \_\_\_\_\_ )

Date: \_\_\_\_\_

I, on behalf of \_\_\_\_\_ (name of educational institution),  
hereby inform you that, \_\_\_\_\_ (name of student), \*has  
terminated/will terminate \*his/her studies in our educational institution on \_\_\_\_\_ for  
the following reasons:

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Details of the student:

- a. Full name in English: \_\_\_\_\_
- b. Date of birth: \_\_\_\_\_
- c. HK identity card no.: \_\_\_\_\_

Authorised person's name and signature  
and stamp of the educational institution: \_\_\_\_\_

Contact telephone no. : \_\_\_\_\_



## 收集個人資料的目的 Statement of Purpose

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### 收集資料的目的 Purpose of Collection



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；  
to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務隊條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；  
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及  
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能跟進你的通知，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your notification or to conduct the record search or positively identify the record.

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### 資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

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### 查閱個人資料 Access to Personal Data



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

#### 向延期逗留組遞交的申請

香港灣仔  
告士打道七號  
入境事務大樓  
總入境事務主任（延期逗留）  
電話：(852) 2829 3123

#### For notification forms submitted to Extension Section

Chief Immigration Officer (Extension)  
Immigration Tower  
7 Gloucester Road, Wan Chai, Hong Kong  
Tel.: (852) 2829 3123

#### 向優秀人才及內地居民組遞交的申請

香港灣仔  
告士打道七號  
入境事務大樓  
總入境事務主任（優秀人才及內地居民）  
電話：(852) 2294 2050

#### For notification forms submitted to Quality Migrants and Mainland Residents Section

Chief Immigration Officer (Quality Migrants and Mainland Residents)  
Immigration Tower  
7 Gloucester Road, Wan Chai, Hong Kong  
Tel.: (852) 2294 2050

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### 一般查詢 General Enquiries



有關申請的一般查詢，可用以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk