

## 全新網上預約提交學歷評估申請服務

為提供更有效率的服務，由二零零八年三月十三日起香港學術及職業資歷評審局 [評審局] 為親身提交學歷評估申請的人士提供新的網上預約服務。

申請人可於提交申請前兩小時至四星期內透過「學歷評估申請網上預約系統」進行預約。每節預約時間為三十分鐘〔星期一至星期五，上午九時至下午五時三十分〕，將以先到先得原則分配。「學歷評估申請網上預約系統」會在完成預約後透過電郵發出預約號碼以供確認。

未經預約或遲到十五分鐘或以上的人士，本局會視乎當日之預約情況另作出安排。

本局仍會繼續提供現有的電話預約服務及仍會接受郵遞申請。

### 注意事項

- (一) 閣下到本局辦事處遞交學歷評估申請前，應先細閱學歷評估申請表格內的「申請人須知」及帶同已填妥的申請表格和所需文件。
- (二) 本局之辦公時間為星期一至星期五，上午八時四十五分至下午五時四十五分。
- (三) 每宗申請只可申請一節預約時間。
- (四) 如申請人或其獲授權代表未能依時應約，請儘快透過「學歷評估申請網上預約系統」進行更改預約資料或取消預約。申請人或其獲授權代表亦可致電(3658 0000)通知本局。
- (五) 當天文台發出或即將發出八號〔或以上〕颱風信號或黑色暴雨警告信號時，當日所有預約將會取消而不作預先通知。本局會以電郵通知受影響之申請人有關改期之安排。
- (六) 如有查詢，請致電 3658 0000。

請按此 <http://qabooking.hkcaavq.edu.hk> 登入學歷評估申請網上預約系統。

二〇〇八年三月

## **New Online Advance Booking Service for Submission of Application for Qualifications Assessment**

To provide more efficient service, the HKCAAVQ is introducing an online booking system for applicants to submit applications for qualification assessments in person. The online booking system will come into effect on 13 March 2008.

The Online Appointment Booking System (OABS) allows applicants to make an appointment from two hours to four weeks ahead of the intended appointment time. Half-hourly sessions (9:00 am to 5:30 pm, Mondays to Fridays) will be open for booking on a first-come-first-served basis and booking will be confirmed through the issuance of a booking number by email.

Availability of service for those who have not made an appointment or those who are 15 minutes late for the reserved time slot will be made subject to the prevailing booking situation.

It will still be possible to make use of our telephone appointment booking service, and mail-in applications are still accepted.

### Notes

- (1) When you visit our office for the submission of an application for qualifications assessment, you should have a completed application form and all necessary documents with you, and have read the "Notes to Applicants" carefully.
- (2) Our office hours are 8:45 am to 5:45 pm, Mondays to Fridays
- (3) Only one session can be reserved for each application.
- (4) In case of change or cancellation of the booking, please make the amendment through the OABS, or inform the Council by phone at 3658 0000 at least 2 hours ahead of the reserved time slot.
- (5) When Typhoon Signal No. 8 (or above) or a Black Rainstorm Warning is or about to be issued by the Hong Kong Observatory, all bookings of the day(s) will be cancelled without prior notice. Affected applicants will be contacted for rescheduling.
- (6) Please call 3658 0000 for general enquiries.

Please click <http://qabooking.hkcaavq.edu.hk> for accessing the OABS.

March 2008