

Application for Replacement of Student Identity Card

(Please read the guidelines overleaf before completing the form.)

Student Particulars

Student Name: (English) _____
 (in BLOCK LETTER)

Student No:

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(Chinese) _____

Study Mode: Full-time mode/ Part-time mode

Phone/Mobile No.: _____

Programme Name: _____

Programme Code: _____ Year of Study: _____ Class: _____

Academic Year: _____

Reason for Replacement

- Card Loss
- Card Damage (Damaged card attached)
- Change of Name
- Others (*please specify*): _____

 Signature of Student

 Date

(Please “√” the appropriate box.)

Office Use Only

	By	On		By	On
Handling Normal Application					
Replacement fee received	Receipt No.		New card checked		
			New card collected by student		
Handling Damaged Card					
Damaged Student ID card received	OS		Repaired card returned to student		
	<input type="checkbox"/> card sent to vendor				
	Registry		New card collected by student		
	<input type="checkbox"/> card repaired <input type="checkbox"/> card replaced				

Guidelines on Completing Application for Replacement of Student Identity Card

1. The completed application form should be returned in person to the Registry at either the Tseung Kwan O Campus or Oxford Road Campus together with a payment of replacement fee, where appropriate.
2. Student may be asked to produce a valid proof of identity (e.g. HKID card) for verification of their student status.
3. Student who applies for replacement of Student ID Card for reasons other than loss of card have to surrender his / her old card to the Registry once the new card is issued.
4. In the event that the lost card is found, student is required to inform the Registry immediately and return the lost card for cancellation.
5. Normally 10 working days should be allowed for the Registry to process the new card. However, replacement of damaged cards may take much longer since the cards have to be sent to the vendor for checking and fixing.
6. Personal data provided in this form will be treated in strict confidence and will be used by the Institute for checking of records only.