

**Academic Registry (Taught Postgraduate Studies Section)**  
**Application for Replacement of Student Card**

- (1) Students who have to apply for replacement of a student card should fill in Section I of the application form.
- (2) Students will be issued a debit note and are required to pay a replacement fee of HK\$100 at the Campus Branch of the Hang Seng Bank. The copy of the payment slip should be returned to the Taught Postgraduate Studies Section, Academic Registry.
- (3) New student card will be issued immediately upon receipt of the payment slip.
- (4) Students who apply for replacement of student card for reasons other than loss of card have to surrender their old card to the Taught Postgraduate Studies Section, Academic Registry once the new card is issued.

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**Section I: To be Filled in by Applicant**

Name : \_\_\_\_\_ Student No : \_\_\_\_\_

Programme/Major : \_\_\_\_\_ Contact Tel No : \_\_\_\_\_

I would like to apply for a new Student Card owing to the following reasons (Please check the appropriate box):

- I have lost my student card.
- I have changed my name. My new name should be \_\_\_\_\_
- My student card is torn and damaged.
- I have changed my programme/department. The new programme/department should be \_\_\_\_\_.  
(No replacement fee is required)
- The expiry date/study mode\* of my student card has to be adjusted. The expiry date/study mode\* should be \_\_\_\_\_ (No replacement fee is required)
- The chip/barcode\* of my card malfunctions. (No replacement fee is required)

Applicant's Signature : \_\_\_\_\_ Date : \_\_\_\_\_

Declaration by students who have lost their student cards:

I, \_\_\_\_\_, hereby declare that I have lost my student card. I fully understand that I will be held responsible for any illegal use of my lost card.

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

**Section II: For Office Use Only**

Application & Replacement fee received on: \_\_\_\_\_ by \_\_\_\_\_

SIS Record checked by: \_\_\_\_\_

Current Barcode: Z \_\_\_\_\_ New Barcode: Z \_\_\_\_\_

New Student Card Issued on \_\_\_\_\_ by \_\_\_\_\_ Old Card Collected & Disposed: \_\_\_\_\_

**Section III: To be completed upon collection of New Student Card by Student**

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

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**Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)**

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section, Academic Registry  
AAB 904, Level 9, Academic and Administration Building,  
Baptist University Road Campus,  
Hong Kong Baptist University  
Kowloon Tong  
Kowloon