

Application for Replacement Diploma

- (1) Please submit together with this form proof of identity document (Original or copy of HKID card/Passport).
- (2) If this form is submitted by a representative of the applicant, or the replacement diploma is to be collected by a representative, the representative has to produce his/her own HKID card/Passport as proof of identity, an authorization letter bearing the applicant's signature and a copy of the applicant's HKID card/Passport.
- (3) Normal processing time upon receipt of the completed application form is four weeks.
- (4) Replacement fee is \$600 per copy. Application will only be processed upon receipt of payment.
- (5) Applicants are requested to collect the replacement diploma in person at the Academic Registry.

Please type or print in block letters.

Personal Particulars

Name in English (surname first)		Name in Chinese (if any, as on HKID)	
Student no.:	HKID no.:	Passport no. (if no HKID):	
Phone no.:	E-mail address:		
Correspondence address:			

Details of Diploma

Qualification awarded	Date of attendance		Honours Classification / Degree Designation (e.g. First Class, Distinction)	Year of Conferment
	From (mm/yyyy)	To (mm/yyyy)		

Reason for replacement (please check):

- Original diploma was lost (please provide the original police report, notarized statement or declaration administered by a Commissioner for Oaths)
- Original diploma was damaged (please attach the original diploma)
- Others (please specify)
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Payment Method (please check)

- Payment made at the Academic Registry counter during office hours (Octopus, Alipay, Wechat Pay, Visa, MasterCard etc.)
- Payment by Credit card (please complete the credit card payment form – available at the Download Area of Academic Registry website)

Diploma Collection Method (please check)

- Collected at the Academic Registry (Room 701, 7/F, Academic and Administration Building, Baptist University Road Campus) by the applicant; or by an authorized representative.

By registered mail to the following address (*only for applicants NOT residing in Hong Kong*)

Name:	_____
Address:	_____

Note: Please type or print your address clearly. The University takes no responsibility for any loss or damage of the diploma during postal delivery.

Declaration

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the diploma for each qualification obtained from Hong Kong Baptist University or Hong Kong Baptist College. I hereby declare that my original diploma for the following academic qualification is lost/damaged*.

Applicant's signature: _____ Date: _____

* Please delete as appropriate

<u>To be completed upon collection of diploma</u>	
Collected by: _____ (Signature)	(_____) (Name in BLOCK letters)
HKID/Passport: <input type="checkbox"/> Checked	Date: _____

(For Office Use Only)

Form and Payment Received by: _____ on _____ Paid

HKID/Passport: Checked Declaration documents attached / Damaged Diploma collected

Original diploma voided by: _____ on _____

RDip Prepared by _____ RDip serial no.: _____ RDip issue date: _____

RDip Checked by: _____ Completed on _____

Personal Data (Privacy) Ordinance Personal Information Collection Statement

- Persons who supply personal data in their applications to the Academic Registry for various purposes are requested to note the following:
1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
 2. Personal data provided will only be used by University staff.
 3. After the applications have been processed, application forms will be destroyed 3 months after the process is over.

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

Academic Registrar
Academic Registry Room 701, 7/F Academic and Administration Building
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong, Kowloon