

HONG KONG BAPTIST UNIVERSITY  
ACADEMIC REGISTRY

Application for Amendment of Student Personal Data  
(For Current Students / Graduates)

- (1) Please submit together with this form your HKID Card or Passport.  
(2) If this form is submitted by a representative of the applicant, the representative has to produce his / her own HKID Card, an authorization letter bearing the applicant's signature and a copy of the applicant's HKID Card / Passport.

Student No: \_\_\_\_\_ Name: \_\_\_\_\_ (in English) ( \_\_\_\_\_ )  
(in Chinese)

Study Programme: \_\_\_\_\_ Contact Tel. No.: \_\_\_\_\_

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Please fill in using **BLOCK** letters and complete the appropriate part(s) **ONLY**.

**Types of Amendment:**

(Please attach supporting documents (original or certified true copy) such as HKID Card / Passport / Declaration statement etc.)

- A) Name: \_\_\_\_\_ (English)  
\_\_\_\_\_ (Chinese)
- B) Sex: \_\_\_\_\_
- C) Passport / HKID No.: \_\_\_\_\_
- D) Nationality: \_\_\_\_\_
- E) Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_  
(dd) (mm) (yy)

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

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

**Note (for Graduates):**

- Requests for change of official names of graduates are acceptable if the requests are received on or **before the Date of Award printed on the Diploma**. Graduates' new names will take the place of their original names in the student record. The new names will be used in issuing the Diploma, transcript and testimonial after the change requests have been successfully processed.
- If the change requests are received **after the Date of Award printed on the Diploma**, no amendment of the names in the student record will be made. Instead, the remark "Personal data update request was made on [date] to change the name from xxx to xxx" shall be displayed on the testimonials and transcripts subsequently.

**For Office Use Only**

Form Received by \_\_\_\_\_ on \_\_\_\_\_ HKID / Passport:  Checked

Supporting Document Received on \_\_\_\_\_

**Data Entry in SIS / Follow-up action:**

***Before the Date of Award printed on Diploma:***

Chinese Name in SIS: \_\_\_\_\_ to \_\_\_\_\_

English Name in SIS: \_\_\_\_\_ to \_\_\_\_\_

Others: \_\_\_\_\_ to \_\_\_\_\_

SIS Window “Changes on Student Personal Data” updated

***After the Date of Award printed on Diploma:***

Change of record entered in student transcript remark in SIS

This form copied to AAO

Record updated by: \_\_\_\_\_ on \_\_\_\_\_

Checked by: \_\_\_\_\_ on \_\_\_\_\_

Privacy Policy Statement and Personal Information Collection Statement of the University is available at:  
<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>