

For Office Use Only

Form Received by _____ on _____ HKID / Passport: Checked

Supporting Document Received on _____

Data Entry in SIS:

Before Commencement:

Chinese Name: _____ to _____

English Name: _____ to _____

Others: _____ to _____

Window "Changes on Student Personal Data" updated

After Commencement:

Name change entered in student transcript remark

Record updated by: _____ on _____

Checked by: _____ 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, relevant data will be transferred to the student record system of the University.

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