

**HONG KONG BAPTIST UNIVERSITY
UNDERGRADUATE STUDIES SECTION**

**Application for Replacement of Student Card
(For Undergraduate & Sub-degree Students)**

- (1) Students who apply for replacement of student card should fill in Section I of the application form.
- (2) Students are required to pay a replacement fee of HK\$100.
- (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 Academic Registry once the new card is issued.

Section I: To be Filled in by Applicant

Name: _____ Student No: _____ Study Programme: _____
(In Block Letter)

I would like to apply for a new Student Card owing to the following reason:

(* Please delete as appropriate)

- 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 study programme. The new programme 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: _____

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