

**HONG KONG BAPTIST UNIVERSITY
ACADEMIC REGISTRY
Application for Amendment of Name
(For Graduation Ceremony and Diploma)**

- (1) Please submit this form together with your HKID Card.
- (2) You may submit them via email to ugs@hkbu.edu.hk or fax: (852) 3411 7373
- (3) 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.

Student No: _____ Name: _____ (_____)
(in English) (in Chinese)

Study Programme: _____ Contact Tel. No.: _____

Amendment of Name:

(Please attach supporting documents (original or certified true copy) including HKID Card and Declaration statement (if applicable).)

Name: _____ (English)

_____ (Chinese)

Signature: _____

Date: _____

For Office Use Only

Form Received by _____ on _____

HKID: Checked

Supporting Document Received on _____

Data Entry in SIS:

Chinese Name: _____ to _____

English Name: _____ to _____

Window "Changes on Student Personal Data" updated

Form copied to Diploma Team (*for printing the diploma*): Yes / No

Updated by: _____ on _____

Checked by: _____ on _____

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<https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/>