

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.
- (6) For diplomas jointly issued by HKBU and its partner university, Replacement Diploma is not available.

Please type or print in block letters.

Personal Particulars

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

Details of Diploma

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

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 Original Diploma collected before: 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 _____

Privacy Policy Statement and Personal Information Collection Statement of the University is available at:
<https://bupdp0.hkbu.edu.hk/policies-and-procedures/pps-pics/>