

**Academic Registry (Taught Postgraduate Studies Section)  
Application for Amendment of Student Personal Data**

- (1) Please produce your HKID Card / Passport or Student Card for verification if this form is submitted in person.
- (2) If this form is submitted via email or by fax, please submit together a copy of your HKID Card / Student Card.
- (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 / Passport.

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

Study Programme: \_\_\_\_\_

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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) Family Name: \_\_\_\_\_  
Other Name: \_\_\_\_\_  
Name in Chinese: \_\_\_\_\_

B) Sex:

C) Passport / HKID No.: \_\_\_\_\_

D) Date of Birth: DD   MM   YY

E) Nationality (for current students only): \_\_\_\_\_

F) Others: \_\_\_\_\_

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

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

**For Office Use Only**

Form Received by \_\_\_\_\_ on \_\_\_\_\_ HKID / Student Card:  Checked

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

**Data Entry in UIS:**

Chinese Name

English Name

Changes on Student Personal Data

Data Entry by: \_\_\_\_\_ on \_\_\_\_\_

**Personal Data (Privacy) Ordinance****Personal Information Collection Statement**

Persons who supply personal data in their applications to the Academic Registry (Taught Postgraduate Studies Section) 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 Registry (Taught Postgraduate Studies Section)  
AAB 904, Level 9, Academic and Administration Building,  
Baptist University Road Campus,  
Hong Kong Baptist University  
Kowloon Tong, Kowloon