

**Academic Registry (Taught Postgraduate Studies Section)
Application for Replacement of Diploma (for Taught Postgraduate Qualifications)**

- (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) Normally, the processing time upon receipt of the completed application form is four weeks.
- (4) The replacement fee is \$600 per copy. An application will only be processed upon receipt of payment.
- (5) Applications attached with original supporting documents should be submitted by mail to or in person at the Taught Postgraduate Studies Section, Academic Registry.
- (6) Only applicants not residing in Hong Kong are eligible to request mailing/delivery of the replacement diploma. Applicants residing in Hong Kong must collect the replacement diploma in person or authorize a representative to collect it in person at the Taught Postgraduate Studies Section, Academic Registry.

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)*:

- My original diploma was lost. *(Please provide the original police report, notarized statement or declaration administered by a Commissioner for Oaths, which will be returned to you with the replacement diploma.)*
- My original diploma was damaged. *(Please attach the original diploma.)*
- Others *(Please specify.)*

Payment Method *(Please check)*

- Payment made at the Taught Postgraduate Studies Section, Academic Registry counter during office hours (Octopus, Alipay, Wechat Pay, Visa, MasterCard etc.)
- Payment by Credit Card *(Please complete the credit card payment form at the end of this form.)*

Diploma Collection Method *(Please check)*

- Collection at the Taught Postgraduate Studies Section, Academic Registry (Room 904, 9/F, Academic and Administration Building, Baptist University Road Campus) by the applicant or by an authorized representative.
- By courier delivery (*only for applicants NOT residing in Hong Kong*) at the following fee rates:
 - PRC, Macau or Taiwan: HKD 250/delivery
 - All other countries/regions: HKD 400/delivery

If you have chosen “registered mail” or “courier delivery” above, please provide your mailing/delivery address below:

| | |
|-------------------------|---|
| Name of Receiver: _____ | Contact No. (courier service only): _____ |
| Street Address 1: _____ | |
| Street Address 2: _____ | |
| Country: _____ | Postal Code: _____ |

Note: Please type or print your address clearly. The University takes no responsibility for any loss or damage of the diploma during postal/courier delivery.

Declaration (applicable to application due to loss of diploma)

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:

Applicant’s signature: _____ Date: _____

| | |
|--|--------------------------------------|
| <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 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 (PPS/PICS)

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

Under the provision of the Personal Data (Privacy) Ordinance, request for personal data access or correction may be made and addressed to:

Taught Postgraduate Studies Section, Academic Registry
 3/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower,
 Baptist University Road Campus,
 Hong Kong Baptist University
 Kowloon Tong
 Kowloon

Replacement Diploma Fee (Credit Card Payment Form)

(Applicable to graduates requesting mailing/courier delivery of the replacement diploma)

Student Information:

Name: _____ Student No.: _____
(Surname) (Other Name)

Correspondence Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Type of Credit Card (Please check)

Visa Card Master Card

Credit Card No.: _____

CVV (Visa) / CVC (Master) Code: _____
(The LAST 3 digits of numbers printed on the signature field at the back of the credit card)

Card Holder Name: _____

Expiry Date: _____

Replacement Diploma Fee: **HK\$600**

Courier Delivery Fee, if applicable: HK\$250 (for PRC, Macau or Taiwan)
(Please check) HK\$400 (for all other countries/regions)

Total Payment Amount: _____

Signature: _____
(Please use authorized signature as shown on your credit card.)

Date: _____

Please submit this Credit Card Payment Form together with the Application for Replacement Diploma form to the Graduate School only if Payment by Credit Card is selected.

Address: Taught Postgraduate Studies Section, Academic Registry
3/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower,
Baptist University Road Campus,
Hong Kong Baptist University
Kowloon Tong
Kowloon
Fax: (852) 3411-5133 Phone: (852) 3411-5127

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