



Application for Replacement of Student Identity Card

Points to Note

1. The replacement fee is HKD\$100. The normal processing time is 5 working days upon receipt of payment.
2. Payment Methods:
 - Payment by Cash at the Registrar's Office (E102)
 - Payment through PPS. Bill number: *your student number*. Bill type: 05 Other fees.
3. Please submit the completed application form and the replacement fee to the Registrar's Office (E102).
4. All information provided in this Form will be treated as strictly confidential, and only be used for replacement of Student Identity Card.

Part A: Applicant Personal Particulars (Please put a <input checked="" type="checkbox"/> in the appropriate box)	
Name: (English)	(中文)
Programme:	Student Number:
Year of Study: <input type="checkbox"/> Year 1 <input type="checkbox"/> Year 2 <input type="checkbox"/> Year 3 <input type="checkbox"/> Year 4	Contact Number:
Part B: Reason for Replacement (Please put a <input checked="" type="checkbox"/> in the appropriate box)	
<input type="checkbox"/> Card Lost <i>I promise that I will return the lost card to the Registrar's Office for cancellation if it is found afterwards.</i>	
<input type="checkbox"/> Card Damaged	
<input type="checkbox"/> Others (please specify): _____	
Part D: Declaration	
I hereby declare that the information provided in this form is true and correct.	
Signature of Applicant	Date
Part E: Acknowledgement (Please complete at the time of collection)	
I hereby acknowledge receipt of my Student Identity Card.	
Signature of Applicant	Date
Part F: For Office Use Only	
Application received: (date) _____ and (by) _____ Receipt No. _____ Amount Paid _____	
Issuance date: _____ Email notification sent to applicant: date _____ and by _____	