



Application For Re-issuance of Student Identity Card

Notes:

- Information provided will be proceeded for this application and filed in student record.
- This application form could be submitted either in person to HKBU Campus Centre DLB Office or by mail to Registry, School of Continuing Education, Hong Kong Baptist University. (Please mark 'Application for Re-issuance of Student ID Card' on the envelope) with:
 - A crossed cheque of HK\$120* made payable to 'Hong Kong Baptist University'. Please write down your student number and contact number at the back of the cheque. *Cash will only be accepted for in person applications.*
 - One recent photo.
- The reissued Student Identity Card will be available for collection *in person* at the HKBU Campus Centre DLB office. Collection date will be specified in the reply slip.

* All fees are subject to change without prior notice.

PERSONAL PARTICULARS

Name (English) : _____
 (中 文) : _____
 HKID No. : _____
 Telephone No. : _____ (Office)
 _____ (Res.)
 _____ (Mobile)

Programme Name : _____ _____ _____	ATTACH PHOTO HERE
Student No. : _____	

I hereby declare that my Student Identity Card was lost.

Signature: _____ Date: _____

FOR OFFICE USE

Information verified by Programme Administrator	
Name (English) : _____	(中文姓名) : _____
Name of Programme : _____	Student I.D. Card Expiry Date : _____
Verified by Programme Administrator: _____ (/ /)	
Barcode arrangement : <input type="checkbox"/> Xxxxxxx (Access to HKBU library) <input type="checkbox"/> Rxxxxxx (No Access to HKBU library)	
old barcode number : _____ new barcode number : _____	
Barcode Verified by Registry : _____ (/ /)	
Barcode Noted by Centre : _____ (/ /)	

ID Card prepared by: _____ (/ /) Check by: _____ (/ /) Send out by: _____ (/ /)

Application received by : _____ (/ /) Receipt No.: _____

D&P P04020191

Reply Slip (Please ENTER your name and postal address below, a reply will be sent to you upon receiving of your application)

Name: _____
Address: _____

Your application for re-issuance of student ID card was received on: _____

The student ID card will be available for collection on or after _____