



## 補領學生證申請表 Application for Re-issuance of Student Identity Card

請參閱背頁之申請須知。 Please refer to the overleaf for notes for application.

### 個人資料 PERSONAL PARTICULARS

姓名 (英文)  
Name (English): \_\_\_\_\_

中文姓名  
Chinese Name: \_\_\_\_\_

身份證號碼  
HKID Card No.: \_\_\_\_\_

學生編號  
Student No.: \_\_\_\_\_

課程名稱  
Programme Title: \_\_\_\_\_

班別 (如適用)  
Class (if applicable): \_\_\_\_\_

日間聯絡電話  
Daytime Contact No.: \_\_\_\_\_

電郵地址  
Email Address: \_\_\_\_\_

請貼上照片  
(請參閱申請須知第 4 項)

Affix a photo here  
(See Note 4 overleaf)

### 聲明 DECLARATION

(請於適用處 ✓ Please ✓ where appropriate)

- 本人原有的學生證已遺失，現向學院申請補領。本人明白倘有人利用本人已遺失的學生證作非法用途，本人當對事件負上全責；日後如尋獲舊證，定必立即交回學院註銷。  
I have lost my original Student ID Card and hereby request the School to re-issue a new Student ID Card. I understand that I will be held responsible for any illegal use of my lost card. If the original card is subsequently found, I will return it to the School for disposal immediately.
- 本人原有的學生證已損毀，現向學院申請換領新證，隨表謹附舊證。  
My original Student ID Card is damaged and I hereby request the School to re-issue a new Student ID Card. The damaged card is returned with this application.
- 本人的姓名已更改，並已正式向學院更新個人資料，現申請換領新證，隨表謹附舊證。  
I have changed my name and have officially updated my personal data with the School. I hereby request the School to re-issue a new Student ID Card. The original card is returned with this application.

簽署  
Signature: \_\_\_\_\_

日期  
Date: \_\_\_\_\_

### 本院專用 FOR OFFICE USE ONLY

Application received by: \_\_\_\_\_ ( / / ) Identity verified by: \_\_\_\_\_ ( / / ) Original Card collected:  Yes  N/A

Application Fee received by: \_\_\_\_\_ ( / / ) Receipt No.: \_\_\_\_\_

Receipt acknowledged by: \_\_\_\_\_ ( / / ) Original Card disposed by: \_\_\_\_\_ ( / / )  N/A

#### Information verified by Programme Administrator

The information filled by student is accurate. /  The information filled by student is rectified.

Institution & Prog Code in System: \_\_\_\_\_ - \_\_\_\_\_ Student ID Card Expiry Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Verified by: \_\_\_\_\_ ( / / )

#### Barcode Arrangement (Registry)

X xxxxxx (Access to HKBU Library)  R xxxxxx (No access to HKBU Library)

Old barcode number: \_\_\_\_\_ New barcode number: \_\_\_\_\_ System updated by: \_\_\_\_\_ ( / / )

Card prepared by: \_\_\_\_\_ ( / / ) Checked by: \_\_\_\_\_ ( / / ) Sent out by: \_\_\_\_\_ ( / / )

## 申請須知 Notes for Application

1. 如學員於修業期內遺失學生證，必須立即通知本院，並辦理補發手續。日後如尋獲舊證，必須將其交回本院註銷。學員不可同時持有兩張由本院發出之學生證。  
Loss of Student ID Card during the study period should be reported immediately to the School. Students should then apply for re-issuance of Student ID Card. The original card should be returned to the School if subsequently found. Students are not permitted to simultaneously keep two Student ID Cards issued by the School.
2. 如學員因學生證已損毀或更改姓名而補領新證，必須於申請時將舊證一併交回。  
The original card must be returned during application of re-issuance in case of card damage or change of student's name.
3. 申請費用：港幣 120 元正\*（如以支票繳付，抬頭寫上「香港浸會大學」，並於支票背頁寫上姓名、學生編號及聯絡電話）。  
The application fee is HK\$120\* (for cheque payment, please make it payable to "Hong Kong Baptist University". Please write your name, student no. and contact number on the back of the cheque).
4. 請提供近照（1.5" x 2"）作印製新證之用，已提交之照片恕不退還。假如學員沒有提供照片，本院會以原有學生證上之頭像印製新證。  
Please provide a recent photo (1.5" x 2") for printing the new card. The photo submitted will not be returned. The School will assume that no change to the photo image is required if the box for affixing photo is left blank.
5. 申請方法
  - 郵寄  
填妥 (i)申請表，連同 (ii)香港身份證副本、(iii)原有學生證（如適用）及 (iv)申請費用（劃線支票），郵寄至「九龍塘聯合道三百二十號建新中心二樓香港浸會大學持續教育學院學務部」，信封面請註明「申請補領學生證」；本院將以電郵確認收妥此申請。
  - 親身遞交  
填妥 (i)申請表，連同 (ii)原有學生證（如適用）及 (iii)申請費用（現金/易辦事/劃線支票），親臨本院九龍塘校園中心思齊樓、尖沙咀中心<sup>▲</sup>、東九龍中心或灣仔中心辦事處遞交。

Application Methods

  - By mail  
Submit (i) the completed application form with (ii) a copy of HKID Card, (iii) the original Student ID Card (if applicable) and (iv) the application fee (crossed cheque) to "Registry, School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong". Please mark "Application for Re-issuance of Student ID Card" on the envelope. The School will acknowledge receipt of the application by email.
  - In person  
Submit (i) the completed application form with (ii) the original Student ID Card (if applicable) and (iii) the application fee (cash / EPS / crossed cheque) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre<sup>▲</sup>, Kowloon East Centre or Wan Chai Centre.
6. 補發學生證一般需時十四個工作天，本院將於新證辦理完成後通知學員，請學員親臨九龍塘校園中心思齊樓辦事處領取。  
The Student ID Card will normally be re-issued with 14 working days. Students will be notified when the issuance of new card is done. Please collect the new card in person at the Kowloon Tong Campus Centre DLB Office.
7. 學員於此表格所填報的個人資料及提交的文件只供處理本項申請，並將會於完成處理後三個月內銷毀。  
The personal data collected in this form and documents submitted are processed for this application only, and will be destroyed in three months after the process is completed.

\*所有費用如有更改，恕不另行通知。 All fees are subject to change without prior notice.

<sup>▲</sup>尖沙咀中心暫時停止運作 Tsimshatsui Centre temporarily ceases to operate