



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

注意事項：填報之資料只供處理本項申請用。有關申請手續，請參閱背頁之注意事項。

Notes: Information provided will be processed for this application only. Please refer to the overleaf for notes of application procedure.

個人資料 PERSONAL PARTICULARS

姓名Name (中文) : _____

(English) : _____

身份證號碼HKID No. : _____

電話號碼

Telephone No. : _____ (辦公室Office)

_____ (住宅 Res.)

_____ (手提電話Mobile)

電郵地址

Email Address : _____

就讀課程 Programme Name:

學生編號 Student No. : _____

班別編號 Class Code: (如適用, if applicable)

請將相片貼在此格

ATTACH
PHOTO
HERE

(1.5" x 2")

聲明Declaration: (請在適當空格內加上✓; Please put a ✓ where it is appropriate)

- 本人原有的學生證經已遺失，現特向香港浸會大學持續教育學院申請補領。本人明白倘有人利用本人的學生證作非法用途，本人當對事件負上全責。

I request the Hong Kong Baptist University, School of Continuing Education to re-issue a new Student ID Card due to the reported lost card. I understand that I should take full responsibility for any improper use of the lost card.

- 本人原有的學生證經已損毀，現特向香港浸會大學持續教育學院申請補領新證，隨表謹附舊證。

I request the Hong Kong Baptist University, School of Continuing Education to re-issue a new Student ID Card due to card damage. The damaged card is attached herewith.

- 本人已更改姓名，現特向香港浸會大學持續教育學院申請換領新證，隨表謹附舊證及有關契據。

I request the Hong Kong Baptist University, School of Continuing Education to re-issue a new Student ID Card due to change of my name. The original card and Deed Poll are attached herewith.

學生簽署 Signature: _____

日期 Date: _____

本院專用 FOR OFFICE USE ONLY

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: Xxxxxxx (Access to HKBU library)

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

申請補領學生證須知

Notes for Application for Re-issuance of student identity card

1. 填報之資料只供處理本項申請用。
Information provided will be processed for this application only.
2. 因舊證損毀而欲補領新證者，必須交回舊學生證。因遺失而補領者，日後如尋獲舊證，必須將舊證交回學務組。學員不可同時擁有兩張由本院發出的學生證。
For reissuance of student ID card due to card damage, the damaged card must be returned. For reported lost card cases, the lost card must be returned when found. No student is allowed to hold two identical student ID cards.
3. 學員需於遞交申請十四個工作後親往校園中心思齊樓四樓辦事處領取補發之學生證。
The reissued Student ID Card will be available for collection in person at Kowloon Tong Campus Centre DLB Office 14 working days from submission of application form.

申請手續 Application Procedure

郵寄遞交 By mail

把下列文件寄交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組」，信封面註明「申請補發學生證」。

Please send the following documents 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.

Documents required:

- 申請表及一張證件相
An application form and a passport-sized photo
- 劃線支票(港幣120元正)，支票抬頭請寫「香港浸會大學」，並於支票背面寫上申請人姓名、學生編號及電話號碼。
A crossed cheque of HK\$120 made payable to "Hong Kong Baptist University". Please write down student name, student number and contact telephone number at the back of the cheque.
- 收到申請後，本院將以電郵確認。
An acknowledgement will be sent to you via email upon receiving of your application.

親身遞交 In person

請攜同下列文件親臨本院九龍塘校園中心思齊樓辦事處、尖沙咀中心、東九龍中心或灣仔中心遞交

Please submit the application to Kowloon Tong Campus Centre DLB Office, Tsimshatsui Centre, Kowloon East Centre or Wanchai Centre.

- 申請表及一張證件相
An application form and a passport-sized photo
- 現金，EPS或劃線支票(港幣120元正)，支票抬頭請寫「香港浸會大學」，並於支票背面寫上申請人姓名、學生編號及電話號碼。
Cash, EPS or a crossed cheque of HK\$120. The cheque should be made payable to "Hong Kong Baptist University". Please write down student name, student number and contact telephone number at the back of the cheque.

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