



更改個人資料申請表 Application for Amendment of Student Personal Data

請參閱背頁之申請須知。 Please turn 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.: _____
日間聯絡電話 Daytime Contact No.: _____ 電郵地址 Email Address: _____

修讀課程資料 PROGRAMME INFORMATION / COURSE ENROLLED

(請於適用處✓ Please ✓ where appropriate)

短期課程科目名稱 Short Courses (Title): _____ 修讀年份 Year: _____ 學期 Term: _____
 課程名稱 Programme Title: _____ 學生編號 Student No.: _____

更改項目 ITEMS OF AMENDMENT

(請於適用處✓，並用正楷填寫需更改的項目。 Please ✓ where appropriate and complete using BLOCK letters.)

通訊地址 (英文) Correspondence Address: _____
室 Flat _____ 樓 Floor _____ 座 Block _____
大廈、屋苑、街道及區域 Name of Building, Estate, Street and District _____
_____ 香港 Hong Kong 九龍 Kowloon 新界 New Territories

聯絡電話 Telephone No. (手機 Mobile): _____ (辦公室 Office): _____ (住宅 Home): _____

電郵地址 Email Address: _____

姓名 (請參閱申請須知第 3 項) Name (See Note 3 overleaf)
姓 (英文) Surname: _____ 名 (英文) Other Names.: _____ 中文姓名 Chinese Name: _____

聲明 DECLARATION

本人明白在此申請表所填報之資料將用作處理以下事項：

- 本項更改個人資料申請；
- 提供予大學有關的單位及人員，作行政、傳訊及其他相關之用途；及
- 與學院有關之推廣，包括但不限於課程、活動、獎項、獎學金、助學金、特別優惠、專享優惠、其他服務，及籌款活動。

I understand that all information I provided in this application form will be used for:

- processing this application for amendment of personal data;
- sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and
- the promotion of, including but not limited to, the School's courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.

如不欲接收此聲明第 iii 項所述的任何宣傳資料，請於空格加上✓。

If you do not wish to receive any promotional information as stated in point (iii) of this statement, please ✓ the box.

簽署 Signature: _____

日期 Date: _____

本院專用 FOR OFFICE USE ONLY

Application received by: _____ (/ /) Identity verified by: _____ (/ /) Deed Poll verified by: _____ (/ /)

Receipt acknowledged by: _____ (/ /) Data Entry done by: _____ (/ /) Verified by: _____ (/ /)

申請須知 Notes for Application

1. 學員於修讀期間，若有任何個人資料需要更改，應盡快提出申請。
Changes of personal data should be reported to the School as soon as possible within the study period.
2. 學員如正修讀短期課程，而且需要更改證書郵寄地址，必須於當季章程上所示之限期前遞交此申請。
For amendment of correspondence address for mailing of Certificate(s) for students enrolled in Short Courses, application must be submitted before the deadline as indicated on the corresponding Prospectus.
3. 學員如更改姓名，必須親身遞交申請，並出示有關證明文件（如：改名契）之正本，以作核實。
For amendment of name, students must submit the application in person and present the original of the supporting document(s) (e.g. a deed poll) for verification.
4. 申請方法
 - 郵寄
填妥 (i)申請表，連同 (ii)香港身份證/學生證/註冊證副本，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」，信封面請註明「更改個人資料」及所修讀之課程名稱；本院將以電郵確認收妥此申請。
 - 電郵
填妥 (i)申請表，連同 (ii)香港身份證/學生證/註冊證副本，電郵至 scereg@hkbu.edu.hk。請於電郵主旨註明「更改個人資料」；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)更改姓名之證明文件之副本（如適用），親臨本院九龍塘校園中心思齊樓、尖沙咀中心、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 / Student ID Card / Registration Slip to “School of Continuing Education, Hong Kong Baptist University, 2/F., Franki Centre, 320 Junction Road, Kowloon Tong”. Please mark “Amendment of Student Personal Data” and the programme title on the envelope. The School will acknowledge receipt of the application by email.
 - By email
Email (i) the completed application form with (ii) a copy of HKID Card / Student ID Card / Registration Slip to scereg@hkbu.edu.hk. Please make “Amendment of Student Personal Data” the subject of the email. The School will acknowledge receipt of the application by email.
 - In person
Submit (i) the completed application form and (ii) a copy of the supporting document(s) for amendment of name (if applicable) to the Office at Kowloon Tong Campus Centre DLB, Tsimshatsui Centre, Kowloon East Centre or Wan Chai Centre.
5. 學員於此表格所填報的個人資料將予以保存為學員紀錄的一部份。
The personal data collected in this form will become part of the student record.