

NOTES TO STUDENTS

1. This application form is solely applicable for students who have to update name, HKID card/ passport/ Mainland ID card number (for non-local students), date of birth, gender or nationality. Please return the completed Form CAR 11 together **with original (and a copy) of relevant supporting document(s) in addition to the HKID card/ passport/ Mainland ID card** to CPCE Academic Registry (CAR) in person. The application/ supporting document(s) for amendment of name, date of birth, gender or nationality, will be kept in the student's record.
2. For updating contact information and emergency contact information, students should make the amendment directly via **my.HKCC/ my.SPEED Student Portal**.
3. For completing this form, please note the following:
 - i. Section I - PARTICULARS OF STUDENT
The name entered should be the same as that printed on your current student identity card.
 - ii. Section II - CONTENT OF AMENDMENT
Only the particulars requiring amendment should be entered in the appropriate space provided. For amendment of name, please also submit an application for Replacement of Student Identity Card (Form CAR 16) if a replacement card is required. A handling fee of HK\$110 will be charged.
 - iii. Section III - DECLARATION OF STUDENT
This form must be signed and dated.
4. CAR will make amendment to the student record in accordance with the details stated in Section II and the updated details will be effective normally two weeks after receiving the complete application with the supporting documents. Notification will be sent to the student afterwards. Please note that amendment requests from graduates due to subsequent change of name or other personal particulars (except telephone numbers and addresses of current Academic Year/ Semester graduates) will not be accommodated. These requests will only be noted and filed.
5. The information given in this form will be used for processing this application and the updated information will be accessible by the College of Professional and Continuing Education/ The Hong Kong Polytechnic University and its units/ offices/ divisions authorised to receive it.

CPCE Academic Registry Offices

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

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