

Application for Replacement of Student Identity Card

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Student No.									
Programme Code					Stream Code				

Programme Title _____

Mode of Study Full-time Part-time

HKID Card/ Passport/

Mainland ID Card No. * _____ Contact No. _____

II. REASON FOR REPLACEMENT (please tick as appropriate)

- Loss of card Damage of card
 Defective smart card (library and other campus facilities not accessible) Others (e.g. amendment of name #)
Please specify _____

Supporting document(s) must be presented upon application.

III. DECLARATION OF STUDENT

I would like to collect the new student identity card at HHB campus WK campus. (Please tick as appropriate)

I declare that the information provided above is true and correct. I fully understand that making a false declaration is a criminal offence and may result in the case being reported to the police.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

- HKID card/ Passport/ Mainland ID card * checked by _____ on _____
 Payment receipt for card replacement fee is provided.
 The defective/ damaged card is returned.
 Registration status as current student checked.
 Replacement Student ID card no. _____ Expiry date _____

V. ACKNOWLEDGEMENT (to be completed by student or authorised person upon collection of the replacement student identity card)

I acknowledge receipt of the replacement student identity card and undertake to return my original card to the CPCE Academic Registry for cancellation should it be found subsequently. I understand that it is an offence to possess more than one student identity card for the same programme at the same time and that I shall be subject to disciplinary action if found committing such offence.

Signature of Student/ Authorised Person * _____ Date _____

* delete as appropriate

NOTES TO STUDENTS

1. If your student identity card is defective/ damaged/ lost, or there is any change of your name, and you wish to apply for a replacement card, please follow the application procedures specified below:
 - i. Complete Sections I, II and III of this form and submit the completed form to CPCE Academic Registry (CAR), together with defective/ damaged student ID card, as appropriate.
 - ii. Settle a non-refundable fee of **HK\$110** for a replacement card (except that the student ID card is defective) by Octopus at the service counters of CAR or by debit note which is obtainable from CAR.
2. For amendment of name, please also submit an application for Amendment of Personal Data (Form CAR 11) if you have not yet done so.
3. For replacement/ renewal of student identity card, you are required to return your original student identity card to CAR for cancellation. Before your return, please clear all the money value stored in the student identity card. CAR shall not be liable for any subsequent claims for unspent balance after the card has been cancelled.
4. The processing time for issuing a replacement card is normally seven working days from the date of receiving the application. You will be informed via e-mail when the card is ready for collection. You should bring along your HKID card/ passport/ Mainland ID card to the chosen service counter of CAR for collection of the replacement card.
5. In case you could not collect the replacement card in person, you may authorize in writing a representative on your behalf. Your representative should bring along a copy of your HKID card/ passport/ Mainland ID card for verification purposes. Such copy will be returned to your representative afterwards.
6. The information given in this form will only be used for processing this application.
7. **Your original student identity card will be invalidated once the replacement card is issued. You should immediately return the original card to CAR for cancellation should it be found subsequently. It is an offence to possess more than one student identity card for the same programme at the same time and you shall be subject to disciplinary action if found committing such offence.**

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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