

Form CAR 11

Application for Amendment of Personal Data

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name	_____	Student No.	<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Programme Title	_____	Programme Code	<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Contact No.	_____	Stream Code	<table border="1" style="display: inline-table; width: 100px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>										
Mode of Study	☐ Full-time ☐ Part-time												

II. CONTENT OF AMENDMENT (Enter **only** the item(s) that need amendment in the appropriate space below.)

Name in English	<table border="1" style="display: inline-table; width: 300px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Name in Chinese	<table border="1" style="display: inline-table; width: 300px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Chinese Character Codes	<table border="1" style="display: inline-table; width: 300px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
HKID Card/ Passport/ PRC Resident ID Card No.*	<table border="1" style="display: inline-table; width: 300px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				
Local/ Non-local (please tick the box as appropriate)	☐ Change to "Local" ☐ Change to "Non-local"																				
Date of Birth	<table border="1" style="display: inline-table; width: 30px; height: 20px;"><tr><td></td><td></td></tr></table> <table border="1" style="display: inline-table; width: 30px; height: 20px;"><tr><td></td><td></td></tr></table> <table border="1" style="display: inline-table; width: 30px; height: 20px;"><tr><td></td><td></td></tr></table> (e.g. 31 JAN 2007)																				
Gender	☐ 'M' - Male, 'F' - Female																				
Nationality (Country/ Region)	<table border="1" style="display: inline-table; width: 300px; height: 20px;"><tr><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></tr></table>																				

III. DECLARATION OF STUDENT

I declare that the particulars provided above are true and correct. I understand that the information will be used for the purpose as stated in the **Personal Information Collection Statement (PICS)** in the Student Handbook.

Signature of Student _____ Date [Click or tap to enter a date.](#)

IV. FOR OFFICE USE ONLY

- ☐ HKID Card/ Passport/ PRC Resident ID Card * checked by _____ on _____
☐ For amendment of Name in English and/ or Name in Chinese, Replacement of Student Identity Card (**Form CAR 16**) received by _____ on _____
☐ Record updated by _____ on _____
☐ Notification sent to student by _____ on _____

* delete as appropriate

NOTES TO STUDENTS

1. This form is solely applicable for students who have to update name, HKID Card/ Passport/ PRC Resident ID Card number (for non-local students), local/ non-local status, date of birth, gender or nationality. Please submit the completed **Form CAR 11** together **with the original (and a copy) of relevant supporting document(s) in addition to the HKID Card/ Passport/ PRC Resident ID Card** to the CPCE Academic Registry. The application and supporting document(s) for the amendment will be kept in the student's record.
2. For updating contact information and emergency contact information, students should make the amendment directly via the **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 ID 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\$150 (for the 2026/27 academic year, which is subject to annual review) will be charged.
4. The CPCE Academic Registry will make amendments 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 in the current Academic Year/ Semester/ Term) will only be noted and filed but not accommodated.
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 authorised units/ offices/ divisions.

Submission Method:	In person:	CAR Service Counter, 3/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
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