

Application for Amendment of Personal Data

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name _____

Programme Title _____

Contact No. _____ Mode of Study Full-time Part-time

Student No.									
Programme Code					Stream Code				

II. CONTENT OF AMENDMENT (Enter **only** those item(s) which need(s) amendment)

Name in English

Name in Chinese

Chinese Character Codes

HKID Card/ Passport/
Mainland ID Card No.*

Local/ Non-local Change to "Local" Change to "Non-local"
(please tick the box as appropriate)

Date of Birth

 /

 /

 (e.g. 31 JAN 2000)
Day Month Year

Gender 'M' - Male, 'F' - Female

Nationality
(Country/ Region)

III. DECLARATION OF STUDENT

I declare that all the particulars provided above are true and correct to the best of my knowledge. I understand that the information provided in this form will be used for the purpose as stated in the **Personal Information Collection Statement (PICS)** which is available in the Student Handbook.

Signature of Student _____ Date _____

IV. FOR OFFICE USE ONLY

- HKID Card/ Passport/ Mainland 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 application form is solely applicable for students who have to update name, HKID Card/ Passport/ Mainland ID Card number (for non-local students), local/ non-local status, 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 in person. 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\$110 will be charged.
4. CPCE Academic Registry 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

For Degree programmes

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

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900

For Associate Degree/ Higher Diploma programmes

Room N1302, 13/F, North Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon

Room 1707, 17/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: cc.car@hkcc-polyu.edu.hk

Telephone: 3746 0900