



## Application for Replacement of Student Identity Card

Please read the **Notes to Applicants** overleaf before completing this form.

English Name: \_\_\_\_\_ Student No. 

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Chinese Name: \_\_\_\_\_

Programme Code / Programme Title: \_\_\_\_\_

Cohort: \_\_\_\_\_

Day-time Contact Phone No.: \_\_\_\_\_ E-mail Address: \_\_\_\_\_@uowmail.edu.au

### Replacement Fee \$100 (Please tick as appropriate)

Card Lost

I hereby declare that I have lost my Student Identity Card. I promise that if I find the card later, I will return it to the College Office for cancellation.

Card Damaged

Change of Name

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### (To be completed by student upon collection of replacement card)

I acknowledge receipt of a replacement Student Identity Card and undertake to abide by the Rules on Student Identity Card as stipulated by the College.

\_\_\_\_\_  
Signature of Student

\_\_\_\_\_  
Date

### (For Office Use Only)

Replacement card issued by \_\_\_\_\_ Date \_\_\_\_\_ Replacement Index \_\_\_\_\_

Octopus

Receipt Attached

## **UOW College Hong Kong (UOWCHK) Replacement of Student Identity Card**

### **Notes to Applicants**

1. In the event that your student identity card is lost / damaged or you have changed your legal name, please report this and apply for a replacement card at the College Office immediately.

Kowloon City Campus --- 1/F, Billionnaire Royale, 83 Sa Po Road, Kowloon City, Hong Kong

2. If the lost card is found afterwards, you should inform the College Office and return the card for cancellation as soon as possible. A student is not permitted to retain two identity cards at the same time.
3. It normally takes 7 working days for issue of a new student card.
4. Personal Information Collection Statement:
  - The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the College unable to process the application.
  - The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the College for consideration and/or necessary actions.
  - For non-local students, changes in student records may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
  - After the application has been processed, relevant data will be transferred to the student record system of the College.

### **Application Procedures**

You may apply in person with the required fees payment, together with a valid legal proof of identity, e.g. HKID Card or passport for verification, to the College Office at:

Kowloon City Campus --- 1/F, Billionnaire Royale, 83 Sa Po Road, Kowloon City, Hong Kong

### **Fees Payment**

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (UOWCHK account no.: 359-300001-004); or
- b. by electronic transfer to the above UOWCHK account at any Hang Seng Bank/HSBC ATM; or
- c. by Octopus at the College Office

For fees settled by (a) or (b) above, please attach the original receipt to the application form as proof of payment.