

## TUNG WAH COLLEGE

## Registry

Ref. No.:

PP- \_\_\_\_\_ - \_\_\_\_\_

**Application for Amendment of Personal Particulars**

Please read the notes below before completing this form:

1. Please complete Sections A and B of this form.
2. The completed form must be returned to the Registry.  
(8/F, 31 Wylie Road, Homantin, Kowloon;  
Office hours: Monday – Friday: 9:00am – 5:30pm;  
Saturday, Sunday and Public Holidays: Closed)
3. For amendment of name, students are required to submit the form together with the original and a copy of the supporting documents (e.g. Deed Poll and HKID card). Application for Replacement of Student Identity Card (Form REG-11) should also be submitted. An application fee of HK\$100 will be charged for the replacement of Student ID Card.
4. For amendment of contact information (e.g. corresponding address/contact phone number/personal email address), please update your record in PowerCAMPUS Self-Service (<http://selfservice.twc.edu.hk>). Submission of this form is not necessary.

**Section A: Student Particulars**

Name(Mr/Miss/Ms\*): \_\_\_\_\_ ( \_\_\_\_\_ ) Student No.: \_\_\_\_\_  
*English Name in BLOCK letters* *Chinese Name*

Programme of Study: \_\_\_\_\_ (Major: \_\_\_\_\_ ) Phone No.: \_\_\_\_\_

**Section B: Item(s) of Amendment**

My name has been changed. My new name is as follows:

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

**I declare that all the particulars provided above are true and correct to the best of my knowledge.**

Signature of student: \_\_\_\_\_ Date: \_\_\_\_\_

**For REG use only (Form REG-09)**

1. Receive application form by \_\_\_\_\_ on \_\_\_\_\_
2. Check HKID/Student ID card by \_\_\_\_\_ on \_\_\_\_\_
3. Copies of supporting documents (e.g. Deed Poll and HKID card) are attached and originals are checked by \_\_\_\_\_ on \_\_\_\_\_
4. Update record in PowerCAMPUS by \_\_\_\_\_ on \_\_\_\_\_
5. Notify ITSO and Library by \_\_\_\_\_ on \_\_\_\_\_
6. Notify student via e-mail by \_\_\_\_\_ on \_\_\_\_\_
7. Scan AND File by \_\_\_\_\_ on \_\_\_\_\_