

TUNG WAH COLLEGE

Registry

Ref. No.:

RID- _____ - _____

Application for Replacement of Student Identity Card

Please read the notes below before completing this form:

1. Please complete Section A and B of this form to apply for a replacement card if:
 - a) your Student Identity Card is lost; b) your Student Identity Card is damaged; c) your name has been changed; or
 - d) your Student Identity Card will expire in less than one month / has expired but you have not completed your study.
2. A fee of HK\$100 will be charged for a replacement card (except for replacement of an expiring/expired card). Fees paid are NOT refundable.
3. The completed application form should be submitted to the Registry (8/F, King's Park Campus).
4. For amendment of name, students are required to submit the Application Form for Amendment of Personal Particulars (Form REG-09).
5. Application will only be processed upon receipt of application form and payment. Normal processing time is **3** working days upon receipt of application form and payment. You will be informed via the College email when the replacement card is ready for collection.

Section A: Student Particulars

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

Programme of Study: _____ (Major: _____) Phone No.: _____

*Delete as appropriate

Section B: Reason for Replacement

I hereby declare that:

- my Student Identity Card has been lost. I undertake to return the original card, if subsequently found, to the Registry immediately for cancellation.
- my Student Identity Card is damaged. The original card is returned herewith for cancellation.
- my name has been changed. (My new name is : _____)
The original card is returned herewith for cancellation.
- my Student Identity Card will expire in less than one month / has expired and I have not yet completed my study. The original card is returned herewith for cancellation.

Signature of Student: _____ Date: _____

To be completed upon collection of Replacement Student Identity Card

I acknowledge receipt of the replacement Student Identity Card.

Signature of Student: _____ Date: _____

For FO/REG use only (Form REG-11)

Paid by Cash / Cheque / Bank-in / Octopus / EPS Payment Ref: _____ Amount: \$ _____

FO Receipt No.: _____ Handled/Recorded by _____ on _____

For REG use only (Form REG-11)

1. Receive application form and check HKID/Student ID card by _____ on _____
2. (For change of name/damaged/expired card) Check original card has been returned by _____ on _____
3. (For change of name only) Check Form REG-09 has been submitted by _____ on _____
4. (For expired card) Confirm new expiry date (____/____) by _____ (Prog. Officer) on _____
5. Print replacement card by _____ on _____
Barcode: _____ ; Study Mode: FT / PT / Nil ; Expiry Date: ____/____
6. Record UID of replacement card by _____ on _____
7. Inform Library the issuance (with barcode and expiry date) by _____ on _____
8. Notify student to collect the replacement card via e-mail by _____ on _____