



Chow Yei Ching School of Graduate Studies
(Research Degree and Professional Doctorate Programmes)
4/F., Fong Yun-wah Building
Tel No.: 3442-9076 Fax No.: 3442-0332
Email: sg@cityu.edu.hk

Application for Replacement of Student Identity Card
for Research Degree and Professional Doctorate Students (SGS47)

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

Student Name: Student No. [grid]

Chinese Name: HKID/Passport\* No. [grid]

Programme:

Student Mode: FT / PT \* Day-time Contact Phone No.:

\* Please delete where inappropriate CityU Email Address:

Replacement Fees \$100 (Please tick as appropriate)

Card Lost

I hereby declare that my Student Identity Card had been lost. I promise that I will return the lost Card to Chow Yei Ching School of Graduate Studies for cancellation if it is found afterwards.

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 of the City University and undertake to abide by the Rules on Student Identity Card as stipulated by the City University.

Signature of Student

Date

(For Office Use Only)

Library informed by Date Time

Replacement card issued by Date Replacement Index

Visa/Master Card

EPS

Receipt Attached

Use of Information: Information provided in this form will be treated as strictly confidential and will be used by the University for checking of records only.

## **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 to the Chow Yei Ching School of Graduate Studies (Research Degree and Professional Doctorate Programmes) immediately.
2. If the lost card is found afterwards, you should inform Chow Yei Ching School of Graduate Studies (Research Degree and Professional Doctorate Programmes) and return the card for cancellation as soon as possible. A student is not permitted to retain two student identity cards at the same time.
3. For replacement of student identity card arising from change of name, the new card cannot be issued real-time at the Chow Yei Ching School of Graduate Studies. Please allow 5 working days for processing change of name first before the new card can be issued.

### **Application Procedures**

You may apply in person at FYW 4313, 4/F, Fong Yun-wah Building, Chow Yei Ching School of Graduate Studies (Research Degree and Professional Doctorate Programmes) together with payment of the required fees. Please also produce a valid legal proof of identity, e.g. HKID Card or passport, for verification.

### **Fees Payment**

Please pay by one of the following methods:

- a. by direct deposit at any branch of the Hang Seng Bank (CityU current account no.: 293-318028-004); or
- b. by electronic transfer to the above CityU account at any Hang Seng Bank ATM machine; or
- c. by Visa/Master Card or EPS at the SGS Taught Postgraduate Student Records Service Counter

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