Change of Personal Particulars

Please complete the appropriate part(s) and submit this application in-person to the SGS Taught Postgraduate Student Records Service Counter together with the original of relevant supporting documents for verification.

Student Name: ___________________________  Student No. ___________________________

Programme of Study (Code and Title): ______________________________________________________

Mode of Attendance: FT/PT/Combined*  Day-time Contact Phone No.: _____________________

Email Address: __________________________

I Change of Name
(Supporting documents e.g. Deed on Change of Name, HKID Card, passport, etc. required.)

Name in English ___________________________
Surname ___________________________
First/Other Names ___________________________

Name in Chinese ___________________________
Chinese Commercial Codes ___________________________

II Change of HKID/Passport No.
(Supporting documents required.)

HKID/Passport No.* : ___________________________

III Change of Student Status
(Supporting documents e.g. student visa, employment visa, HKID Card, etc. required.)

Original Status: Holder of student visa/employment visa/dependant visa/others* (please specify) __________

New Status: ___________________________ with effect from ___________________________

I declare that the information given above is true and correct at the time of submission.

Signature of Student ___________________________  Date ___________________________

(For Office Use Only)

Computer record updated by ___________________________ on ________________

* Please delete where inappropriate

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.