

## Application for Replacement of Student Identity Card

[for Master's students only]

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

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

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Chinese Name: \_\_\_\_\_ HKID/Passport\* No. 

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Day-time Contact Phone No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Programme Title: \_\_\_\_\_ Department: \_\_\_\_\_  
*(e.g. MA Language Studies, MSc Business Information Systems, JD, LLM, .....)*

### Reason for Replacement (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 the SGS Service Counter for cancellation if it is found afterwards.

Card Damaged

Change of Legal Name (Please submit the **Change of Personal Particulars** together for processing)

I understand that the application fee is HK\$100 (non-refundable)

\_\_\_\_\_  
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 University and undertake to abide by the Rules on Student Identity Card as stipulated by the University.

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

\_\_\_\_\_  
Date

### (For Office Use Only)

Electronic Payment (Trace no.: \_\_\_\_\_)

Receipt Attached

Library informed by \_\_\_\_\_ Date \_\_\_\_\_ Time \_\_\_\_\_

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

# 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 SGS Service Counter immediately.
2. If the lost card is found afterwards, you should inform the SGS Service Counter 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 SGS Service Counter. Please allow 5 working days for processing change of name first before the new card can be issued.
4. Information provided in this form will be treated as strictly confidential and will be used by the University for record verification purposes only. For details, please read the Personal Information Collection Statement (PICS) for Students (<https://banweb.cityu.edu.hk/cityu/pics.htm>).

## Application Procedures

You may apply in person at the SGS Service Counter 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 and Payment Methods

**Application fee is HK\$100 for each replacement (non-refundable).**

Please pay by one of the following methods:

- a. direct deposit at any branch of the Hang Seng Bank (CityUHK current account no.: 293-318028-003); or
- b. electronic transfer to the above CityUHK account at any Hang Seng Bank ATM machine; or
- c. electronic payment at the SGS Service Counter

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