Contact Update Form

We wish to maintain our close links with all our graduates. In this connection, please do keep us updated about your contact information. If you have moved, changed jobs, or are not receiving PolyU news and information, please simply fill in and submit the following form to us. With your updated details, we can keep you abreast of all University news.

If you are a member of the Federation of PolyU Alumni Associations (FHKPUAA) and would like us to transfer your personal data provided on this form to FHKPUAA for updating its database, please provide your FHKPUAA Membership No.: __________________________

Personal information (*required):

*Full Name in English: ____________________________ (Surname) ____________________________ (Other names)
*Chinese Name: ____________________________ Gender: Male / Female

Most recent academic award received from PolyU (*required):

*Graduation Department/School: ____________________________ *Graduation Year: __________
*Award (e.g. MSc in Facility Management, BBA in Marketing, etc.): ____________________________

Full / Part Time: Full / Part Time Student Number: __________

Please fill in below area as appropriate:

Change of contact(s):

Email Address: ____________________________ Tel. No. (Home): __________
Tel. No. (Mobile): ____________________________ Fax No. (Home): __________
Home Address: ____________________________

Update details of occupation:

Company Name: ____________________________ Tel. No. (Office): __________
Job Title: ____________________________ Fax No. (Office): __________
Office Address: ____________________________
Delete duplicate record:

If you have been receiving more than one copy of postage material from Alumni Affairs & Development Office, please list all the Ref. No. as shown on the envelope’s mailing label: __________________________

Preference on receiving PolyU updates and alumni news (Please ☑ to select):
(Please provide your email address in the space above if applicable)

☐ By email only

☐ By postal only (☐ to my Home Address / ☐ to my Office Address)

☐ By both email and postal

Personal Information Collection Statement:

To ensure that you are informed of PolyU’s latest news, we will deliver announcement of our University (including its internal departments and constituent units) and other information, including activities, benefits & services, education programmes and solicitation of donations, to you through various communication channels by using your personal data provided (including email address, correspondence address, contact telephone number and fax number). If you want to have access to or change your personal data, please contact the Alumni Affairs and Development Office of PolyU at Tel: 2766-4117/ Fax: 2954-0315/Email: alumni@polyu.edu.hk

If you do not wish to receive the above-mentioned information, please let us know by putting a "X" in this box: ☐

__________________________  __________________________
Date  Signature

(Full Name: ________________________)