

To: All Students  
From: Academic Secretariat  
Date: 5 January 2018  
Subject: **Update of contact information, emergency contact and Hong Kong Identity (HKID) Card information**

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Dear Students

1. Contact information

To enable the University to maintain contact with you, it is important for you to keep the following contact information updated at all times during your study.

- i. Mobile number (i.e. Hong Kong telephone number)  
*For non-local students, we request you to provide your **Hong Kong** telephone number under "Mobile Number" and always keep this information up to date to ensure that the University can get hold of you.*
- ii. Home telephone number
- iii. Residential address (i.e. permanent address)  
*For those Chinese mainland students, please enter your "Residential Address" in your hometown in Chinese characters for easy communication in future.*
- iv. Correspondence address  
*The University will contact you via this correspondence address during your study at PolyU and immediately upon completion of your study.*

2. Emergency contact

In order that relevant university offices can contact your next of kin (parents / guardian if you are under the age of 18) in case of emergencies, you must provide such information as part of your student records in the University. For those Chinese mainland students, please provide your emergency contact in Chinese.

3. Applications for Study Related Matters

For application for various study related matters, if applicable, please login to eStudent (<http://www.polyu.edu.hk/student> > select "Application Forms") to submit online applications or obtain the relevant application forms in relation to different study related matters.

4. Hong Kong Identity (HKID) Card information (Only applicable to non-local students)

Under the Registration of Persons Ordinance, non-local students must apply for an HKID card at the Immigration Department within 30 days of arrival (please visit <http://www.immd.gov.hk> for application details). Upon receipt of your HKID card, please complete and return Form AS1 - Application for Amendment of Personal Data ([http://www.polyu.edu.hk/as/eng\\_forms/as1.doc](http://www.polyu.edu.hk/as/eng_forms/as1.doc)) together with a copy of the HKID card in person to the Academic Secretariat Service Centre.

If you have any queries on the above, please call our enquiry hotline at 2333 0600 during office hours or email us at [asregisn@polyu.edu.hk](mailto:asregisn@polyu.edu.hk).

Academic Secretariat