

To: Current students who are required to renew their Student Identity Card in Semester 2 of 2017-18

From: Academic Secretariat

Date: 5 January 2018

Subject: Renewal of Student Identity Card (Semester 2 of 2017-18)

Dear Student

If your student identity card is due to expire by the end of January 2018 and you will continue your study in Semester 2 of 2017-18 academic year, please collect a new student identity card from the Academic Secretariat Service Centre (M101, Li Ka Shing Tower) **from 25 January 2018 onwards**. You are required to bring along the following documents when collecting your new student identity card:

- 1) Your current Student Identity Card for cancellation*
- 2) Your original Hong Kong Identity Card (Passport or Mainland ID for non-local students) for verification

The opening hours of Academic Secretariat Service Centre are as follows:

Monday – Friday : 9:00 a.m. – 7:00 p.m.
Saturday, Sunday & Public Holidays : Closed

If you are unable to come in person, you can authorize in writing a representative to collect the student identity card on your behalf. A copy of your Hong Kong Identity Card/Passport or Mainland ID (for non-local students) must be attached to the authorization letter. The copy of your Hong Kong Identity Card/Passport/Mainland ID will be returned to your representative on the spot.

Should you have any queries, please feel free to contact us at 2333 0600 during office hours or via email at asregisn@polyu.edu.hk. Thank you.

Academic Secretariat

** Please remember to clear all the money value stored in the Student Identity Card as the card will be cancelled immediately after collection. The PolyU shall not be liable for any subsequent claims for unspent balance after the card has been cancelled.*