

APPLICATION FOR AMENDMENT OF PERSONAL DATA
(Not applicable to PolyU award programmes administered by SPEED and
Research programmes with intake cohorts before 2018/19 academic year)

Please read the notes overleaf before completing this form.

I. PARTICULARS OF STUDENT

Name	_____	Student No.							
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Programme Title	_____	Programme				Stream			
		<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Day-time Contact Number	_____								

II. CONTENT OF AMENDMENT (Enter only those item(s) which need(s) amendment)

Name in English

Name in Chinese

*HKID/Passport/
Mainland ID No.

Date of Birth (e.g. 31 JAN 1990)
Day Month Year

Gender 'M' – Male, 'F' - Female

Nationality

(*delete as appropriate)

III. DECLARATION OF STUDENT

I declare that all the particulars provided above are true and correct to the best of my knowledge.

Signature of Student _____ Date _____

FOR OFFICE USE

Academic Registry

- ID Card/Passport/Mainland ID checked by _____ on _____
- Record updated on _____ by _____

NOTES TO STUDENTS

1. This application form is solely applicable for students who have to update name, date of birth, HKID/Passport/Mainland ID No., nationality or gender, please return the completed Form AR1 together with original (and a copy) of supporting document(s) in addition to the HKID or passport or Mainland ID to Academic Registry Service Centre in person. The application/supporting document(s) for amendment of name, date of birth or gender, will be kept in the student's record.
2. For updating of contact information and emergency contact information, students should update directly via eStudent (<http://www.polyu.edu.hk/student/>).
3. This form is not applicable to PolyU award programmes administered by SPEED and Research programmes with intake cohorts before 2018/19 academic year. Please visit the website of SPEED (www.speed-polyu.edu.hk/) or Research Office (www.polyu.edu.hk/ro/) or for respective application procedures.
4. For completing this form, please note the following:
 - a. Part I - PARTICULARS OF STUDENT
The name entered should be the same as that printed on your current student identity card.
 - b. Part II - CONTENT OF AMENDMENT
Only the particulars requiring amendment should be entered in the appropriate space provided. For amendment of name, please also submit an application for Replacement of Student Identity Card (Form AR 2) if a replacement card is required. A handling fee of HK\$110 will be charged.
 - c. Part III - DECLARATION OF STUDENT
This form must be signed and dated.
5. The Academic Registry will make amendment to the student record in accordance with the details stated in Part II and the updated details will be effected 1 week after the receipt of the application and the supporting documents. Notification will be sent to the student afterwards. Please note that amendment requests from graduates due to subsequent change of name or other personal particulars (except telephone numbers and addresses of current Academic Year/Semester graduates) will not be entertained. These requests will only be noted and filed.
6. The information supplied in this form will only be used for processing this application and the updated information will be accessible by the Department, Faculty Office and the Alumni Affairs and Development Office.