



Application For Student Personal Data Amendment

Please read the instructions overleaf before completing this form.

1. STUDENT PARTICULARS

Name _____

HKID/Passport No. _____

Year of Registration _____

Library ticket No. (if any) _____

Course title : *EngD / IGDS / IMDS

*Please delete if inappropriate

2. CONTENTS OF AMENDMENT

(ONLY the particulars of the amendment(s) should be entered in the appropriate space)

Name in English _____

Name in Chinese _____

Home Address _____

Res_Tel. No. _____

Mobile phone: _____ Pager: _____

Employment -
Company Name: _____

Address: _____

Position: _____

Off_Tel No: _____ Fax No.: _____

3. DECLARATION OF STUDENT

I DECLARE THAT ALL THE PARTICULARS ENTERED IN THIS FORM ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

Date: _____ Signature: _____

FOR OFFICE USE

Data Control: Record updated on _____

Library record update on _____

Instructions to Students

1. A student who wishes to apply for amendment of student personal data should follow the procedures specified below:-

(I) This form should be completed and submitted to the IGDS/IMDS Administration Unit, Room EF611, The Hong Kong Polytechnic University.

The followings are instructions for completion of this form:-

(a) Part I - CONTENTS OF AMENDMENT

Only the particulars of the amendment(s) should be entered in the appropriate space provided.

(b) Part II - DECLARATION OF STUDENT

This form must be signed and dated.

(II) Amendments which involve changes in Name, Date of Birth, Hong Kong Identity Card/Passport Numbers and Nationality must be accompanied by a photocopy of the Hong Kong Identity Card/Passport for verification and record purposes.

2. The Unit will amend the personal particulars of the student concerned in the permanent record at the Unit and the amendment can only be effected two weeks after the receipt of the application. Please note that separate notification will not be sent to the student after the updating of the record.

c.c. Mrs. K.A. Minor
The University of Warwick