



更改個人資料程式及須知
(此表格只供在讀學生使用)
Procedures and Important Notes for Change of Personal Particulars
(for current student use only)

1. 此份表格僅適用於在讀學生更改姓名*、香港身分證號碼、出生日期、通訊地址、電話、任教學校及本地生/非本地生的身分，並請提供最新的資料。
*應屆畢業生如需更改其姓名，則需要於學生身份屆滿或學生證上顯示的有效日期之前（以較早日期為準）向教務處提交申請表（例如：全日制學士學位的學生證有效期一般為 8 月 31 日）。如畢業生於學生身份屆滿後方申請更改姓名，其申請將一概不獲受理。
2. 請填妥本表格的第一、第二及至第四部分，並親自交回諮詢中心（大埔校園曹貴子基金會大樓 A-G/F-11 室）或將軍澳教學中心事務處（G01 室）。學生如於一周內未有收到電郵確實已更新記錄，請致電教務處查詢（電話：2948 6177）。
3. 在讀學生只需把要更改的資料填在第二部分的適當格子內即可。如需更改香港身分證號碼、中、英文姓名、出生日期、本地生/非本地生的身分，請出示有關的文件正本予諮詢中心或教學中心事務處以茲證明，該等檔的副本將於有關資料更改後銷毀。
4. 如學生證上所印的學生姓名亦需更改，學生應同時遞交已填妥的「申請補領/更換學生教大通」表格。
5. 地區編號 District Code（更改地址適用 For amendment of address）：

香港區 Hong Kong		九龍區 Kowloon		新界區 New Territories	
CW	中西區 Central & Western	KC	九龍城 Kowloon City	KS	葵青區 Kwai Tsing
EA	東區 Eastern	KT	觀塘 Kwun Tong	NN	新界北區 N.T. North
SO	南區 Southern	MK	旺角 Mong Kok	TM	屯門 Tuen Mun
WC	灣仔 Wan Chai	SS	深水埗 Sham Shui Po	TP	大埔/西貢北 Tai Po/Sai Kung North
		WT	黃大仙 Wong Tai Sin	TW	荃灣 Tsuen Wan
		YT	油尖區 Yau Tsim	YL	元朗 Yuen Long
				IS	離島 Island
				SA	沙田 Shatin
				SK	西貢 Sai Kung

1. Please complete this form to apply for a change of name*, Hong Kong ID Card number, date of birth, correspondence address, contact telephone number, serving school or local/non-local student status in Hong Kong. (This form is for current student use only.)
* Any request for change of name by final-year student will need to be submitted to Registry before expiry date of the student status or the expiry date printed on his/her student card (whenever is earlier). For example, the student card expiry date of a full-time undergraduate student is normally 31 August. Application after the expiry date of the student status will not be entertained.
2. Please complete Sections I, II and IV of this form and submit it **IN PERSON** to the Information Centre (Room A-G/F-11, CKCF Building, Tai Po Campus) or the Tseung Kwan O Study Centre Office (Room G01). If you do not receive an acknowledgement e-mail of the change within one week of submission of this form, please contact the Registry at 2948 6177.
3. **Only the particulars to be amended** should be entered in the appropriate spaces provided in Section II. If you wish to amend your HKID number, Chinese/English name, date of birth, and local/non-local student status in Hong Kong, an original copy of the relevant legal documents must be produced to the Information Centre or the Study Centre Office for verification. The photocopy of the relevant documents will be destroyed when the relevant information has been amended.
4. For amendment of your name printed on the student identity card, you should also complete the form for “Application for Replacement of Student EdU Card”.
5. For address amendment, please refer to the District Code table above.

