



APPLICATION FOR STUDENT PERSONAL DATA AMENDMENT
(for students registered under Credit Accumulation Mechanism)
申請更改個人資料 (學分累積制的註冊學生適用)

Please read the instructions overleaf before completing this form 填寫本表格前請細閱背頁的申請人須知

1. Personal Particulars 個人資料

Name (Surname first) 英文姓名(姓氏先行)

Student card no. 持續進修學生證號碼 C

2. Content of Amendment (Enter only those items which need amendment) 更改資料的內容 (只須填寫要更改的項目)

Name in English 英文姓名 (Surname first 姓氏先行)

Name in Chinese 中文姓名

Chinese Character Codes 中文電碼

Contact telephone no. 聯絡電話

Office hours 辦公時間 After office hours 非辦公時間

Mobile/Pager 手提電話/傳呼號碼

Fax No. 傳真號碼 E-mail Address 電郵地址

Correspondence Address 通訊地址

HK ID Card/Passport No. 香港身份證/護照號碼 Date of Birth 出生日期

Day 日 Month 月 Year 年

Nationality 國籍

3. Declaration of Student 聲明

I declare that all the particulars provided above are true and correct to the best of my knowledge. 本人謹此聲明，此表格內所填報各事項，均屬真實無訛。

Date 日期 _____ Signature of Student 學生簽署 _____

FOR OFFICE USE 只供學院填寫

HKID Card checked by _____ Date _____
Record updated by _____ Date _____
Record checked by _____ Date _____

INSTRUCTIONS TO APPLICANTS 申請人須知

1. A student who wishes to apply for amendment of student personal data should follow the procedures specified below:- 請依照以下程序辦理申請更改個人資料的手續:-
 - (i) This form should be completed and submitted in person or by mail/fax to the School Office. Please note that : 請將填妥的申請表親身或透過郵寄／傳真遞交學院辦事處。注意：
 - (a) Part 1 – PERSONAL PARTICULARS 第一部份：個人資料
The information entered should be the same as that printed on your current student identity card.
你所填的資料，必須與所持有的學生證上所印的相同。
 - (b) Part 2 – CONTENT OF AMENDMENT 第二部份：更改內容
Enter only those items which need amendment.
你只須填寫要更改的資料內容。
 - (c) Part 3 – DECLARATION OF STUDENT 第三部份：聲明
This form must be signed and dated. 請簽署表格及填上日期。
 - (ii) Please bring along your Hong Kong Identity Card (or passport for students who have no Hong Kong Identity Card) for verification if you submit this form in person. If you prefer to submit this by post/fax, it is then necessary for you to attach a photocopy of the Hong Kong Identity Card/Passport for verification purpose. Your Hong Kong Identity Card/Passport copy will be destroyed after the completion of the amendment process. 親身遞交表格者，請攜同香港身份證（若非香港身份證持有人，請帶備護照）作核實之用。若以郵寄／傳真方式交回申請表格，請附上香港身份證／護照副本作核實。你的身份證／護照副本會在更改資料後立刻被銷毀。
 - (iii) Students who amend their names should also complete the “Application for Replacement of Student Identity Card” (Form SPD34C) to replace their student identity cards; a fee of replacement will be charged. 更改姓名者亦須填寫「申請補領持續進修學生證」表格（表格 SPD34C），並繳交補領費用，以申請補領學生證。
2. The School office will amend the personal particulars of the student concerned in the permanent record under Credit Accumulation Mechanism. Amendments can only be effected within two weeks after the receipt of the application. 學院會就有關學生的申請，在學分累積制的學生紀錄內更改其個人資料。更改資料將於學院收到申請表後兩星期內生效。
3. Separate notification will not be sent to the student after updating of the record. 學院於更改學生資料後，將不作另行通知。
4. The amendment of information supplied in this form may also be transmitted to other departments concerned by the School for use in activities related to your studies at the University. 本申請表內填寫的更改資料，或會轉交有關部門，用於有關教學的事宜上。

SCHOOL OFFICE

School of Professional Education and Executive Development
Room QR802, 8/F Core R
The Hong Kong Polytechnic University, Hung Hom, Kowloon
Enquiry Hotline: 3400 2828
Fax: 2363 0540

學院辦事處

專業進修學院
九龍紅磡香港理工大學 R 棟 8 樓 QR802 室
電話: 3400 2828
傳真號碼: 2363 0540

OFFICE HOURS

Mondays to Fridays	8:30 am – 7:15 pm
Saturdays	9:00 am – 12:00 noon
Sundays and Public Holidays	Closed

辦公時間

星期一至五	上午 8 時 30 分至下午 7 時 15 分
星期六	上午 9 時至中午 12 時
星期日及公眾假期	休息