HONG KONG BAPTIST UNIVERSITY
UNDERGRADUATE STUDIES SECTION

Application for Replacement of Student Card
(For Undergraduate Students)

(1) Students who apply for replacement of student card should fill in Section I of the application form.
(2) Students are required to pay a replacement fee of HK$100.
(3) New student card will be issued immediately upon receipt of the payment slip.
(4) Students who apply for replacement of student card for reasons other than loss of card have to surrender their old card to the Academic Registry once the new card is issued.

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Section I: To be Filled in by Applicant

Name: _____ Student No: _____ Study Programme: _____
(In Block Letter)

I would like to apply for a new Student Card owing to the following reason:
(* Please delete as appropriate)

☐ I have lost my student card.

☐ I have changed my name. My new name should be _____.

☐ My student card is torn and damaged.

☐ I have changed my study programme. The new programme should be _____.
(No replacement fee is required)

☐ The expiry date / study mode* of my student card has to be adjusted. The expiry date / study mode*
should be _____. (No replacement fee is required)

☐ The chip / barcode* of my card malfunctions. (No replacement fee is required)

Applicant's Signature: _____   Date: _____

Declaration by students who have lost their student cards:

I, _____ , hereby declare that I have lost my student card. I fully
understand that I will be held responsible for any illegal use of my lost card.

Signature: _____   Date: _____

Section II: For Office Use Only
Application & Replacement fee received on: _____ by _____
SIS Record checked by: _____

Current Barcode: Z ___   New Barcode: Z ___

New Student Card Issued on _____ by _____   Old Card Collected & Disposed: _____

Section III: To be completed upon collection of New Student Card by Student

Signature: _____   Date: _____

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https://bupdpo.hkbu.edu.hk/policies-and-procedures/pps-pics/