

注意事項

一、 學生如欲更改個人資料，必須按下列步驟提出申請：

(i) 將填妥的表格親自遞交或郵寄至註冊處或傳真至(853)2882-7666。

(ii) 如親自遞交表格，請攜同個人身份證明文件，以便核對資料。如以郵寄或傳真方式申請，必須附個人身份證明文件副本以核對資料。

(iii) 如屬更改地址，需提供地址證明。

二、 註冊處將根據表格第II部份更新學生的資料，並由申請當天起計七個工作天後生效。

三、 大學不會就此申請作出書面回覆，請學生務必於註冊時核實相關的個人資料。

Notes

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

(i) Submit the duly completed application form in person or by mail to the Registry, or fax to (853)2882-7666.

(ii) Please bring along your personal identification document for verification if you submit this form in person. If you prefer to submit this application by post/fax, it is then necessary for you to attach a photocopy of your personal identification document for verification purpose.

(iii) Documentary proof is required for verification if student is changing the address.

2. The Registry will update the student's personal data in accordance with the details in Part II and amendments will be effective 7 workings days after receipt of the application.

3. The University will not make any written reply regarding the amendments. Students should verify all their personal data upon registration.

註冊處專用 FOR REGISTRY USE ONLY

A) 註冊處櫃檯 REGISTRY'S COUNTER

已繳報名費
Application fee paid

已收妥有關證明
Received the relevant certificate

收件人 .
Received by: _____

日期 .
Date: _____

B) 註冊處 REGISTRY

i. 已記錄學生申請
Application recorded

ii. 學生已獲發申請編號 (A) : 是 Yes
Application Number (A) assigned to students : 否 No

學生的申請資料已完全轉至 COES (S) .
Data completely transferred to COES (S) : 是 Yes
 否 No

iii. 已更新學生資料
Student's data updated

負責人簽名 .
Authorized signature: _____

日期 .
Date: _____

審核 .
Checked by: _____

日期 .
Date: _____

如學生申請從非本地生轉為本地生時需抄送會計處
Cc to Accounts Office if student applies to change status from Non-local Student to Local Student