

# Name Amendment Form

To: **Academic Regulations and Records Office (ARRO)**

Please amend my name(s) as follows:

Name in English: \_\_\_\_\_

Name in Chinese: \_\_\_\_\_

Enclosed please find a copy of my \* HKID card/Passport/Deed on Change of Name as documentary proof for your verification.

I can be reached at \_\_\_\_\_ (day-time contact phone number) if your office needs to contact me further.

Student No.: \_\_\_\_\_

Signature: \_\_\_\_\_

Degree: \_\_\_\_\_

Major: \_\_\_\_\_

Academic Unit: \_\_\_\_\_

Date: \_\_\_\_\_

*\*Please delete as appropriate*

Please return the form by one of the following means:

- Email the soft copy to [asname@cityu.edu.hk](mailto:asname@cityu.edu.hk)
- Post to the Academic Regulations and Records Office, 5/F Fong Yun Wah Building, City University of Hong Kong, 83 Tat Chee Avenue, Kowloon
- In person to the [ARRO Service Centre](#) at 5/F, Fong Yun Wah Building

## **Personal Information Collection Statement:**

- The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the University unable to process the application.
- The information provided may be disclosed/transferred to relevant academic units/administrative offices within the University for consideration and/or necessary actions.
- For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
- After the application has been processed, relevant data will be transferred to the student record system of the University.
- After submission of this form, requests for access to and/or correction of the personal data should be made to the [Academic Regulations and Records Office](#).
- The Privacy Policy Statement of the University can be accessed at <http://www.cityu.edu.hk/cityu/geninfo/privacy.htm>. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at [data.protection@cityu.edu.hk](mailto:data.protection@cityu.edu.hk).