

Application for Replacement of Student Identity Card

Please read the Notes to Applicants overleaf carefully before submission.

Part I. Personal Particulars

Student Name: _____

Student/ HKID No.: _____

Passport No. (Optional): _____

Phone No: _____

Email (CityU email preferable): _____

Programme/ Major (Code/ Title): _____

Part II. Reason for Card Replacement (please mark “✓” in the appropriate box)

- Card Damaged
- Card Lost (Note 4 overleaf)
- Change of Name (Note 5 overleaf)

Signature of Applicant

Date

Part III. Amount Payable by the Applicant

Replacement Fee: HK\$100.00

Payment Method (Note 3 overleaf): Visa/MasterCard/UnionPay EPS Direct Deposit/ATM Transfer

Part IV. Declaration (to be completed by student upon collection of replacement card)

I acknowledge receipt of a replacement Student Identity Card of the City University of Hong Kong and undertake to abide by the Rules on Student Identity Card as stipulated by the University.

Signature of Applicant

Date

Part V. For Internal Use

Library informed by _____

Date _____

Time _____

Replacement card issued by _____

Date _____

Replacement Index _____

Notes to Applicants

1. In the event that your student identity card is lost/ damaged or you have changed your legal name, please report this and apply for a replacement card at the Academic Regulations and Records Office (ARRO) [Service Centre](#) immediately. Please also produce a valid proof of identity, e.g., HKID card or passport for verification.

2. Application Fees:

Application Method	Fees (HK\$)	Collection of Replacement Card
In-person	\$100	normally on the same day of applications <i>(except applications made under Note 5)</i>

3. Fees Payment:

Payment Method	Online Application	Mail-in Application	Walk-in Application at ARRO Service Centre
Visa/ MasterCard	Not Applicable	Not Applicable	✓
UnionPay			✓
EPS			✓
Direct Deposit/ ATM Transfer to CityU's Hang Seng Bank Account <u>293-318028-003</u>			✓ <i>please attach the original receipt to the application form as proof of payment</i>

4. If the lost card is found afterwards, you should inform the [ARRO Service Centre](#) and return the card for cancellation as soon as possible. A student is not permitted to retain two identity cards at the same time.
5. For replacement of student identity card arising from change of name, the new card cannot be issued real-time at the [ARRO Service Centre](#). Please allow 5 working days for processing.
6. [Personal Information Collection Statement](#)

