



# Authorization for Collecting Student EdU Card

Hotline: 2948 6601

Fax: 2948 6520

**Notes:**

- (1) This form is only applicable to students who cannot collect the EdU Card in person.
- (2) The completed form should be returned to OCIO IT Help Desk by the Authorized person directly.
- (3) Please prepare the photocopy of student's HKID, true copy of Authorized person's HKID for verification.
- (4) Personal Information Collection Statement and Privacy Policy Statement:  
The information collected from you will be used to process your request as stated in this form. Please note that it is mandatory for you to provide the personal data required or we might not be able to process your request. Your personal data will not be transferred to outside parties and will be kept up to 6 months (unless stated otherwise) and purged thereafter. You have the right to request access to and correction of information held by us. Should you wish to do so, please contact OCIO at [listen@ocio.eduhk.hk](mailto:listen@ocio.eduhk.hk).  
For the University's Privacy Policy Statement, please see <https://www.eduhk.hk/main/privacy-policy/>.

## A. Authorization Details

Name: Prof/Dr/Mr/Mrs/Ms/Miss \_\_\_\_\_  
(Surname / Last Name) (Given Name / First Name)

Course ID: \_\_\_\_\_ Contact No.: \_\_\_\_\_ Student No. or Application No.: \_\_\_\_\_

I hereby authorize the following person to collect my EdU card:

Name: \_\_\_\_\_ HKID No.: 

X	X	X	X				(		)
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(Last 4 digits of HKID)

Student's Signature : \_\_\_\_\_

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

For Office Use Only	
EdU Card No. : _____ Ticket No. (If any) : _____ Processed by : _____	Verified the following document: <input type="checkbox"/> Completed Application Form <input type="checkbox"/> Photocopy of Student's HKID <input type="checkbox"/> True copy of Authorized Person's HKID

Collection of Student EdU Card	
Signature of Authorized Person	: _____
Name of Authorized Person	: _____
Date	: _____