



更改個人資料程序及須知 Procedures and Important Notes for Change of Personal Particulars

1. 此份表格適用於更改個人姓名、地址、電話及任教學校，並請提供最新的資料。
2. 請填妥本表格的第一、第二及至第四部分，並親自交回諮詢中心之學生紀錄服務站(大埔校園曹貴子基金會大樓 A-G/F-11 室)或將軍澳教學中心事務處(G01 室)。學生如於一周內未有收到電郵確實已更新記錄，請致電教務處查詢(電話：2948 6177)。
3. 請於第一部分填上你現時所持的學生證上的資料。
4. 學生只需把要更改的資料填在第二部分的適當格子內即可。如需更改香港身分證編號、中、英文姓名、出生日期，請提交有關的文件副本予諮詢中心之學生紀錄服務站或教學中心事務處以茲證明，該副本將於有關資料更改後銷毀。
5. 如學生證上所印的學生姓名亦需更改，學生應同時遞交已填妥的「申請補領/更換學生教大通」表格。
6. 地區編號 District Code (更改地址適用 For amendment of address)

香港區 Hong Kong		九龍區 Kowloon		新界區 New Territories	
CW	中西區 Central & Western	KC	九龍城 Kowloon City	KS	葵青區 Kwai Tsing
EA	東區 Eastern	KT	觀塘 Kwun Tong	NN	新界北區 N.T. North
SO	南區 Southern	MK	旺角 Mong Kok	TM	屯門 Tuen Mun
WC	灣仔 Wan Chai	SS	深水埗 Sham Shui Po	TP	大埔/西貢北 Tai Po/Sai Kung North
		WT	黃大仙 Wong Tai Sin	TW	荃灣 Tsuen Wan
		YT	油尖區 Yau Tsim	YL	元朗 Yuen Long
				IS	離島 Island
				SA	沙田 Shatin
				SK	西貢 Sai Kung

1. This form is used for application for change of name, address, contact telephone number or serving school.
2. Please complete Sections I, II and IV of this form and submit it **IN PERSON** to the Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, Tai Po Campus) or the Tseung Kwan O Study Centre Office (Room G01). If you do not receive an e-mail acknowledgement of the change within one week after submitting this form, please contact the Registry at 2948 6177.
3. The information entered in Section I should be the same as that printed on your current student identity card.
4. **Only the particulars to be amended** should be entered in the appropriate spaces provided in Section II. If you wish to amend your HKID number, Chinese/English names, date of birth, a copy of the relevant legal documents must be produced to the Student Records Service Desk of Information Centre or the Study Centre Office for verification. The copy will be destroyed when the relevant information has been amended.
5. For amendment of your name printed on the student identity card, you should also complete the form for "Application for Replacement of Student EdU Card".
6. For amendment of address, please refer to the District Code table above.

