

申請補領/更換學生教大通程序及須知

1. 學生須於遞交表格時填妥本表格之第一、第二及第四部分。第五部分於領取新學生教大通時填寫。
2. 請把填妥的表格，連同下列文件，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)：
 - i. 填妥之「更改個人資料」申請表（適用於因更改姓名而申請補領學生教大通）；
 - ii. 教務處所發出之復學信(適用於因復學而需要更換學生教大通)；及
 - iii. 人為損毀或需更改資料的學生教大通。
3. 遺失或人為損毀學生教大通需繳交一百元補領費用。
4. 付款方法
 - ◆ 現金付款
申請人可到任何一間**東亞銀行**（戶口號碼：**015-195-25-00002-0**）索取繳費單以繳交費用（繳費收條正本須連同申請表一併交回）
 - ◆ 銀行自動櫃員機
申請人可於各**東亞銀行**屬下的自動櫃員機轉賬費用到**東亞銀行**戶口號碼：**015-195-25-00002-0**（轉賬收條正本須連同申請表一併交回）
5. 學生遞交申請表格和領取新的學生教大通之地點和時間表如下：

遞交申請表格地點及時間	親臨領取新證地點及時間
<u>諮詢中心之學生紀錄服務站</u> (大埔校園曹貴子基金會大樓A-G/F-11室) <u>辦公時間</u> 星期一至五(公眾假期除外) 上午8時30分至下午5時20分 查詢電話號碼: 2948-6177	<u>資訊科技支援站</u> (大埔校園C-LP-20室) <u>辦公時間</u> 星期一至五(公眾假期除外) 上午8時30分至下午6時30分 星期六(公眾假期除外) 上午8時30分至下午5時 查詢學生教大通電話號碼: 2948-7500
每個工作天上午8時30分至上午11時	遞交申請表格當天下午4時至6時
每個工作天上午11時至下午5時20分 (星期五除外)	遞交申請表格翌日工作天上午11時至下午6時
星期五上午11時至下午5時20分	下週一上午11時至下午6時 (若該星期一為公眾假期，則順延至下一個工作天)

若申請者以郵寄方式交回表格，請多預留約三個工作天作郵遞時間。若有任何查詢，可致電 2948 6177。

6. 如學生於申請補領/更換學生教大通後尋回遺失的舊證，應立即通知教務處，並把尋回之舊證退還給教大。學生在任何情況下不得同時擁有多於一張由香港教育大學簽發的學生教大通。
7. 香港教育大學發出的學生教大通乃重要的身分證明文件，因此必須小心保存。

收集個人資料聲明：

1. 此表格所收集的資料將用以處理有關閣下之申請，所提供的資料於保留一個學校後將全部銷毀。
2. 若閣下於本表格內提供的資料不足或不正確，本校可能無法處理有關申請。
3. 本表格所收集的資料絕對保密，如有需要，將會轉交其他行政或教學部門作考慮或批核用途。
4. 如在遞交此表格後要查閱或更正個人資料，請聯絡學則及學籍管理組（電郵：exam@eduhk.hk）。
5. 本校的「私隱政策聲明」可見於 <https://www.eduhk.hk/main/privacy-policy/>。



Procedures and Important Notes for Application for Replacement of Student EdU Card

1. Complete Sections I, II and IV of this form. Section V should be completed upon collection of your new Student EdU Card.
2. The completed application form should be submitted to the Student Records Service Desk of Information Centre (Room A-G/F-11, CKCF Building, Tai Po Campus) with the following:
 - i. completed form for "Change of Personal Particulars" (RE-02) for change of name;
 - ii. letter of resumption issued by the Registry (applicable to students who are required to replace their Student EdU Card due to resumption of studies); and
 - iii. the damaged Student EdU Card or that with incorrect information.
3. Payment of replacement fee (\$100) is required for lost or damaged card due to mishandling.
4. Payment Methods:
 - ♦ Payment by Cash
Applicants can obtain a payment slip from any branch of **the Bank of East Asia Ltd** (A/C: **015-195-25-00002-0**) and make cash payment. (Please attach the original payment receipt to the application form)
 - ♦ Payment by ATM
Applicants can pay through ATMs of **the Bank of East Asia Ltd** by transferring the amount to **the Bank of East Asia Ltd** A/C: **015-195-25-00002-0** (Please attach the original transferal receipt to the application form)
5. Schedule and processing offices of application and collection of new Student EdU Card:

Application form submitted at	New Card to be collected <u>in person</u> at
<u>Student Records Service Desk of</u> <u>Information Centre</u> (Room A-G/F-11, CKCF Building, Tai Po Campus) <u>Opening Hours</u> Monday to Friday (except public holidays) From 8:30 am to 5:20 pm Enquiries: 2948-6177	<u>IT Help Desk Service Counter</u> (Room C-LP-20, Tai Po Campus) <u>Opening Hours</u> Monday to Friday (except public holidays) From 8:30 am to 6:30 pm Saturday (except public holidays) From 8:30 am to 5:00 pm EdU Card enquiries: 2948-7500
From 8:30 am to 11:00 am on a working day	From 4:00 pm to 6:00 pm on the same working day when the form was submitted
From 11:00 am to 5:20 pm on a working day (except Friday)	From 11:00 am to 6:00 pm on the next working day
From 11:00 am to 5:20 pm on Friday	From 11:00 am to 6:00 pm on next Monday (or the following working day if that Monday falls on a public holiday)

If you submit the application form by post, please allow about 3 more working days for postal delivery. You may contact 2948 6177 for any enquiries about the progress.

6. If the lost Student EdU Card is found afterwards, you should inform and return the original card to the Information Centre. No student is allowed to possess more than one Student EdU Card concurrently under any circumstances.
7. The Student EdU Card issued by the Education University of Hong Kong is an important proof of identity and should be kept with great care.

Personal Information Collection Statement:

1. The personal data provided by you on this form will be used for the purpose of processing your application and to be destroyed after one academic year.
2. Failure to provide complete and accurate information in this form may result in the University being unable to process the application.
3. Information provided will be treated strictly confidential and may be transferred to other unit(s) within the University for necessary action, where applicable; and
4. Applications for access to and correction of personal data after submitting this form should be made by writing to Academic Regulations and Records Section by email to exam@eduhk.hk.
5. The University's Privacy Policy Statement (PPS) can be accessed at <https://www.eduhk.hk/main/privacy-policy>.



補領/更換學生教大通申請表

Application for Replacement of Student EdU Card

在填寫本表格前，請先參閱背頁的程序及須知。Please read the procedures and important notes overleaf before completing this form.

第一部分 SECTION I	個人資料 (由學生以正楷填寫) PERSONAL PARTICULARS (to be completed by student in BLOCK LETTERS)		
學生姓名(英文) Student Name (English): 姓Surname 名Other Names		中文 Chinese:	
學生編號 Student No.:	手提電話 Mobile No.:	課程編號 Programme Code:	
課程名稱 Programme Title:			

第二部分 SECTION II	申請詳情 (由學生填寫) APPLICATION DETAILS (to be completed by student)		
補領/更換原因 * Reason for Replacement		附上之證明文件 * Supporting Document Submitted	(由職員填寫) Official Use Only
* 請在以下適用之方格加✓ Please ✓ the box(es) below if applicable			
<input type="checkbox"/> 遺失 Loss			<input type="checkbox"/> Old card returned on _____
<input type="checkbox"/> 人為損毀 Damaged by mishandling			Payment receipt received on _____
<input type="checkbox"/> 更改姓名 Amendment of Name		<input type="checkbox"/> 填妥之申請更改個人資料表格 Completed application form for Change of Personal Particulars	Old card deactivated on _____
<input type="checkbox"/> 復學/轉讀課程/轉修讀式/其他(請註明)* Resumption of Studies /Change of Programme /Change of Mode of Study /Others (please specify)*:			Handled by _____
			New card printed on _____
			Handled by _____

* 請刪去不適用者 Please delete as appropriate.

第三部分 SECTION III	領取新教大通之地點 COLLECTION VENUE FOR NEW EdU CARD
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大埔校園 - 資訊科技支援站(C-LP-20室)

Tai Po Campus - IT Help Desk Service Counter (Room C-LP-20)

第四部分 SECTION IV	聲明 (由學生填寫) DECLARATION (to be completed by student)
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本人聲明，以上資料均為事實。本人明白倘若故意虛報資料，本人將可能接受香港教育大學之紀律處分。

I declare that the above information is correct. I understand that if I wilfully give any false information, I may be subject to disciplinary action by the Education University of Hong Kong.

學生簽署 Signature of Student

日期 Date

第五部分 SECTION V	領取新教大通(由學生簽收) COLLECTION OF NEW EdU CARD (to be acknowledged by student)
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本人已收妥補發/更換之學生教大通，並答允若日後尋回遺失的學生教大通，定必把它退還香港教育大學予以取消。

I declare receipt of the re-issued Student EdU Card and undertake to return to the Education University of Hong Kong the original card for cancellation when found.

學生簽署 Signature of Student

日期 Date