

## 補發學生證申請表格

### Application Form for Replacement of Student Card

請於填寫本表格前參閱以下須知。Please read the following notes before completing this form.

- 個人資料收集聲明：閣下在本表格內所提供的個人資料將供本院職員處理此申請之用。  
Personal Data Collection Statement: The personal data provided in this form will be used by the School for the purpose of processing this application.
- 申請補發學生證之費用為每張港幣五十元正。  
A fee of HK\$50 per replacement will be charged for issuing a replacement card.
- 申請人於領取補發學生證時，需出示香港身份證或護照作核對之用。  
Applicants have to produce their HKID Card or passport for verification purpose upon collection of the replacement card.
- 繳費辦法 Payment Method :
  - 支票付款 Payment by Cheque  
申請人可郵寄劃線支票或銀行本票到本院，抬頭為「香港中文大學」。  
Applicants may send a crossed cheque or bank draft made payable to "The Chinese University of Hong Kong".
  - 易辦事付款 Payment by EPS  
申請人可於遞交申請表格時，用本地銀行發出之提款卡於本院之報名中心以易辦事繳交費用。  
Applicants can make payment by EPS when they submit application form at the School's Enrolment Centres.
  - Visa/萬事達卡付款 Payment by Visa/Master Card  
請於申請表格內填寫持卡人姓名、信用卡號碼、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。  
The application form should include the card holder's name, card number, expiry date, authorised amount and card holder's signature.

課程編號 Programme Code	
課程名稱 Programme Title	

#### 補發學生證之理由 Reason for Replacement

- 學生證損壞 Card Damaged    
  遺失學生證 Card Lost    
  其他(請註明) Others (Please specify) \_\_\_\_\_

#### 個人資料 Personal Particulars

學號/註冊編號 \_\_\_\_\_ (如未能提供學號/註冊編號，請填上香港身份證號碼。)  
 Student ID/Registration No. \_\_\_\_\_ (Please provide your HKID Card No. if your Student ID/Registration No. is not available.)

申請人英文姓名 \_\_\_\_\_ (Mr./Miss/Ms./Mrs.)\*  
 申請人中文姓名 \_\_\_\_\_ (先生/小姐/女士/太太)\*  
 Name of Applicant (in English) \_\_\_\_\_  
 Name of Applicant (in Chinese) \_\_\_\_\_


聯絡電話 \_\_\_\_\_ 電郵地址 \_\_\_\_\_  
 Contact No. \_\_\_\_\_ E-mail Address \_\_\_\_\_



#### 學生遺失學生證聲明 Declaration by student who has lost his/her student card

本人 \_\_\_\_\_ 特此聲明本人遺失學生證。本人完全明白並會負上有關非法使用遺失學生證之責任。  
 I, \_\_\_\_\_, hereby declare that I have lost my student card. I fully understand that I will be held responsible for any illegal use of my lost card.

學員簽署 Student's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

#### 繳費辦法 Method of Payment

支票號碼 Cheque No. \_\_\_\_\_  
 易辦事 EPS   
 信用卡 Credit Card

Visa     Master    信用卡號碼 Card No. \_\_\_\_\_    有效日期 Expiry Date \_\_\_\_\_  
        \_\_\_\_\_    \_\_\_\_\_  
 M M Y Y

持卡人姓名 Card Holder's Name \_\_\_\_\_ 發卡銀行 Card Issuing Bank \_\_\_\_\_

本人授權中大專業進修學院於上述信用卡支取費用港幣  
 I hereby authorise CUSCS to charge the credit card above for a fee of HK\$ \_\_\_\_\_  
 (必須填寫 must fill in)

持卡人簽署 Card Holder's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

申請人簽署 Applicant's Signature \_\_\_\_\_ 日期 Date \_\_\_\_\_

\* 請刪去不適用者。Please delete if inappropriate.

#### For Official Use Only

Form & fee received on _____	Handled by _____
Replacement card issued on _____	Handled by _____
Old card collected & disposed on _____	Handled by _____
Collector's signature _____	Date _____