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.

1. 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.
2. 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.
3. 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.
4. 繳費辦法 Payment Methods：
   (i) 支票／銀行本票 Cheque/Bank Draft
       如用支票/銀行本票，請以「香港中文大學」名義抬頭，並加橫線，連同本表格一併遞交。
       Crossed cheque/bank draft should be made payable to "The Chinese University of Hong Kong" and returned together with this form.
   (ii) 快速支付系統「轉數快」Faster Payment System (FPS)
       申請人可使用「轉數快」轉賬 *（詳情請參閱個別銀行的指引）。請於「受款人提示訊息」/「備註」欄位填上聯絡電話及課程編號。完成轉賬後將「確認」／「完成轉賬」紀錄（必須附有入賬戶口、轉賬金額、轉賬日期、參考編號及受款人提示訊息/備註）連同本表格一併以電郵方式傳送至報名中心 (scs-enrol@cuhk.edu.hk) 作核實。*轉數快識別碼：160565636 或 轉數快電郵地址：payment@scs.cuhk.edu.hk
       Payment can be made via FPS* (for details, please refer to the guidelines of individual banks). Applicants should enter their contact phone number and course code(s) in the "Message to payee"/"Notes"/"Remarks" field. After completion of payment, a record of the "Confirmation"/"Payment Completion" page (showing the information of payee, payment amount, payment date, reference number and message to payee/notes/remarks) should be sent together with this form to Enrolment Centres via email at scs-enrol@cuhk.edu.hk for verification. *FPS ID: 160565636 or Email address for FPS: payment@scs.cuhk.edu.hk
   (iii) 易辦事／支付寶香港／微信支付／八達通 EPS/AlipayHK/WeChat Pay/ Octopus
       本院報名中心設有易辦事、支付寶香港、微信支付及八達通繳費服務。
       EPS/AlipayHK/WeChat Pay/Octopus payment can be made at Enrolment Centres.
   (iv) Visa／萬事達卡付款 Payment by Visa/Master Card
       請於本表格內填寫持卡人姓名、信用卡號碼、發卡銀行、有效日期、授權金額及簽署，並親臨或郵寄至本院辦理。
       This form should include the card holder's name, card number, card issuing bank, 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
Name of Applicant (in English) _____ (Mr./Miss/Ms./Mrs.)*

申請人中文姓名
Name of Applicant (in Chinese) _____ (先生／小姐／女士／太太)*

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 Payment Methods

☐ 支票/銀行本票號碼 Cheque/Bank Draft No.: _____
☐ 快速支付系統「轉數快」Faster Payment System (FPS)
☐ 易辦事/支付寶香港/微信支付/八達通 EPS/AlipayHK/WeChat Pay/Octopus (須親臨報名心辦理付款 Payment should be made in person at Enrolment Centres)
☐ 信用卡 Credit Card: ☐Visa/☐Master

選用信用卡之申請人請填寫以下部分 Applicants making payment by credit card please complete the part below

信用卡號碼
Card No. [ ][ ][ ][ ] -- [ ][ ][ ][ ] -- [ ][ ][ ][ ] -- [ ][ ][ ][ ]　　　發卡銀行 Card Issuing Bank _____

持卡人姓名 Card Holder's Name _____　　　有效日期(月/年) Expiry Date (mm/yy) _____ / _____
　　　　　　　　　　　　　　　　　　　　　　　　　　　　　(有效期須為半年或以上 Valid for at least six months)

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 _____

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