

## Application Form for Personal Data Amendment 申請更改個人資料表格 (Part-time and International College (IC) Programmes 兼讀制及國際學院課程)

Application for amending personal data should be supported by copies of relevant legal documentary evidence for verification purpose if the amendments involve changes in name, date of birth, HKID card number, passport number or nationality. Please submit the form together with relevant documentary evidence to any of our Enrolment Centres or mail to respective programme teams. It may take up to 10 working days to process your request.

申請更改個人資料項目如為姓名、出生日期、香港身分證號碼、護照號碼或國籍，須附上有關法律證明文件，以供核實。請前往任何一間報名中心遞交申請，或可郵寄至有關課程小組負責人。學院需時十個工作天完成閣下更改個人資料的申請。

### PART I Applicant Identification and Contact Information

#### 第一部份 申請人資料及聯絡方法

(Please complete **ALL** fields except optional item(s). 請填寫**所有**項目(「如有」項目可選擇性填寫)

Name (Mr 先生/Mrs 太太/Ms 女士/Miss 小姐\*)  
姓名 (in BLOCK LETTERS 以正楷填寫) (Family Name 姓氏) (Given Names 名字)

H.K.I.D./Passport No.\* HKU SPACE Student No.  
香港身分證/護照號碼\* 學生證號碼 (optional 如有)

Contact Phone Email Address  
聯絡電話 電郵地址

IC Programmes 國際學院課程  Part-time 兼讀制課程

Current / Last Programme / Course Enrolled  
現正 / 最後就讀課程

Year Enrolled 入讀年份

FOR OFFICE USE ONLY 由本學院填寫	
A	B
Checked by 查核	Checked by 查核
Updated on 更新日期	Updated on 更新日期
A+B	
Sent to SCORE (IT Admin, 5/F CYB) on 傳送至 SCORE (IT Admin, 5/F CYB) 日期	
Returned on 交回日期	

### PART II (A) Amending Personal Data on Student Record (Please fill in required fields for amendment only)

#### 第二部份(甲) 更改學生記錄內的個人資料 (只需填寫需要更改項目)

Please attach Legal Documentary Evidence (e.g. certified copy of birth certificate, Passport or H.K.I.D. card) with your application  
請於遞交申請時附上法律證明文件(如已認證的出生登記，護照或香港身份證副本)

Name in English  
英文姓名

Name in Chinese  
中文姓名

Date of Birth (DD/MM/YY)  
出生日期 (日/月/年)

H.K.I.D./Passport No.\*  
香港身分證/護照號碼\*

Nationality  
國籍

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

### PART II (B) Amending Personal Data for Correspondence

#### 第二部份(乙) 更改個人資料作通訊之用

Correspondence Address  
通訊地址

Contact Phone 聯絡電話 Email Address 電郵地址

- (1) HKU SPACE policy on personal data privacy, as stipulated on the SF26 Application for Enrolment Form/ IC Application Form, applies.  
學院將遵守在 SF26 報名表/國際學院報名表上所列明之同一個人資料(私隱)政策。
- (2) The personal data collected in this form will be used for processing your application for updating your personal data in our Student and Course Record System.  
本申請表上所收集的個人資料將用作處理閣下申請更新儲存於本學院的學生記錄系統中相關個人資料之用。
- (3) If you had opted in to receive our School's latest updates and promotional materials (including discounts and offers) during your registration as our student, the School will also update the opted-in communication channels in your student profile so you can continue to receive our marketing materials. However if you had opted in to receive our latest updates in other channels (e.g. e-news subscription) as a non-student, your old correspondence details may remain on our marketing list unless we receive your further instructions based on the old correspondence details. You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the Data Protection Officer of the School at any time.  
如閣下註冊成為本學院學生時已選擇接收由本學院所發出的最新課程資料及推廣訊息(包括折扣優惠)，學院亦會將閣下用作接收有關資訊之聯絡渠道一併更新。惟閣下若曾以非學院學生身份循其他途徑訂閱接收學院資訊，除非閣下向學院申明從舊有渠道取消訂閱有關資訊，否則該渠道仍有機會收到學院為閣下準備的相關資訊。閣下可隨時以書面或電郵方式向學院個人資料私隱主任申明是否願意繼續接收有關資訊。

I confirm the information submitted above are accurate and correct. I have also noted, understood and agree to the content of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

本人確定上述所提交的資料確實無誤。本人亦已細閱、明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料(私隱)的守則。

Signature 簽署 Date 日期