Change of Personal Particulars

Please complete the appropriate part(s) and submit the application in-person to the Academic Regulations and Records Office Service Centre together with the relevant supporting documents for verification. Please also read the Personal Information Collection Statement overleaf before completing this form.

<table>
<thead>
<tr>
<th>Student Name: ______________________</th>
<th>Student No. __________________________</th>
</tr>
</thead>
<tbody>
<tr>
<td>Programme Code / Degree Title: ________________________________</td>
<td></td>
</tr>
<tr>
<td>Major Code / Title: ____________________________________________</td>
<td></td>
</tr>
<tr>
<td>(if applicable)</td>
<td></td>
</tr>
<tr>
<td>Mode of Study: FT/PT/Combined*</td>
<td>Day-time Contact Phone No.: _____________________</td>
</tr>
<tr>
<td>CityU E-mail Address: ________________________________</td>
<td></td>
</tr>
</tbody>
</table>

**I Change of Name**
*(Supporting documents e.g. Deed on Change of Name, HKID Card, Passport, etc. required.)*

Name in English

<table>
<thead>
<tr>
<th>Surname</th>
<th>First/Other Names</th>
</tr>
</thead>
</table>

Name in Chinese

<table>
<thead>
<tr>
<th>Chinese Commercial Codes</th>
</tr>
</thead>
</table>

**II Change of HKID/Passport No.**
*(Supporting documents required.)*

HKID/Passport No.* : ______________________________

**III Change of Residence Status in Hong Kong**
*(Supporting documents e.g. student visa, employment visa, HKID card, etc. required.)*

Old Status: Holder of student visa/employment visa/dependant visa/others* (please specify) _____________

New Status: ______________ with effect from _______________________________

I declare that the information given above is true and correct at the time of submission.

______________________________
Signature of Student

______________________________
Date

*(For Office Use Only)*

Computer record updated by __________________

*Please delete as appropriate*
Personal Information Collection Statement

1. The personal data provided in this form will be used for processing this application. Failure to provide complete and accurate information may render the University unable to process the application.
2. The information provided may be disclosed/transferred to relevant academic units/ administrative offices within the University for consideration and/or necessary actions.
3. For non-local students, changes in student record may also be disclosed/transferred to relevant Government bodies, such as the Immigration Department, if deemed necessary.
4. After the application has been processed, relevant data will be transferred to the student record system of the University.
5. After submission of this form, requests for access to and/or correction of the personal data should be made to the Academic Regulations and Records Office.
6. The Privacy Policy Statement of the University can be accessed at http://www.cityu.edu.hk/cityu/geninfo/privacy.htm. For other issues regarding personal data privacy, please contact the Office of the Vice-President (Administration) or send email to the Data Protection Officer at vpad@cityu.edu.hk.