

**LINGNAN UNIVERSITY**

**Application for a Replacement Copy of LU Card for Students**

- Notes : 1. A student who has lost or damaged his/her LU Card for Students or had the card information changed may apply for a replacement card.
2. For replacement of a lost or damaged card, a fee is required to be paid at the Finance Office.
3. The applicant should complete and return this form to the Registry and show his/her receipt of payment, if applicable, to the staff.

---

---

**Part A**

*\*Please delete as appropriate.*

Name of Applicant : \_\_\_\_\_ Student No. : \_\_\_\_\_  
(in BLOCK letters)

Contact Telephone No. : \_\_\_\_\_ Year of Study : \_\_\_\_\_

Study Programme <sup>(Note)</sup>/Major Programme\* : \_\_\_\_\_

*Note: for students whose Major Programme has not been allocated.*

I declare that my original LU Card for Students is lost / has been damaged / the following changes of information have to be made to the card \*:

\_\_\_\_\_  
\_\_\_\_\_

**Applicant's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_

(for damaged card or change of information, the applicant is required to return the original card to the Registry upon issuance of the new card)

**Personal Information Collection Statement:**

- a) The purpose of collecting personal data by means of this form is to process this application only.
- b) In order to serve the specified purpose(s), the personal data collected may be transferred to other units within the University for necessary actions, where applicable. All information provided will be destroyed in one year.
- c) Without your expressed approval, or unless required by law, the personal data collected herein will not be disclosed to third parties other than those specified in Point (b).
- d) Unless indicated otherwise, all personal data requested in this form is required for its purpose(s). If such data is incomplete or inaccurate, your application cannot be processed.
- e) Without your consent, the University will not use your personal information provided to us to conduct direct marketing.
- f) As a data subject, you have the right to request access to and correction of the personal data under the Personal Data (Privacy) Ordinance. For requests for access to personal data, please contact the Data Protection Officer at [DPO@LN.edu.hk](mailto:DPO@LN.edu.hk). For requests to correct/update personal data, please contact the Registry at [registry@LN.edu.hk](mailto:registry@LN.edu.hk).

Official Use :

Payment checked by \_\_\_\_\_ Date : \_\_\_\_\_

Copy : ( ) The Applicant

**Part B**

New Card Received by: \_\_\_\_\_ Date: \_\_\_\_\_