

LINGNAN UNIVERSITY

Application for a Replacement Copy of Student Identity Card

- Notes : 1. A student who has lost or damaged his/her Student Identity Card 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 Comptroller's Office. For updating information on the card, the replacement is free of charge.
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 ^(Note)/Major Programme* : _____

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

I declare that my original Student Identity Card 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:

1. Personal data provided on this form will be treated confidentially and will be used for processing this application only.
2. Information provided may be transferred to other units within the University for necessary actions, where applicable.
3. Applications for access to personal data should be made to the Data Protection Officer (DPO@LN.edu.hk) of the University. For update/correction of personal data, please contact the Registry (registry@LN.edu.hk).

Official Use :

Payment checked by _____ Date : _____

Copy : () The Applicant

Part B

New Card with updated barcode: _____ Issued on: _____

New Card Received by: _____ Date: _____

Copy : () Librarian

Form 14.1

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