

# 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 Comptroller's 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.

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### **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:**

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