THE UNIVERSITY OF HONG KONG
CHANGE OF PERSONAL PARTICULARS

University Number (***MUST*** be filled in by student)

Name: _____ Curriculum: _____

Instructions:
1. Do ***NOT*** fill in all items below ***UNLESS*** you need to correct that particular item.
2. ***Tick*** the box against that line and enter the correct information on the corresponding line.
3. The completed form must be returned to the Academic Services Office, G-04, Ground Floor, Run Run Shaw Building, HKU, Pokfulam Rd., Hong Kong.

☐ Title Mr. / Miss / Mrs. / Ms. / _____

☐ Full name in English[1] [2]

☐ Full name in Chinese characters[1] [2]

I.D. Card name in CC Code

☐ H.K.I.D. Card number[2] (☐)

☐ Marital Status _____

☐ Date of Birth[2] _____

☐ Place of Birth[2] _____

☐ Place of legal Nationality[3] _____

☐ Place of legal right of permanent Residence _____

☐ Hall _____

☐ Postal Address[4]

☐ Contact Telephone Number[4]

☐ Home address[4]

☐ Home Telephone Number[4]

Notes
[1] Changes will not be considered unless an explanatory letter and Statutory Declaration (e.g. a Deed Poll) are submitted to the Academic Support and Examinations Section (ASE).
[2] Amendments will not be considered unless legal documents are submitted to the ASE of the Registry for verification. Legal documents can be birth certificate, Passport or HKID Card. Students who can show their documents in person do not need to enclose the documents with this form. Unless a written request for return is made, the HKID Card/Passport copies will be destroyed by the ASE when the amendment process is completed.
[3] Country of legal nationality ***MUST BE*** as stated in the passport you hold. Hong Kong belongers, holders of SAR/BNO passport or C. I. who do not hold a passport of another country should indicate ***'Hong Kong'*** as their country of legal nationality.
[4] During their studies, students should use their Portal account to update or change their telephone number(s) and address.
After the completion of studies, students must inform the Academic Services Office (RR G-04) in writing by using the "Change of Personal Particulars Form" which can be downloaded from http://www.ase.hku.hk/. Prompt update of adresses would avoid any delay in receiving documents in relation to the Degree Congregation. After graduation, the University will use the 'Home Address' to contact students. The University takes no responsibility for undelivered mail if students fail to update their records.

Signed: _____ Date: _____