

## THE UNIVERSITY OF HONG KONG

### Photograph Submission for Student Registration Card

Please ensure that you have completed the online Master Registration via the HKU Portal account assigned to you (<http://www.hkuportal.hku.hk> -> Self Service -> Master Registration). Please follow the instructions on this sheet to submit your photograph and supporting documents for the Student Registration Card.

#### You are required to submit the following for your Student Registration Card:

- A clear photocopy of your Hong Kong Identity Card (HKID) or Passport that contains your English name (only the side with the holder's personal particulars and photograph is required).
- A colour photograph of yourself which meets the following specifications:
  - taken within the last 6 months to reflect your current appearance;
  - showing full frontal face with clear facial features and without hat or sunglasses; and
  - taken against a plain background.

#### To Note:

\*You are required to present the original identification documents submitted, the original and a photocopy of your student visa (if applicable) for verification when you collect your card.

\*Please do not send in original identification documents (i.e. your HKID/Passport).

#### HOW TO SUBMIT THE REQUIRED DOCUMENTS

1. You are required to return this form with your HKID/Passport to your Faculty Office. Please staple the **photocopy** of your HKID/Passport/ Exit-Entry Permit together with this form. Photograph submitted without a copy of the HKID/Passport will not be processed.
2. HKID/Passport/ Exit-Entry Permit (往来港澳通行证) photocopies should be made on A4 size (210mm x 297mm) paper and will not be returned.
3. Please glue your photograph to the box on the left. The photograph's size must not be larger than 55mm x 45 mm and not smaller than 50 mm x 40 mm. You should not fold, staple or attach the photograph to this Form by paper clips or write on the back of the photograph, otherwise it will make the photograph unsuitable for photo-capture.
4. The photograph will be used for reproduction of a digitized image and will not be stuck onto the Student Registration Card.
5. Please complete the personal information below. We will contact you via the given contact details should we require further information from you.

Please stick your photograph here
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University No.:										
(This is a 10-digit University number stated in your HKU Portal)										
Surname:					Given Name(s):					
Curriculum:	{e.g. MPhil or PhD}									
Contact number in H.K.:					Personal E-mail:					

*The information collected will be used by the University for all academic and administration purposes in accordance with the Personal Data (Privacy) Ordinance.*