



## INSTRUCTIONS TO APPLICANTS 申請人須知

1. A student who wishes to apply for amendment of student personal data should follow the procedures specified below:- 請依照以下程序辦理申請更改個人資料的手續:-
  - (i) This form should be completed and submitted in person or by mail/fax to the Centre Office. Please note that : 請將填妥的申請表親身或透過郵寄 / 傳真遞交中心辦公室。注意 :
    - (a) Part 1 – PERSONAL PARTICULARS 第一部份：個人資料  
The information entered should be the same as that printed on your current student identity card. 你所填的資料，必須與所持有的學生證上所印的相同。
    - (b) Part 2 – CONTENT OF AMENDMENT 第二部份：更改內容  
Enter only those items which need amendment. 你只須填寫要更改的資料內容。
    - (c) Part 3 – DECLARATION OF STUDENT 第三部份：聲明  
This form must be signed and dated. 請簽署表格及填上日期。
  - (ii) Please bring along your Hong Kong Identity Card (or passport for students who have no Hong Kong Identity Card) for verification if you submit this form in person. If you prefer to submit this by post/fax, it is then necessary for you to attach a photocopy of the Hong Kong Identity Card/Passport for verification purpose. Your Hong Kong Identity Card/Passport copy will be destroyed after the completion of the amendment process. 親身遞交表格者，請攜同香港身份證（若非香港身份證持有人，請帶備護照）作核實之用。若以郵寄 / 傳真方式交回申請表格，請附上香港身份證 / 護照副本作核實。你的身份證 / 護照副本會在更改資料後立刻被銷毀。
  - (iii) Students who amend their names should also complete the “Application for Replacement of Student Identity Card” (Form MED07C) to replace their student identity cards; a fee of replacement will be charged. 更改姓名者亦須填寫「申請補領持續進修學生證」表格（表格 MED07C），並繳交補領費用，以申請補領學生證。
2. The Centre office will amend the personal particulars of the student concerned in the permanent record under Credit Accumulation Mechanism. Amendments can only be effected within two weeks after the receipt of the application. 中心會就有關學生的申請，在學分累積制的學生紀錄內更改其個人資料。更改資料將於中心收到申請表後兩星期內生效。
3. Separate notification will not be sent to the student after updating of the record. 中心於更改學生資料後，將不作另行通知。
4. The amendment of information supplied in this form may also be transmitted to other departments concerned by the Centre for use in activities related to your studies at the University. 本申請表內填寫的更改資料，或會轉交有關部門，用於有關教學的事宜上。

### CENTRE OFFICE

Management and Executive Development Centre  
QR702, 7/F, Shirley Chan Building, The Hong Kong Polytechnic  
University, Hung Hom, Kowloon.  
Tel. no: 3400 2773 Fax no.: 2765 6323

### 中心辦公室

企業經管人才發展中心  
九龍紅磡香港理工大學陳鮑雪瑩樓七樓 QR702 室  
電話: 3400 2773  
傳真號碼: 2765 6323

OFFICE HOURS	
Mondays to Fridays	9:00 am – 12:45 pm 2:00 pm – 5:30 pm
Saturdays	9:00 am – 12:00 noon
Sundays and Public holidays	Closed

辦公時間	
星期一至五	上午 9 時至下午 12 時 45 分 下午 2 時至下午 5 時 30 分
星期六	上午 9 時 至中午 12 時
星期日及 公眾假期	休息