

Hong Kong Institute of Vocational Education (Tsing Yi)
Application for Replacement of Student Card

Please read the "Notes to Students" overleaf before completing this form.

For Office Use Only

Serial No: _____

I(A). Particulars of Student

Name (English): *Mr/Ms (Chinese): _____

HKID Card No/Student No: _____ Mobile Phone No: _____

I(B). Particulars of Programme

Programme Title: _____

Programme Code/Year (Level): _____ Mode: ☐ FT ☐ PTD ☐ PTE

Offering Department: ☐ BA ☐ CN ☐ ENG/EDITO ☐ IT

I(C). Declaration

I declare that the information given in this form is true and correct. I also understand that provision of any false or misleading information shall lead to disciplinary action.

Signature of Student: _____ Date: _____

II. FOR OFFICE USE ONLY

Application

☐ All items duly filled in by student in Section I?

☐ Applicant's HKID checked?

☐ Record of student registration checked?

☐ The handling charge of \$ _____ is settled on _____ (DD/MM/YY)

Signature of Responsible Staff: _____ Date: _____
(Name/Post)

Issue

☐ HKID checked?

Signature of Responsible Staff: _____ Date: _____
(Name/Post)

III. ACKNOWLEDGEMENT

To be completed by the applicant/representative upon collection.

I acknowledge receipt of **the replacement card**. I undertake the responsibility to return my original student ID card to the Campus Secretariat for cancellation if found after the replacement.

Signature of Student/Representative: _____ Date: _____

To Be completed by EDITO

Application for replacement of student ID Card was received from _____
on _____ Student Name (Student No)

Signature of Responsible Staff: _____
(Name/Post) (Campus Chop)

Notes to Students

1. A **non-refundable** fee of HK\$100 is charged for each application.
2. Complete the application form and submit it to the EDITO (Room B322) . You will be required to show your HKID Card / Student ID Card.
3. Pay the necessary fee according to the payment instructions stated on the Payment Advice by the due date. If no payment is received by the due date, the application will not be further processed. If you later on want to re-apply, you are required to submit a new application.
4. We shall inform you the date of collection upon payment. You are requested to collect the Student Card in person by producing your HKID Card. If you are unable to collect the Student Card in person, you may authorize a representative to collect on your behalf. Your representative is required to bring along the following documents for verification / checking:
 - i) An authorization letter with your signature;
 - ii) A copy of your HKID Card; and
 - iii) His / Her HKID Card

繳交補發證書費用的方法
Payment Methods of Replacement of Certificate

繳費方式 – 支票	抬頭註明「 職業訓練局 」 (請在支票背面寫上申請人全名及電話號碼，以茲識別) 郵寄或送交往： 工程學科在職培訓組 新界青衣島青衣路 20 號 B322 室
Payment Method – Cheque	Payable to “ Vocational Training Council ” Postal Address: Engineering Discipline In-service Training Office Rm B322, 20 Tsing Yi Road, Tsing Yi Island, N.T.