Form REG-09

TUNG WAH COLLEGE

Registry

Ref. No.:
PP-_____-_____

Application for Amendment of Personal Particulars

Please read the notes below before completing this form:

1. Please complete Sections A and B of this form.
2. The completed form must be returned to the Registry.
   (20/F, Cheung Kung Hai Memorial Building, 90A Shantung Street, Mongkok, Kowloon;
   Office hours: Monday – Friday: 9:00am – 5:30pm;
   Saturday, Sunday and Public Holidays: Closed)
3. For amendment of name, students are required to submit the form together with the original and a copy of the supporting documents (e.g. Deed Poll and HKID card). Application for Replacement of Student Identity Card (Form REG-11) should also be submitted. An application fee of HK$100 will be charged for the replacement of Student ID Card.
4. For amendment of contact information (e.g. corresponding address/contact phone number/personal email address), please update your record in PowerCAMPUS Self-Service (http://selfservice.twc.edu.hk). Submission of this form is not necessary.

Section A: Student Particulars

Name*(Mr/Miss/Ms*)*: _____ (_____) Student No.: _____
English Name in BLOCK letters *Chinese Name*

Programme of Study: _____ (Major: _____) Phone No.: _____

Section B: Item(s) of Amendment

My name has been changed. My new name is as follows:

English Name: _____ Chinese Name: _____

I declare that all the particulars provided above are true and correct to the best of my knowledge.

Signature of student: _____ Date: _____

For REG use only (Form REG-09)

1. Receive application form by _____ on _____
2. Check HKID/Student ID card by _____ on _____
3. Copies of supporting documents (e.g. Deed Poll and HKID card) are attached and originals are checked by _____ on _____
4. Update record in PowerCAMPUS by _____ on _____
5. Notify ITSO and Library by _____ on _____
6. Notify student via e-mail by _____ on _____
7. Scan AND File by _____ on _____