THE UNIVERSITY OF HONG KONG
Application for a Facilities Access Card (FAC) – Class of 2023

Personal Particulars (This section *MUST* be completed by student.)

University Number:										

Name in BLOCK letters (Surname first):
(*as per your HKID Card/Passport*)

Contact number: Office/Home	Mobile

E-mail address:

Correspondence address:

Faculty:		Curriculum:		Graduation Date:	

Instructions

1. In case of lost or damage of the original Student Registration card, graduates of the Class of 2023 can apply for a Facilities Access Card (FAC) issued by the Libraries for replacement. Please complete and submit this application form **together with** a copy of your HKID card/passport

    (i) by mail to: Academic Services Office, Room G-04, Run Run Shaw Building,

      The University of Hong Kong, Pokfulam Road, HONG KONG

   or (ii) by email to <regcard@hku.hk>.

2. The Libraries will contact you when your replacement card is ready for collection. A fee of HK$150 will be charged for the replacement card. Please pay the appropriate amount of the replacement fee when you collect the card at the Library, using one of the methods listed below:

   • Pay by Cash in person at the Enquiries Counter, 2/F of the Main Library.

   • Draw a Crossed Cheque payable to "The University of Hong Kong".

3. Please see the Personal Information Collection Statement which is available at

   <http://www.ase.hku.hk/doc/PICS_159_716.pdf>.

I hereby declare that I have lost/damaged my Student Registration Card. I attach herewith my HKID card/Passport copy and the replacement fee will be paid at the Library.

 Date:_____   Signature of student: _____

Section B: To be completed by the Academic Support and Examinations (ASE) Section

This is to confirm that the above student is a graduate of the Class of 2023.

 Date:_____   Signed and stamp: _____
                                            For ASE staff

Section C: To be completed upon collection of Facilities Access Card (FAC)

I acknowledgment receipt of my replacement card.

 Card NO.:_____   Card S/N.: _____

 Card Collection Date:_____   Signature of student: _____