

## THE UNIVERSITY OF HONG KONG CHANGE OF PERSONAL PARTICULARS

Student Name		University No.	
Faculty		Curriculum	

**Instructions:**

1. Please read the "Points to Note" before you fill in the form.
2. Please  tick the box against the item(s) you would need to update and fill in the correct information.
3. Please return the completed form to "Academic Services Office, G-04, G/F, Run Run Shaw Building, The University of HK" and enclose a copy of your HKID Card / Passport as identity proof.

a) Title: Mr. / Miss / Mrs. / Ms. / Others: \_\_\_\_\_

b) Full Name in English <sup>(Note 1)</sup> (please write in **BLOCK LETTERS**):

Surname / Family Name

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Other Name / Given Name

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c) Full Name in Chinese <sup>(Note 1)</sup>:

Chinese Character

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CC Code on HKID Card

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d) HKID Card No.: \_\_\_\_\_ ( \_\_ ) / Passport No.: \_\_\_\_\_

e) Marital Status: \_\_\_\_\_

f) Date of Birth <sup>(Note 2)</sup>: \_\_\_\_\_ (Day) / \_\_\_\_\_ (Month) / \_\_\_\_\_ (Year)

g) Place of Birth <sup>(Note 2)</sup>: \_\_\_\_\_

h) Place of Legal Nationality <sup>(Note 3)</sup>: \_\_\_\_\_

i) Place of Legal Right of Permanent Residence: \_\_\_\_\_

The items below are for **HKU Alumni's** use only <sup>(Note 4)</sup>. For current students, please update via the **HKU Portal**.

j) Contact Phone No.: \_\_\_\_\_

k) Home Phone No.: \_\_\_\_\_

l) Postal Address: \_\_\_\_\_  
\_\_\_\_\_

m) Home Address: \_\_\_\_\_  
\_\_\_\_\_

**Declaration:** I understand that all information provided will be used for updating my personal particulars recorded by the University.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Points to Note:**

1. Change of name (items b and c) must be supported by a valid Statutory Declaration (e.g. a Deed Poll). Please enclose a copy of relative document(s) when submitting the completed form.
2. For update of date and/or place of birth (items f and g), please enclose a copy of birth certificate / passport / HKID Card as legal supporting document when submitting the completed form.
3. The nationality (item h) must be the same as stated in your passport. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should indicate "Hong Kong SAR, PRC" as the place of legal nationality.
4. HKU Alumni are also suggested to update their contact with the Development & Alumni Affairs Office (<https://www.alumni.hku.hk/>).