

THE UNIVERSITY OF HONG KONG**APPLICATION FOR REPLACEMENT OF DEGREE CERTIFICATE**

Guidelines and Instructions

1. The University certificate is a unique document; duplicates or copies are not issued. In case of loss or damage of an original certificate, or when there is a legal name change requiring updating of University records, you can apply for a replacement certificate by completing and submitting the attached application to:

**Academic Services Office,
Room G-04, Run Run Shaw Building
The University of Hong Kong,
Pokfulam Road,
HONG KONG**

together with:

- a) a copy of your HKID card/passport;
- b) relevant documentary evidence such as a police report or notarized statement for lost or damaged certificate, or certified legal documentation for name change;
- c) the original certificate (for damaged certificate or for name change);
- d) in the case of name change, all other original certificates issued under the former name (as you will receive a replacement certificate for each certificate issued to you previously under your former name, and the returned documents will be retained by the University); and
- e) the replacement fee.

The required documents and the replacement fee must be received before any action will be initiated.

2. The replacement fee is HK\$700 (US\$90) for each certificate. A graduate is only allowed to retain one copy, including the replacement copy, of the certificate for each degree. In the case of a name change, all certificates previously issued by the University under your former name must be replaced under the same application, and your name in the University's permanent student record will also be amended accordingly. When more than one certificate is required to be replaced due to name change, the replacement fee is HK\$700 (US\$90) for the first certificate, and HK\$100 (US\$13) each for all other certificates to be replaced under the same name. If you have previously received, for example, 3 different awards from the University, the replacement fee arising from your name change will be HK\$900 (HK\$700 + 2 x HK\$100).
3. The replacement certificate will in general follow the format currently in use (but may vary slightly for certificates issued prior to 1994) and bear the signatures of the current University officers. The statement "This diploma is reissued on the (date)." will appear at the bottom of the certificate.
4. A request for a replacement certificate will only be processed if you have satisfied all University academic and financial obligations. If you have any unmet obligations to the University, you will not be provided with a replacement copy until these obligations are fulfilled.
5. Replacement certificates will be issued twice a year, at the end of June and December. Applications for such certificates must reach the Academic Services Office at least two months in advance. For University certificates or diplomas issued prior to 1994, a longer processing time may be required.
6. All enquiries should be directed to the Academic Services Office (Tel: 2859 2433 Fax: 2540 1405 Email: asoffice@hku.hk).

March 2011

(Please take note of the University's Personal Information Collection Statement overleaf.)

THE UNIVERSITY OF HONG KONG

Personal Information Collection Statement

1. This is a statement to inform you of your rights under the Personal Data (Privacy) Ordinance.
2. Personal information is provided by you as an applicant through the completion of application procedures and forms designated for various purposes, *e.g.* for admission to a programme of study, for the issuance of your student registration card, for an exchange programme, for hall admissions, and for provision of facilities or services. Data collected are used specifically for the purposes prescribed in the application forms and will serve
 - (a) as a basis for selection of applications;
 - (b) as evidence for verification of the applicant's identity, examination results, academic records and other information; and
 - (c) where applicable, as part of the applicant's official student records.

In the case of (c) above, information so incorporated into student records will be used for all purposes relating to the student's studies as required by the relevant regulations and procedures of the University.

3. Personal data will be kept confidential and handled by the University's staff members. The University may transfer some of the data to an agent or other persons appointed to undertake some of its academic and administrative functions.
4. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect.
5. Applications for access to and correction of personal data should be made by using a special request form and on payment of a fee. Such applications as well as requests for information should be addressed to the Data Protection Officer, Registry, The University of Hong Kong.

H.W.K. Wai
Registrar

THE UNIVERSITY OF HONG KONG

APPLICATION FOR REPLACEMENT OF DEGREE CERTIFICATE

A. Personal Particulars

Please type or print in BLOCK LETTERS.

Name in English (Family Name first)					
Name in Chinese (if any, as in HKID)					
Chinese name in C.C. code (as in HKID)					
HKID card number					()
Passport number (if no HKID)					
University number					
Contact number	Office / Home:		Mobile:		
E-mail address					
Correspondence address					

B. Replacement of Certificate(s) (Please attach separate sheet, if necessary.)

Qualification awarded (e.g. Bachelor of Laws)	Faculty	Date of attendance		Honours classification (e.g. 2 nd Upper)	Conferment date (dd/mm/yyyy)
		From (mm/yyyy)	To (mm/yyyy)		

C. Reason for Replacement (Please tick as appropriate.)

- Original certificate lost / stolen / destroyed (Please provide original police report or notarized statement.)
- Original certificate damaged (Please attach original certificate.)
- Name change (Please provide certified copy of legal document on name change and attach original certificate.)

Name to appear on new certificate(s): _____
 (The name must be identical to the name on your HKID card or passport or the new legal name.)

D. Payment Method (Please tick as appropriate.)

The charge is HK\$700 (or US\$90) for replacement of one certificate / diploma. In the case of name change, the replacement fee is HK\$700 (US\$90) for the first certificate, and HK\$100 (US\$13) each for all other certificates to be replaced under the same name. *(A graduate is not allowed to retain more than one copy, including the replacement copy, of the certificate for each degree.)*

I wish to apply for a replacement of certificate for my _____ (e.g. BA, BSc) curriculum(s) and hereby pay the required charges of HK\$_____ using the payment method indicated below:

- via the bank / ETC machine
 (Please attach original receipt. HKU's account no. at Hongkong Bank is 002-222834-012.)
- by credit card

Card type (please tick)	VISA	MASTER
Name printed on credit card (BLOCK LETTERS)		
Card number		
Expiry date (Month / Year)		
Authorized signature on credit card		

- by bank draft payable to "The University of Hong Kong" (for overseas students)

E. Certificate Collection Method (Please tick as appropriate.)

- in person (Please produce your HKID card or passport when collecting the replacement copy.)
- by an authorized person
Please provide details of the authorized person in the following section. The authorized person will be required to produce his / her own HKID / passport to the Academic Services Office to collect your certificate(s). He / She will also be required to sign an acknowledgement of receipt.

Personal Particulars of the Authorized Person

Name (in English, surname first): _____ HKID / Passport no.: _____

Contact no. in Hong Kong: _____ E-mail address (if any): _____

- by registered mail (Please type or print your address clearly. The University does not take responsibility for any loss of certificate during postal delivery.)

<p><u>Mailing address</u></p> <p>Name: _____</p> <p>Address: _____</p> <p>_____</p> <p>_____</p>
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F. Declaration

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the certificate for each academic qualification. I hereby declare that my original certificate for the _____ (academic qualification(s))

- a) * is / are lost / destroyed
- b) * has / have to be replaced as my name has been legally changed subsequent to my graduation from the University. I understand that by requesting a certificate replacement due to name change, my name in the University's student records will be changed accordingly and I must surrender to the University ALL certificates bearing my former name.

Signature of the student: _____ Date: _____

* Please delete as appropriate.