

Application for Replacement Diploma (for Postgraduate Qualifications)

- (1) Please submit together with this form proof of identity document (Original or copy of HKID card/Passport).
- (2) If this form is submitted by a representative of the applicant, or the replacement diploma is to be collected by a representative, the representative has to produce his/her own HKID card/Passport as proof of identity, an authorization letter bearing the applicant's signature and a copy of the applicant's HKID card/Passport.
- (3) Normally, the processing time upon receipt of the completed application form is four weeks.
- (4) The replacement fee is \$600 per copy. An application will only be processed upon receipt of payment.
- (5) Applications attached with original supporting documents should be submitted by mail to or in person at the Graduate School.
- (6) Only applicants not residing in Hong Kong are eligible to request mailing/delivery of the replacement diploma. Applicants residing in Hong Kong must collect the replacement diploma in person or authorize a representative to collect it in person at the Graduate School.

Please type or print in block letters.

Personal Particulars

Name in English (surname first)		Name in Chinese (if any, as on HKID)	
Student no.:	HKID no.:	Passport no. (if no HKID):	
Phone no.:	E-mail address:		
Correspondence address:			

Details of Diploma

Qualification Awarded	Date of Attendance		Honours Classification / Degree Designation (e.g. First Class, Distinction)	Year of Conferment
	From (mm/yyyy)	To (mm/yyyy)		

Reason for Replacement (Please check):

- My original diploma was lost. (Please provide the original police report, notarized statement or declaration administered by a Commissioner for Oaths, which will be returned to you with the replacement diploma.)
- My original diploma was damaged. (Please attach the original diploma.)
- Others (Please specify.)
-

Payment Method (Please check)

- Payment made at the Graduate School counter during office hours (Octopus, Alipay, Wechat Pay, Visa, MasterCard etc.)
- Payment by Credit Card (Please complete the credit card payment form at the end of this form.)

Diploma Collection Method (Please check)

- Collection at the Graduate School (Room 904, 9/F, Academic and Administration Building, Baptist University Road Campus) by the applicant or by an authorized representative.
- By registered mail (only for applicants NOT residing in Hong Kong) - free of charge, no tracking service provided by postal carrier
- By courier delivery (only for applicants NOT residing in Hong Kong) at the following fee rates:
 - PRC, Macau or Taiwan: HKD 250/delivery
 - All other countries/regions: HKD 400/delivery

If you have chosen "registered mail" or "courier delivery" above, please provide your mailing/delivery address below:

Name of Receiver: _____	Contact No. (courier service only): _____
Street Address 1: _____	
Street Address 2: _____	
Country: _____	Postal Code: _____

Note: Please type or print your address clearly. The University takes no responsibility for any loss or damage of the diploma during postal/courier delivery.

Declaration (applicable to application due to loss of diploma)

I am aware that I am not permitted to retain more than one copy, including the replacement copy, of the diploma for each qualification obtained from Hong Kong Baptist University or Hong Kong Baptist College. I hereby declare that my original diploma for the following academic qualification is lost:

Applicant's signature: _____ Date: _____

<u>To be completed upon collection of diploma</u>	
Collected by: _____ (Signature)	(_____) (Name in BLOCK letters)
HKID/Passport: <input type="checkbox"/> Checked	Date: _____

(For Office Use Only)

Form and Payment Received by: _____ on _____ Paid

HKID/Passport: Checked Declaration documents attached /Damaged Diploma collected

Original diploma voided by: _____ on _____

RDip Prepared by _____ RDip serial no.: _____ RDip issue date: _____

RDip Checked by: _____ Completed on _____

Personal Data (Privacy) Ordinance and Personal Information Collection Statement

Persons who supply personal data in their applications to the Graduate School for various purposes are requested to note the following:

1. Personal data provided in the applications are to facilitate the process of their applications and will not be used for other purposes.
2. Personal data provided will only be used by University staff.
3. Application forms will be destroyed 3 months after the applications have been processed.

Under the provision of the Personal Data (Privacy) Ordinance, requests for personal data access or correction may be made and addressed to: Graduate School, Room 904, 9/F Academic and Administration Building, Baptist University Road Campus, Hong Kong Baptist University, Kowloon Tong, Kowloon



HONG KONG BAPTIST UNIVERSITY
Graduate School

Replacement Diploma Fee (Credit Card Payment Form)

(Applicable to graduates requesting mailing/courier delivery of the replacement diploma)

Student Information:

Name: _____ Student No.: _____
(Surname) (Other Name)

Correspondence Address: _____

Telephone No.: _____ Fax No.: _____

Email Address: _____

Type of Credit Card (Please ✓)

Visa Card Master Card

Credit Card No.: _____

CVV (Visa) / CVC (Master) Code: _____

(The LAST 3 digits of numbers printed on the signature field at the back of the credit card)

Card Holder Name: _____

Expiry Date: _____

Replacement Diploma Fee: HK\$600

Courier Delivery Fee, if applicable: HK\$250 (for PRC, Macau or Taiwan)
(Please ✓) HK\$400 (for all other countries/regions)

Total Payment Amount: _____

Signature: _____
(Please use authorized signature as shown on your credit card.)

Date: _____

Please submit this Credit Card Payment Form together with the Application for Replacement Diploma form to the Graduate School only if Payment by Credit Card is selected.

Address: Graduate School, AAB904, Hong Kong Baptist University, Kowloon Tong, Kowloon

Fax: (852) 3411-5133 Phone: (852) 3411-5127

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