

## Application for Replacement Diploma (for Research 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<br>(surname first) |                 | Name in Chinese<br>(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<br>Classification / Degree<br>Designation<br>(e.g. First Class, Distinction) | Year of<br>Conferment |
|-----------------------|--------------------|-----------------|--|-----------------------|
|                       | From<br>(mm/yyyy)  | To<br>(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.)

(For Internal Use)

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 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: _____<br>(Signature)                | ( _____ )<br>(Name in BLOCK letters) |
| HKID/Passport: <input type="checkbox"/> Checked   | Date: _____                          |

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(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 \_\_\_\_\_

Privacy Policy Statement and Personal Information Collection Statement (PPS/PICS)

According to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University (the "University"), personal data of students of the University are collected and retained for a variety of reasons and used for many purposes as such have been set out in the PPS/PICS. Please visit <https://www.hkbu.edu.hk/eng/about/privacy.jsp> for access to the PPS/PICS.

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

(For Internal Use)

## 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) 3411-6628

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