

Application for Replacement of Diploma

- (1) Please submit together with this form, a proof of identity document (original or copy of HKID card/Passport).
- (2) If 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 authorisation 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 Office](#). To visit the Graduate School, please schedule an appointment through our [Integrated Appointment System](#) at least 2 working days in advance.
- (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 authorise a representative to collect it in person at the Graduate School.
- (7) Applicant can also choose to collect the replacement by the GS Smart Locker.

Personal Particulars

Name in English : _____ Name in Chinese : _____
(BLOCK letters, Surname first) (if any, as on HKID)

Student No.: _____ ID Document Type : HKID Passport ID Document No.: _____
(if no HKID)

Phone (Mobile): _____ Email Address: _____

Correspondence Address : _____

Details of Diploma

Qualification Awarded: Doctor of Philosophy Master of Philosophy

Date of Attendance: From _____ / _____ to _____ / _____ Year of Conferment: _____
(mm / yyyy) (mm / yyyy) (yyyy)

Reason for Replacement:

- 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

- Payment made at the Graduate School Office during office hours (Octopus, Alipay, WeChat Pay, Visa, MasterCard etc.) (To visit Graduate School office, you must first book an appointment. Office location and how to schedule your appointment: <https://gs.hkbu.edu.hk/contact-us>)
- Payment by Credit Card (Please complete the credit card payment form at the end of this form.)

Diploma Collection Method

- Collection at the Graduate School by the applicant or by an authorised representative (To collect your diploma from the Graduate School office, you must first book an appointment. Office location and how to schedule your appointment: <https://gs.hkbu.edu.hk/contact-us>)
- By GS Smart Locker (Location and procedure : <https://gs.hkbu.edu.hk/about/campus-life/smart-locker>)
- By Registered Mail (*only for applicants NOT residing in Hong Kong*)
- By Courier Delivery (*only for applicants NOT residing in Hong Kong*) at the following fee rates:
 - Chinese Mainland, Macao or Taiwan, China: 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 Recipient: _____ Contact No. (courier service only): _____	
Delivery Address: _____	
Country: _____	Postal Code: _____

Note: Kindly ensure that your address is accurate. 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 : _____

For Office Use Only

Form and Payment Received by: Name: _____ Signature: _____ Date: _____

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

Original diploma voided by: Name: _____ Signature: _____ Date: _____

RDip Prepared by: Name: _____ Signature: _____

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

RDip Checked by: Name: _____ Signature: _____

Completed Date: _____

Privacy Policy Statement and Personal Information Collection Statement of the University (PPS/PICS) is available at: <https://bupdpdpo.hkbu.edu.hk/en/policies-and-procedures/pps-pics.html>



Replacement Diploma Fee (Credit Card Payment Form)

This form is applicable to graduates requesting mailing/courier delivery of the replacement diploma.

Student Information

Name in English: _____ Student No.: _____
(BLOCK letters, Surname first)

Correspondence Address: _____

Phone (Mobile): _____ Email Address: _____

Detail of Credit Card

Type:	<input type="checkbox"/> Visa Card <input type="checkbox"/> Master Card
Credit Card No.:	_____
CVV / CVC Code:	_____ (The <u>LAST</u> 3 digits of numbers printed on the signature field at the back of the credit card)
Card Holder Name:	_____
Expiry Date:	_____ (mm/yy)
Replacement Diploma Fee:	HK\$600
Courier Delivery Fee, if applicable:	<input type="checkbox"/> HK\$250 (for Chinese Mainland, Macao or Taiwan, China) <input type="checkbox"/> HK\$400 (for all other countries/regions)
Total Payment Amount:	_____
Signature:	_____ (Please use authorised 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, 4/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower,
Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Kowloon

Privacy Policy Statement and Personal Information Collection Statement of the University (PPS/PICS) is available at:
<https://bupdpo.hku.edu.hk/en/policies-and-procedures/pps-pics.html>