

更改資料通知書

CHANGE OF PARTICULARS NOTIFICATION FORM

(適用於兼讀制課程入學申請 Applicable to application for part-time programmes)

由職員填寫 For Office Use

Received on _____

Completed on _____

申請人請在填寫表格前細閱注意事項。

Applicants should read the Note below before completing this form.

注意事項 Note :

1. 申請人可遞交此通知書更改網上入學申請表上填報的英文姓名、香港身份證號碼或出生日期。申請人如須更改網上入學申請表上的其他資料，如登記電郵地址、登入密碼、中文姓名、聯絡電話號碼、通訊地址等，可自行透過網上入學申請系統 (<https://admission.vtc.edu.hk/onlineform>) 更新有關資料。
Applicants can update the English Name, HKID Card No., Date of Birth in the online application form by submitting this notification form. Applicants can update other particulars in the online application form, e.g. registered email address, log-in password, Chinese name, contact no., corresponding address, etc. through the Web-based Admissions System (<https://admission.vtc.edu.hk/onlineform>).
2. 申請人必須填妥此更改資料通知書並連同證明文件副本以電郵、傳真或親身前往第一選擇課程之首選分校的學院秘書處辦理有關手續。
Applicants are required to complete and submit this form together with the copy of relevant documents to the Campus Secretariat of the first preference offering campus of the first programme choice IN PERSON or via email / fax.
3. 申請人可授權代理人代為辦理有關手續，請填妥本通知書上的授權書。獲授權的代理人辦理有關手續時，需出示以下文件：
Applicants may authorise a representative to change the particulars on his / her behalf by completing the Letter of Authorisation in this form. The representative must bring along:
 - a. 代理人的身份證明文件 the representative's identification document
 - b. 申請人的香港身份證副本 a photocopy of the applicant's identification document
 - c. 已填妥及簽署的更改資料通知書 completed and signed of this notification form

申請人資料 Applicant's Personal Particular

申請人姓名

Name

申請編號

Application No.

--	--	--	--	--	--	--	--	--	--

聯絡電話

Contact No.

更改資料 Change of Particular

請在須要更改項目旁的 () 內加 "✓"，並填上新資料。

Please put a "✓" in the () next to the item which needs to be amended, and fill in the new details.

() 英文姓名
English Name

() 香港身份證號碼
HKID Card No

								()
--	--	--	--	--	--	--	--	-----

() 出生日期
Date of Birth

日 Day	月 Month	年 Year

聲明及簽署 Declaration and Signature

授權書 (如適用) Letter of Authorisation (if applicable)

本人授權 _____ (代理人姓名)，其香港身份證/護照號碼：_____，代本人辦理更改以上個人資料。附上本人身份證副本以便查閱。

I hereby authorise _____ (name), HKID/Passport No.: _____, to change my personal particulars above on my behalf. I attach a photocopy of my identity card for your perusal.

本人謹此聲明以上所填報的資料均屬正確無誤。

I declare that the information given above is, to the best of my knowledge, accurate and complete.

申請人簽署
Signature

日期
Date
