



Student Affairs Office
Application for Replacement of User Card

1. **Personal Particular**

Name of Applicant: _____ English / Chinese Sex: _____

UST Card No. : _____ * Passport / HKID No.: _____

Status: Student Staff Staff Family Sports Facilities User Card Holder Others _____

Department: _____ Contact Tel: _____

E-mail: _____

2. **Details of Application**

I wish to report that the _____ card (No. _____) issued to me by the Student Affairs Office is lost**/damaged*** and would like to apply for a replacement. **I will return the lost card to Student Affairs Office if it is found later on. *** The damaged card is attached herewith or will be returned when the replacement card is collected.

Remarks: (if any) _____

Signature of Applicant

Date

*Delete as appropriate

Note: Please complete this application form and return to the Amenities Service Counter on LG3 together with:

1. one recent photograph (2.8 cm x 2.5 cm);
2. a photocopy of University ID card;
3. a bank-in slip being payment of HK\$100 for card replacement:
payment details - cash to be banked in (**counter only, ATM is not acceptable. To help Finance Office in sorting out all bank-in payments, please use the pre-printed bank-in slip. This will also facilitate the card issuance process**) to:
Bank of China - A/C No. 012-875-1-070-111-7 or
Hang Seng Bank - A/C No. 024-361-008071-669

Enquiries: please contact *duty staff* at 2358 8592 or 2358 6666, e-mail: usercard@ust.hk

Collection of the User Card:

The applicants will be notified by email when the card is ready for collection. If the User card is not collected within one year after the notice is sent, the card will be disposed of by the SAO. A charge of HK\$100 will be levied when the applicant submits an application again in the future.

For Office Use Only

Application received by: _____ on _____
Approved / Not Approved

Signature Date

Card Serial No. _____

Expiry Date _____

Card Prepared & Sent On _____

Remarks _____