



Dean of Students' Office  
Application for Replacement of User Card

1. Personal Data  
(To be completed by the applicant)

Name: \_\_\_\_\_ Sex: \_\_\_\_\_  
(English, Surname in BLOCK) (Chinese if any)

HKUST Card No. \_\_\_\_\_ Department \_\_\_\_\_

Tel. No. \_\_\_\_\_ E-mail: \_\_\_\_\_

Relationship with the University: \* Alumni / Tenant / Temporary Pass Holder / Others : \_\_\_\_\_  
(issued by HRO)

\* Please delete as appropriate.

For **Tenant**:  
Address on Campus: \_\_\_\_\_

2. Details of Application

I wish to report that the \*Sports Facilities / Weight Training Equipment User card (No. \_\_\_\_\_ ) issued to me by the Dean of Students' Office is lost and would like to apply for a replacement. I will return the lost card to Dean of Students' Office if it is found later on.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\*Delete as appropriate

- Note: 1. Please complete this application form with your recent photo with clear full frontal face in jpg format (over 288 X 400 dpi) via e-mail: [usercard@ust.hk](mailto:usercard@ust.hk).  
2. a photocopy of HKUST 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 which available at the LG4 Sports Counter. 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 6666, e-mail: [usercard@ust.hk](mailto:usercard@ust.hk)  
Correspondence address: Dean of Students' Office, HKUST, Clear Water Bay, Kowloon

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 DSTO. A charge of HK\$100 will be levied when the applicant submits an application again in the future.

<small>for Office Use Only</small>	
Application received by: _____ on _____	
Approved / Not Approved	Card No. _____ Expiry Date _____ Card Prepared & Sent On _____ Remarks _____
_____ Signature	_____ Date