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**Education Bureau**  
**Central Resources Centre**

Podium, West Block, EDB Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon.

Tel : 3698 4437

Fax : 3586 9457

Website : <http://www.edb.gov.hk/crc>

Email : [crc@edb.gov.hk](mailto:crc@edb.gov.hk)

**Application for Borrowing Card**

**(For Parents or Students studying educational course(s) in university/institution)**

Please put a “✓” in the appropriate box:       New Application       Update Personal Information

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**Application Procedures :**

1. Applicants may submit the completed application form by post or in person.
  2. Applicants need to produce document proof of home address.
  3. For **Students**: Complete Part A, B and C and produce document proof of present status as a student studying course(s) in education.  
For **Parents**: Part A, B and D should duly be completed.
  4. Accurate information should be provided.
  5. Please ensure that sufficient postage is paid to avoid unsuccessful delivery of application. Any underpaid mail items will be disposed of by the Hongkong Post.
  6. The Centre reserves the final right to approve this application.
- ※ The personal data collected by means of this Borrowing Card application will only be used to verify users' eligibility for using the Centre services and to process service requested. According to the Personal Data (Privacy) Ordinance, a user has the right to access or correct his/her personal data. For enquiries, please contact the staff of the Centre.

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**Part A To be completed by All Applicants**

Name in English (Surname first)	Name in Chinese	Gender
Email Address	Tel.(Home)	Mobile Phone
Home Address		
Name of School attending <i>(Parents please fill in the school name of your child attending)</i>		

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**Part B To be completed by All Applicants** *(Please put a “✓” in the appropriate box.)*

- I understand and agree to observe the Borrowing Rules ([https://crc.edb.gov.hk/borrowing\\_rules.html](https://crc.edb.gov.hk/borrowing_rules.html)) set out by EDB Central Resources Centre. I shall assume full responsibility for any damage or loss of resource materials on loan to me.
- I wish / do not wish\* to receive any promotion information from EDB Central Resources Centre by email.

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

\*Please delete where appropriate

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**Part C To be completed by Student Applicants ONLY**

- ♦ Please provide information and valid document proof of the education course(s) now attending.
- ♦ Valid document proof includes student card, or other relevant documents issued by the department / faculty of education of the university/institution.

Name of Institution / University attending		
Name of education course attending		
Year/Level	Expected Year of Graduation	Student Number

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**Part D To be completed by School Office (For Parent Applicants ONLY)**

*(Parents may choose to submit a copy of the Student Record in the Student Handbook instead of school chop)*

Our School certifies that Mr / Ms \* \_\_\_\_\_ is a parent of our student, namely, \_\_\_\_\_.

School Chop
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Name of School :

Date :

\*Please delete where appropriate

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**Part E For Official Use Only**

Card No. \_\_\_\_\_ Date issued \_\_\_\_\_ Processed by \_\_\_\_\_