

POKFULAM ROAD  
HONG KONG  
CHINA

中國香港  
薄扶林道



THE UNIVERSITY OF HONG KONG  
**Faculty of Education**  
香港大學教育學院

School-University Partnerships Office  
Tel: (852) 3917 2042 (Secondary)  
(852) 3917 4731 (Primary/KG)  
Fax: (852) 2548 0375  
Email: [partnershipoffice@hku.hk](mailto:partnershipoffice@hku.hk)

Please complete this form and submit it to School-University Partnerships (SUP) Office for school contacts update. Kindly note that SUP office will only use the new contact information for practicum related matters of your school. All relevant documents regarding your school will be mailed/emailed to the contact point of your school.

## Contact Information Update Form

*Please return this form by fax (fax no.: 2548 0375) or by email ([partnershipoffice@hku.hk](mailto:partnershipoffice@hku.hk))*

To: School-University Partnerships Director  
Faculty of Education  
The University of Hong Kong  
Pokfulam Road, HK

From: School Name: \_\_\_\_\_  
Tel No.: \_\_\_\_\_  
Faxed/Emailed by: \_\_\_\_\_ (Name)

Please put a "✓" in the appropriate boxes for the information update requires.

- School name (English): \_\_\_\_\_
- 學校名稱 (中文): \_\_\_\_\_
- Address (English): \_\_\_\_\_
- 學校地址 (中文): \_\_\_\_\_
- School phone no.: \_\_\_\_\_
- School fax no.: \_\_\_\_\_
- School email: \_\_\_\_\_
- School website: \_\_\_\_\_
- Name of School Principal: \*Title: Miss / Ms / Mrs / Mr / Dr / Other: \_\_\_\_\_ (\*Please delete as appropriate)
- \_\_\_\_\_ English Full Name \_\_\_\_\_ 中文姓名
- School principal email: \_\_\_\_\_
- Name of Practicum Coordinator: \*Title: Miss / Ms / Mrs / Mr / Dr / Other: \_\_\_\_\_ (\*Please delete as appropriate)
- \_\_\_\_\_ English Full Name \_\_\_\_\_ 中文姓名
- Practicum Coordinator email: \_\_\_\_\_
- Practicum Coordinator Mobile: \_\_\_\_\_

Filled in by: \_\_\_\_\_

School Chop: \_\_\_\_\_