

HKU ONLINE APPLICATION SYSTEM

Step by Step Guide (For Sub-Degree Applicants)

Step 0: Prepare your application

Prepare the below documents before you start your application

То	pe prepared before submission	To	be uploaded after payment of application fee	To be provided by your referee(s)		
✓	Personal Information including a valid email address (as registered email address cannot be changed once you registered an account)	~	One personal statement (regardless of the number of your programme choice(s))	✓	Reference letter(s)	
✓	Your identity document (Passport / Hong Kong Identity Card / other travel document)	✓	Associate Degree / Higher Diploma transcript, high school transcript			
✓	Choice of programmes (cannot be changed e.g. edited / added / swapped in any way after 12:00 noon, Nov 16, 2022 (HKT))	✓	CV, certificates and awards			
✓	A valid credit card (VISA, MasterCard or Unionpay) for payment of the application fee	✓	Certificates of public examinations and proof of English language and second language proficiency			
		✓	Degree transcripts and official letter of withdrawal of studies (for current university students or students who have enrolled in bachelor's degree programme before)			
		\checkmark	Any other required documents you would like to add to support your application			

Step 1: Create an application account

	HKU Application System for Undergraduate Programmes The University of Hong Kong					
ش > La	gin					
	LOGIN	REGISTRATION				
	& Registered Email Address	Register for an account to launch your application to the undergraduate programmes at the University of Hong				
	A Password	Kong.				
	Login	오 Registration				
	Forgot Password ?					
	Forgot Registered Email ?	Please register for an account by clicking				
		'Registration'.				



û → Registration → Declaratio

Declaration

- I declare that the information to be given in support of my undergraduate application is accurate and complete, and I understand that any misrepresentation will disqualify my application to the University.
- I authorize The University of Hong Kong to obtain, and the relevant examination authorities, assessment bodies or academic institutions in Hong Kong and elsewhere to release any
 and all information about my public examination results, records of studies or professional qualifications. I also authorize the University to use my data in this form for the purpose of
 obtaining such information.
- Laccept that all the data in this form and those the University is authorized to obtain will be used for purposes related to the processing and administration of my application in the university context.
- I understand that if I am a current full-time Bachelor's degree student studying UGC-funded programme in one of the local tertiary institutions or a de-registered or discontinued student of the University and I fail to declare this, I may be disqualified even after being offered admission.
- I note the general points pursuant to the Personal Data (Privacy) Ordinance as set out in the *Personal Information Collection Statement* and the *General Data Protection Regulation*.
- I have read the General Information and agreed to the information, terms and conditions stated.

I have read and understood the above stated terms and conditions.

Accept Not Acce

Read the "Declaration" carefully. Upon having read and understood the declaration, check the box and click "Accept" to proceed.



HKU Application System for Undergraduate Programmes The University of Hong Kong

🖬 🖒 Registration

Submit

Registration

Complete this section to start registering for an account with the Application System for Undergraduate Programmes at The University of Hong Kong.

Email Address * 😢	
Password *	
	Include at least 3 of these 4 types that lowercase letters, uppercase letters, numerals, and special characters; and must be of 10-18 characters.
Re-type Password *	Email Address: Your email address will be your login name. Choose an
Alternate Email Address * 😮	email that you use often and will NOT expire as you cannot change this email address once registered. You are advised to also select an alternate
Family Name / Surname / Last Name * 😮	email address carefully in case you need to reset your password or your
Given Name / First Name * 💡	primary address fails.
Cancel	Password: The password should contain at least 3 of these 4 types that lowercase letters, uppercase letters, numerals, and special characters; and must be of 10-18 characters.
	The Last Name and First Name should be identical to the ones stated on your Hong Kong Identity (HKID) Card or Passport.
	Please fill out the rest of the information carefully and accurately.

Step 2: Complete the online application

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- 6				-10	Ð

HKU Application System for Undergraduate Programmes

The University of Hong Kong

LOGIN

2 Registered Email Address

Password

Login

Forgot Password?

Forgot Registered Email ?

After successful registration, a confirmation email will be sent to both your registered email and secondary email, and you will be given a link to activate your account. Once your account is activated, please use your registered email and password to log in.

REGISTRATION

Kong.

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Register for an account to launch your application to the

undergraduate programmes at the University of Hong

Registration

If you have forgotten your password, please click 'Forgot Password' and reset your password using your registered email.



🗭 My Inbox	Image: HKU Application System for Undergraduate Programmes The University of Hong Kong	
My Application		
✤ Application Status	My Inbox	
🖸 My Event	Announcement	
A My Profile	Title	
🖒 Logout	Image: New	

Please read the email in your inbox carefully and make sure to check the inbox regularly to receive updates from the University.

Click 'My Application' on the left panel to start your application.

	My Inbox
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HKU Application System for Undergraduate Programmes

The University of Hong Kong

My Application

- Application Status

🖸 My Event

A My Profile

് Logout



Image: HKU Application System for Undergraduate Programmes Hel The University of Hong Kong Hel								Help and Guidelines			
🛍 🖒 My Applicatior	n 🕻 Edit										
My Applica	ation										
Personal Particulars	Academic	Profile	Academic Qualifications	Choice of Programme	Ex	tra-curricular Ac	hievements	Refere	ence Others		
Personal Information											
Family Name / Surn	ame / Last Name *					Given	Name / First N	ame *			
Chir	nese Name						Date of E	Birth *			
N	ationality *	- Select	:-		•			Sex*	- Select -	•	
E-mail *			Secondary E-mail *								
Country / Region of R	tesidence *	- Select	-		•						
Identity									Personal Particulars		
The following students in the post-secondary e	will be conside ducation cont	ered as no ext:	on-local applicants and will pay	the non-local fees upon adr	nissio	on to the Univers	Please	fill ou	ut this section carefully.		
Students holding:							Please	revie	w the descriptions carefull	y to identify	
 student visa / entry p dependent visa / ent visa under the Immid 	 student visa / entry permit to study in Hong Kong dependent visa / entry permit and were aged 18 years old or above when you were first issued with such documents by the I YOUI STATUS OF IOCAL/NON-IOCAL visa under the Immigration Arrangements for Non-local Graduates (IANG), issued by the Director of Immigration of the Hong 										
Will you be applying as	a local or non-	local app	licant ? 🔷 Non-Local 💿	Local							
I cannot provide my Hong Kong Identity Card No. / China Identity Card No. / Passport No. now											
(I understand I will I University prior to r	be required to registration)	provide t	the latest copy of my identificat	ion document for entry to H	long	Kong to the					
нкі	HKID Card No.										

HKU Application Sys The University of Hong	tem for Undergraduate Pro Kong	grammes	Help and Guidelines
Academic History and Course Enrollment betwe	en September 2022 to June 20	23	
I am not enrolled in any cour S	se of academic study between September 2022 to June 2023		Current Programme of Study
Country / Region in	which your study is pursued *	Hong Kong, SAR of PRC	 If you are currently enrolled in an Associate Degree / Higher Diploma
	Name of Institution / School *	HKU SPACE Community College	 programme in a local institution, please select "Type of Programme / Curriculum" accordingly:
Current Programme of Study			For example:
Туре	e of Programme / Curriculum *	Associate Degree Year 1 (awarded by an institution in He	Year 1 students: "Associate Degree Year 1 (awarded by an institution in
Academic History	Programr Associate	Degree Year 1 (awarded by an institution in Hong Kong)	Hong Kong)"
Please fill out your academic history accurately.	Level o Associate Associate	Degree (awarded by an institution in Hong Kong) Degree (awarded by an institution outside of Hong Kong)	Final year students: "Associate Degree (awarded by an institution in Hong Kong)"
If you are not enrolled in any	ave you completed th Australian	n Tertiary Admission Rank (ATAR)	
academic institution between	Stu ^c Austria M	atura / Reife- und Diplomprüfung	If you are currently studying in a
the 'I am not enrolled in any course of academic study between September 2022 to June 2023' box to go straight to the 'Previous Studies' section.	Azerbaijan	n High School Leaving Certificate	 bachelor's degree programme, you should select 'Bachelor's Degree'. Please note that you are <u>NOT</u> eligible for senior year places but can only be considered for first-year entry of our programmes

Previous Studies							
Name of Institution	Type of Programme	Country	Programme Title	Study Mode	GPA	Study Period	Action
No records found.							
+ Institution	Previous Studie	S					×
1	General Informatio	n					
		Country	/ / Region in which your study is pursued *	Hong Kong, SAR of PRC	:		-
	Previous Studies		Name of Institution / School *	Others			•
Click '+ Institutio	n' to add previous s	studies. You					
should mention a	at least one progra	mme					
information in th	is section (e.g. If yo	ou have taken	Type of Programme / Curriculum *	Hong Kong Diploma of	Secondary Education		•
HKDSE, please select 'Hong Kong Diploma of Secondary Education' under Type of Programme /			Level of Study *	Secondary / Junior & Se	enior High School Education		•
Curriculum'.			Have you completed this study?	• Yes 🗌 No			
			Study Mode	• Full-time Part-t	time		
			Study Period *	From	to To	0	
			Date of Award		8		
	Save	cel					

Year of Schooling

Please indicate below your highest level of qualification to be obtained by September for our evaluation purpose.

Highest Qualification to be obtained by August

Associate Degree (awarded by an institution in Hong Kong)

Have you enrolled in any bachelor's degree programme(s)? *

- Select -

- Select -

No, I have not.

Yes, I am currently studying in a bachelor's degree programme (excluding Associate Degree/ Higher Diploma).

Yes, I have once enrolled in a bachelor's degree programme (excluding Associate Degree/ Higher Diploma) but withdrawn from it already before completing one year of study.

Yes, I have once enrolled in a bachelor's degree programme (excluding Associate Degree/ Higher Diploma) but withdrawn from it after completed one year of study.

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Previous Studies in Bachelor's Degree

Please indicate whether you are currently studying / have enrolled in any bachelor's degree or higher degree programme(s) before.

Please note that if you are **currently studying / have once enrolled in a bachelor's degree or higher degree programme and completed one or more year(s) of studies**, irrespective of whether the qualifications have been awarded, you are <u>NOT</u> eligible for senior year places but can only be considered for first-year entry of our programmes.

For those who have once enrolled in a bachelor's degree or higher degree programme but withdrawn from it before completing one year of study, please upload your official letter of withdrawal of studies and your bachelor's degree transcript after submission of your application.

Extra-curricular Achievements Reference Others	Personal Particulars	Academ	nic Profile	Academic Quali	fications	Choice of Programme
	Extra-curricular Achie	vements	Referenc	e Others		

You should include ALL your academic achievement, including academic programmes still in progress, by adding each qualification individually through the modules below.

You will be given an opportunity to upload electronic copies of transcripts / statements of results to support your application after you have successfully submitted your application. You will be given instructions to submit original / official copies of these documents if required by the Admissions Office.



Qualification

Examination Type *	Sub-degrees	•
Examination *	International Baccalaureate	*
Year *	Malaysian Examinations	
Mar and a	NJCEE and HK/Macau/Taiwan NJCEE	
Month	Singapore-Cambridge General Certificate of Education	
	Sub-degrees	
d Cancel	Other Examination	-

For qualification of AD/HD, add the examination type as "Sub-degrees" and fill in the relevant details about your qualification and then click 'Add'. ×

Personal Particulars Academic Profile Academic Qualifications Choice of Programme Extra-curricular Achievements Refer

You should include ALL your academic achievement, including academic programmes still in progress, by adding each qualification individually

You will be given an opportunity to upload electronic copies of transcripts / statements of results to support your application after you have su be given instructions to submit original / official copies of these documents if required by the Admissions Office.

+ Qualification

 Higher Diploma (awarded by an institution in Hong Kong) - (June,							
Subject	Achieved Grade	Date of Result Release					
No records found.							
Remove Qualification + Subject Save Save and Next >	Once the qualification has been added, cli Subject' to add the subjects taken under t qualification.	ck '+ he					



Save Success!

You should include ALL your academic achievement, including academic programmes still in progress, by adding each qualification individually through the modules below.

You will be given an opportunity to upload electronic copies of transcripts / statements of results to support your application after you have successfully submitted your application. You will be given instructions to submit original / official copies of these documents if required by the Admissions Office.

 Higher Diploma (awarded by an institution in Hong Kong) - (June) 				
Subject	Achieved Grade	Date of Result Release	Action	
Year 1 - Semester 1 GPA	3.70	/01/31	▼ Action	
Year 1 - Semester 1 culmulative GPA	3.70	/01/31	▼ Action	
Year 1 - Semester 2 GPA	3.70	/06/30	▼ Action	
Year 1 - Semester 2 culmulative GPA	3.70	/06/30	▼ Action	
Year 2 - Semester 1 GPA	Pending	/01/31	▼ Action	
Year 2 - Semester 1 culmulative GPA	Pending	/01/31	▼ Action	
Year 2 - Semester 2 GPA	Pending	/06/30	▼ Action	
Year 2 - Semester 2 culmulative GPA	Pending	/06/30	▼ Action	

Remove Qualification

Save and Next \rightarrow Save

Please select the 'Pending' option if the final grade is not yet available. You are not required to fill in Semester 3 GPA if you have not taken / will not take any course(s) in summer term. Please click "Save and Next" once you have filled in all the subjects.



HKU Application System for Undergraduate Programmes

The University of Hong Kong

My Application

Personal Particulars	Academic Profile	Academic Qualifications	Choice of Programme	Extra-curricular Achievements

You may submit an application for UP TO 3 undergraduate programmes at the University. With the exception of your top programme choices Evaluation will take place concurrently and independently for all your programme choices. You may refer to the status of each of your program your programme choices will be allowed until

For more instructions on how to fill this page, please refer to here.

	Choice of Programme
1 st Choice Programme	Senior year programmes are listed at the bottom of the drop-down
Programme	list. In general, these programmes are only applicable if you are a local final year AD/HD* student or a local AD/HD* graduate who are
- Select - 0949 - Bachelor of Biomedical Sciences - (Tear T Entry) 6951 - Bachelor of Engineering in Engineering Science - (Year 1 Entry) 6963 - Bachelor of Engineering - (Year 1 Entry)	also NOT currently enrolling in any Bachelor degree. *a recognised full-time AD/HD programme of at least two years in duration from a community college in Hong Kong Please check your eligibility here: https://admissions.hku.hk/apply/hong-kong-sub-degrees#entrance-
A101 - Bachelor of Arts - (Year 3 Entry)	requirements.
A201 - Bachelor of Science in Information Management - (Year 3 Entry) A202 - Bachelor of Science in Applied Child Development - (Year 3 Entry) A203 - Bachelor of Arts and Sciences in Social Data Science - (Year 3 Entry)	You may submit an application for UP TO 3 undergraduate programmes at the University (Year 1 / Year 3 Entry).

To allow the University a better understanding of your achievements and to assess your fit with our programmes, please provide a maximum of 3 examples, where applicable, of activities where you have demonstrated the corresponding characteristics. You may also provide other information for the University to consider as supplemental information by uploading a CV / Resume as a supporting document.

Leadership					
Name of Activities	From / To	On-going	Organizer	Achievements / Awards	Action
No records found.					
+ Leadership			<u>Extra-curricu</u> You may inform the Unive	Ilar Achievements ersity of your personal	
Communication			achievement by providing	g information on your extr	a-
Name of Activities	From / To	On-going	curricular activities that b	est demonstrate each of	the
No records found.			attributes listed. You may	submit a maximum of 3	
+ Communication			activities per attributes. F inform the University abo international symposium,	or example, you may wish out your participation in an a national Olympiad	ו to ו
Global Mindedness			competition, your commu	unity service projects, etc.	
Name of Activities	From / To	On-going			
No records found.			You may also elaborate or	n other activities on a CV	and
+ Global Mindedness			submitted your application	in.	

Personal Particulars	Academic Profile	Academic Qualifications	Choice of Programme	Extra-curricular Achievements	Reference	Others
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You may nominate your counsellor to support your application to the University by providing predicted / anticipated result(s), transcripts, and reference documents.

You may also nominate referees who may provide additional information to support your application to the University.

In the case that you are not able to find your counsellor under the 'Counsellor' list, please provide your counsellors' contact information as a referee and we will be in to

For more instructions on how to fill this page, please refer to here.

Referee / Counselor				
Relationship	Name	Email	Relationship Description	
No records found.				
+ Referee Save Save	Next –		Reference You may nominate referee(s) who may provide additional information to support your application to the University. Referee's contact / invitation cannot be edited once you have submitted your application. Please be sure to communicate first with referee(s) you will be nominating prior to submission of your application. An email will be sent to each referee set their confidential reference to support your application after your application has been submitted successfully. To facilitate our evaluation, we recommend your referees to complete their parts by Dec 1 , If your referees cannot make this deadline, or if your application is submitted at a later date please also communicate with them so that they can support your application as soon as possible.	eking 2022 .

Disability Information

If you have a disability, please give details in this section. Supporting documents may be required at a later stage. Information given in this section helps the university to identify the special assistance and facilities that it can provide on your admission. You may also contact the Faculty / Programme to discuss issues or your concerns.

Type of Disability	- Select -	
Degree of Impairment]
Description]
		2

Transfer of Credits (for applicants who are currently enrolled or once enrolled in a bachel	lor's degree / higher degree programme)
I wish to apply for direct entry to the following programme	
Year of Study 💡	Programme ?
I wish to apply for transfer of credits upon admission	
Save Proceed to Payment for Submission of Application →	<u>Others</u> Please give us any other relevant information in this section. Once you have reviewed your application, click 'Proceed to Payment for Submission of Application' to be redirected to the payment page. Supporting documents and Personal Statement can only be uploaded after the payment of application fee.

Step 3: Pay the application fee

● BEA東亞銀行 ● EN | 繁 | 简 HKD 450.00 Amount⁻ HKU-ADMISSIONS&ACADEMIC L S Merchant: Payment Invoice Number: 72238671 Use one of the methods to pay the application Press your payment method to pay. fee. VISA JnionPay 報服 Card Type masterpass Digital Wallet Learn More « Cancel, and return to HKU-ADMISSIONS&ACADEMIC L S You are connected to a Secure Payment Page operated by Joint Electronic Teller Jetco Services Ltd. Your payment instruction will be securely transmitted to the bank for authorisation.



HKU Application System for Undergraduate Programmes The University of Hong Kong

🛍 🖒 My Application

My Application

Applications	Status	Actions
	Submitted	Edit Application
		Upload Supporting Document

Once your submission is successful, you will receive an email with instructions on the next steps and you will also be able to view your application number under 'Application Status' on the left. The status of your application will now also change from 'In Progress' to 'Submitted'. Click 'Upload Supporting Document' to submit relevant documents.

Step 4: Upload supporting documents



HKU Application System for Undergraduate Programmes The University of Hong Kong

வி 🔰 Supporting Document

Supporting Documents

You may upload copies of the relevant documents under each respective category. All documents should be in pdf format. Please note that the University may require you to submit the official / certified true copy of documents uploaded onto this application system.

You should name your files in the following format:

AppNo_FirstName_LastName_DocumentDescription

Eg: 20191234567_Jane_Doe_VolunteerCertificates

Supporting Documents

Please follow the naming format to upload the corresponding transcript or documents under the associated header. For all other documents, including your CV and other certificates, you may upload the document under "Other Documents".

Documents that have been successfully uploaded and received by the University will list the respective file type, file name, and the date of submission. You are however advised to keep a personal record of all the documents you have uploaded.



Step 5: Check your application status

P My Inbox	HKU Application System	for Undergraduate Programmes	
My Application	Programme Status	Definition	
✤ Application Status	Under Consideration	The programme is reviewing your application	
🕅 My Event	Waitlisted	Your application has been reviewed and you are placed in the waitin application information and documents submitted	ig list based on
A My Profile	Offer with Conditions	You have received a conditional/firm offer	
് Logout	Offer Accepted	You have accepted a conditional/firm offer	
	Offer Declined	You have declined a conditional/firm offer OR Your offer has expired University has not received a response from you regarding the offer deadline	I because the by the stipulated
	Appeal Under Review	The programme is reviewing your appeal for relaxing the offer cond have not met The review process normally takes around two to three weeks	ition(s) which you
	Conditions Met	The final results received by the University indicate that you have m on academic achievements laid out in your offer of admission	Application Status
	Conditions Not Met	The final results received by the University indicate that you have no condition(s) on academic achievements laid out in your offer of adm	You may check the status of your
	Enrolled	Your offer has been confirmed and all your required official docume verified by the University	'Application Status' on the left panel.
	Acceptance Withdrawn	You have withdrawn your acceptance to a conditional/firm offer	You can also review your acceptance
	Programme withdrawn	You have withdrawn your application to the programme	status and any outstanding actions
	Unsuccessful	Your application to the programme is unsuccessful	required from you here.
	Admission Year : Application I	No.	
	Curriculum Reply De	adline Replied On Status	Action

Tips for uploading documents

- 1. If you have several files to upload, please consolidate them to one single file
- 2. File size should not exceed 10MB
- 3. File should be in pdf format only
- **4. Files cannot be viewed nor deleted after they have been uploaded** (so make sure you upload the right file)
- 5. A revised document can be uploaded at any time (but the old document will still be there); the University will consider the latest upload as official
- 6. Please be mindful to follow the file naming instruction
- 7. The system would rename your file name automatically after upload, but document downloaded from the system will retain its original file name

Next Steps

- 1. After submission, you will be able to log in to your application account to:
 - a) Provide/update scores not yet available at the time of application under 'Academic Qualifications' tab
 - b) Upload supporting documents
 - c) Update some of your personal information
- 2. You are encouraged to:
 - a) Check for our emails regularly and keep up-to-date with our information
 - b) Follow us on <u>The University of Hong Kong International Undergraduate</u> <u>Admissions</u> Facebook Page



Refer to our FAQ <u>here</u>

Still have questions? Contact us through live chat after you have logged in to your application account