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

<table>
<thead>
<tr>
<th>To be prepared before submission</th>
<th>To be uploaded after payment of application fee</th>
<th>To be provided by your referee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Personal Information including a valid email address (as registered email address cannot be changed once you registered an account)</td>
<td>✓ One personal statement (regardless of the number of your programme choice(s))</td>
<td>✓ Reference letter(s)</td>
</tr>
<tr>
<td>✓ Your identity document (Passport / Hong Kong Identity Card / other travel document)</td>
<td>✓ Associate Degree / Higher Diploma transcript, high school transcript</td>
<td></td>
</tr>
<tr>
<td>✓ Choice of programmes (cannot be changed e.g. edited / added / swapped in any way after 12:00 noon, Nov 16, 2022 (HKT))</td>
<td>✓ CV, certificates and awards</td>
<td></td>
</tr>
<tr>
<td>✓ A valid credit card (VISA, MasterCard or Unionpay) for payment of the application fee</td>
<td>✓ Certificates of public examinations and proof of English language and second language proficiency</td>
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<tr>
<td>✓</td>
<td>✓ Degree transcripts and official letter of withdrawal of studies (for current university students or students who have enrolled in bachelor’s degree programme before)</td>
<td></td>
</tr>
<tr>
<td>✓</td>
<td>✓ Any other required documents you would like to add to support your application</td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Create an application account

Please register for an account by clicking ‘Registration’.

If you have registered for an account last year, you may skip this step and proceed to log in with the same credentials directly.
Read the “Declaration” carefully. Upon having read and understood the declaration, check the box and click “Accept” to proceed.
Email Address: Your email address will be your login name. Choose an 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 email address carefully in case you need to reset your password or your primary address fails.

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.
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.

If you have forgotten your password, please click ‘Forgot Password’ and reset your password using your registered email.
If you have any enquiries, please click the live chat button.

Find useful information or initiate a live chat session with our staff here during office hours. For non-office hours, please follow the instructions to contact our staff.
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.
Click ‘Apply Now’ to start your application.
Personal Particulars

Please fill out this section carefully.

Please review the descriptions carefully to identify your status of local/non-local.
**Academic History**

Please fill out your academic history accurately.

If you are not enrolled in any academic institution between September 2022 to June 2023, check 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.

**Current Programme of Study**

If you are currently enrolled in an Associate Degree / Higher Diploma programme in a local institution, please select “Type of Programme / Curriculum” accordingly:

For example:

**Year 1 students**: “Associate Degree Year 1 (awarded by an institution in Hong Kong)”

**Final year students**: “Associate Degree (awarded by an institution in Hong Kong)”

If you are currently studying in a bachelor’s degree programme, you should select ‘Bachelor’s Degree’. Please note that you are NOT eligible for senior year places but can only be considered for first-year entry of our programmes.
### Previous Studies

Click ‘+ Institution’ to add previous studies. You should mention **at least one** programme information in this section (e.g. If you have taken HKDSE, please select ‘*Hong Kong Diploma of Secondary Education*’ under Type of Programme / Curriculum').
**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 **NOT 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.
Academic Qualifications

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.

Click ‘+ Qualification’ to add current and previous qualifications. You may add multiple qualifications as necessary (e.g. Hong Kong Examinations (HKDSE) / Sub-degrees (AD/HD)).
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'.
Once the qualification has been added, click ‘+ Subject’ to add the subjects taken under the qualification.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Achieved Grade</th>
<th>Date of Result Release</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
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.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Achieved Grade</th>
<th>Date of Result Release</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 - Semester 1 GPA</td>
<td>3.70</td>
<td>01/31</td>
<td>[Action]</td>
</tr>
<tr>
<td>Year 1 - Semester 1 cumulative GPA</td>
<td>3.70</td>
<td>01/31</td>
<td>[Action]</td>
</tr>
<tr>
<td>Year 1 - Semester 2 GPA</td>
<td>3.70</td>
<td>06/30</td>
<td>[Action]</td>
</tr>
<tr>
<td>Year 1 - Semester 2 cumulative GPA</td>
<td>3.70</td>
<td>06/30</td>
<td>[Action]</td>
</tr>
<tr>
<td>Year 2 - Semester 1 GPA</td>
<td></td>
<td>01/31</td>
<td>[Action]</td>
</tr>
<tr>
<td>Year 2 - Semester 1 cumulative GPA</td>
<td>Pending</td>
<td>01/31</td>
<td>[Action]</td>
</tr>
<tr>
<td>Year 2 - Semester 2 GPA</td>
<td></td>
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<td>06/30</td>
<td>[Action]</td>
</tr>
</tbody>
</table>
Choice of Programme

Senior year programmes are listed at the bottom of the drop-down 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 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-requirements.

You may submit an application for UP TO 3 undergraduate programmes at the University (Year 1 / Year 3 Entry).
Extra-curricular Achievements

You may inform the University of your personal achievement by providing information on your extra-curricular activities that best demonstrate each of the attributes listed. You may submit a maximum of 3 activities per attributes. For example, you may wish to inform the University about your participation in an international symposium, a national Olympiad competition, your community service projects, etc.

You may also elaborate on other activities on a CV and upload any relevant certificates after you have submitted your application.
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 seeking 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, 2022. 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.
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

Payment
Use one of the methods to pay the application fee.
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

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

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

You may check the status of your application any time by clicking ‘Application Status’ on the left panel. You can also review your acceptance status and any outstanding actions required from you here.
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 The University of Hong Kong International Undergraduate Admissions Facebook Page
Questions?

Refer to our FAQ [here](#)

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