HKU ONLINE APPLICATION SYSTEM  Step by Step Guide
# 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 counsellor / advisor / 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>✓ High school transcript</td>
</tr>
<tr>
<td>✓ Your identity document (Passport / Hong Kong Identity Card / other travel document)</td>
<td>✓ High school transcript</td>
<td>✓ Predicted / actual results</td>
</tr>
<tr>
<td>✓ Choice of programmes (cannot be changed e.g. edited / added / swapped in any way after 12:00 noon, Nov 15, 2023 (HKT))</td>
<td>✓ CV, certificates and awards</td>
<td>✓ Reference letter(s)</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>✓ Degree certificates and official transcripts (for current university students)</td>
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<tr>
<td>✓ Any other required documents you would like to add to support your application</td>
<td></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.
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.

Email Address: Your email address will be your login name. Choose an email that you use often and can access throughout the entire application process. You will be allowed to change your primary email address later. However, please also provide an alternate email address carefully in case you need to reset your password or your primary address fails.

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

After successful registration, an activation email will be sent to your registered email. 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.
Please fill out this section carefully. You must enter your name in English exactly as it appears on your ID or Passport. Please review the descriptions carefully to identify your status of local/non-local.

### Personal Particulars

<table>
<thead>
<tr>
<th>Family Name / Surname / Last Name</th>
<th>Given Name / First Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chinese Name</td>
<td>Date of Birth</td>
</tr>
<tr>
<td>Nationality</td>
<td>Sex</td>
</tr>
<tr>
<td>E-mail</td>
<td>Secondary E-mail</td>
</tr>
</tbody>
</table>

### Personal Information

The following students will be considered as non-local applicants and will pay the non-local fees upon admission to the University, according to the definition by the HKSAR Government adopted for education-related areas in the post-secondary education context:

- Students holding:
  - student visa / entry permit to study in Hong Kong
  - dependant visa / entry permit and were aged 18 years old or above when you were first issued with such documents by the Immigration Department of the Hong Kong Special Administrative Region (the "Department") under the Immigration Arrangements for Non-local Graduates (IANG), issued by the Director of Immigration of the Hong Kong Immigration Department.
Academic Profile

Please fill out your academic history accurately.

If you are not enrolled in any academic institution between September 2023 to June 2024, check the ‘I am not enrolled in any course of academic study between September 2023 to June 2024’ box to go straight to the ‘Previous Studies’.
Please clearly indicate the exact number of years in which education was received. This information is crucial if you wish to be considered for advanced standing.

Please include all your Secondary / Junior & Senior High School Education information (except your current programme of study) in the “Previous Studies” section.

Please select your highest qualifications to be obtained before enrolling in the University (e.g. select ‘Bachelor’s Degree’ if you are currently studying a Bachelor’s degree programme in a university as Year 1 student but had completed IB Diploma previously). You also need to declare if you have previously enrolled in any bachelor's degree programme(s).

Please clearly indicate the exact number of years in which education was received. This information is crucial if you wish to be considered for advanced standing.
You should include ALL your academic achievements, 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.

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

** Academic Qualifications **
Click ‘+ Qualification’ to add current and previous qualifications. You may add multiple qualifications as necessary.

You must add at least one qualification to submit your application. You will not be able to proceed without adding one qualification under this page.
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>Attempt/Examination Sitting</th>
<th>Subject</th>
<th>Examination Board</th>
<th>Level</th>
<th>Achieved Grade</th>
<th>Predicted Grade</th>
<th>Date of Result Release</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>No records found.</td>
<td></td>
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</tr>
</tbody>
</table>
Follow the instructions to fill out the details of the subject carefully. To open the select menu, it is mandatory to follow ‘instruction 1’ (select in order). Please select ‘To be provided by my school’ if you are not provided the predicted grade and ‘Pending’ if the achieved grade is not yet available.

Applicants must input all academic results, including both predicted and actual results, into the system. The purpose of uploading the documents is solely for verification of the academic achievements. If it is the counsellor who has access to the predicted/actual results, you must ensure that your counsellor has provided them into the system.

<table>
<thead>
<tr>
<th>Attempt/Examination Sitting</th>
<th>- Select -</th>
<th>Examination Board</th>
<th>GCE Advanced Level</th>
</tr>
</thead>
<tbody>
<tr>
<td>Level *</td>
<td>GCE Advanced Level</td>
<td>Subject *</td>
<td>- Select -</td>
</tr>
<tr>
<td>Subject *</td>
<td>- Select -</td>
<td>Achieved Grade *</td>
<td>- Select -</td>
</tr>
<tr>
<td>Achieved Grade *</td>
<td>- Select -</td>
<td>Predicted Grade *</td>
<td>- Select -</td>
</tr>
<tr>
<td>Date of Result Release *</td>
<td>- Select -</td>
<td></td>
<td>Stack Overflow</td>
</tr>
</tbody>
</table>

Please contact the Admissions Office for assistance if your subject is not in the drop-down list.

You should enter your Advanced Level examination results, whether you have already taken the exam or your courses are still ongoing.

You are also advised to provide us with a copy of your Advanced Subsidiary Level results, if available, by uploading a scanned copy onto the system under your “General Certificate of Education A Level / International A Level” tab after you have successfully submitted this application.

1. After selection of Attempt/Examination Sitting, Level, Examination Board and Subject, select the Date of Result Release (whether past or future)
2. If you already have your achieved result, enter the score in “Achieved Score,” otherwise enter your Predicted Grade. If you are not provided the predicted grade by your school, select "To be provided by my school".
Choice of Programme

You may submit an application for UP TO 3 undergraduate programmes at the University. With the exception of your top programme choices, all other programmes will be considered as equally ranked. Evaluation will take place concurrently and independently for all your programme choices. You may refer to the status of each of your programme choices under ‘Application Status’ on the left. Changes to your programme choices will be allowed until 12:00 noon, Nov 15, 2023 (HKT).

For more instructions on how to fill this page, please refer to here.
If you would like to apply for any Dual Degree or University Collaborative programmes, you should also indicate it on the form. However, please note that each of these programmes will have a separate application and may also have additional requirements and instructions, and as such you should refer to the details of the programme.

You can also indicate your interest in other admission scheme and special scholarships offered by the University. Please check your eligibility before applying and take note of any additional requirements or supporting documents that you should submit alongside your application.
Referee’s / counsellor’s contact / invitation cannot be edited once you have submitted your application. You may nominate your counsellor to provide reference, transcript as well as any anticipated / predicted results to support your application. Please select your counsellor from the drop-down list. If your counsellor is not listed, please make sure you have selected your school under the “Academic Profile” tab first. You may nominate your counsellor as a “referee” if you still cannot find him/her in the list. If you were graduated from high school but wish to nominate your previous counsellor, please also nominate him/her as your “referee”.

You may nominate referee(s) who may provide additional information to support your application to the University. 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 counsellors and referees to complete their parts by Dec 1, 2023. If your counsellors or 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.
If you would like to grant your counsellor access to view your programme decision, please check this box.
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

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. You will be able to check upload file name once uploaded, please double check file names to make sure all necessary documents are provided.
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.