

## HKU ONLINE APPLICATION SYSTEM

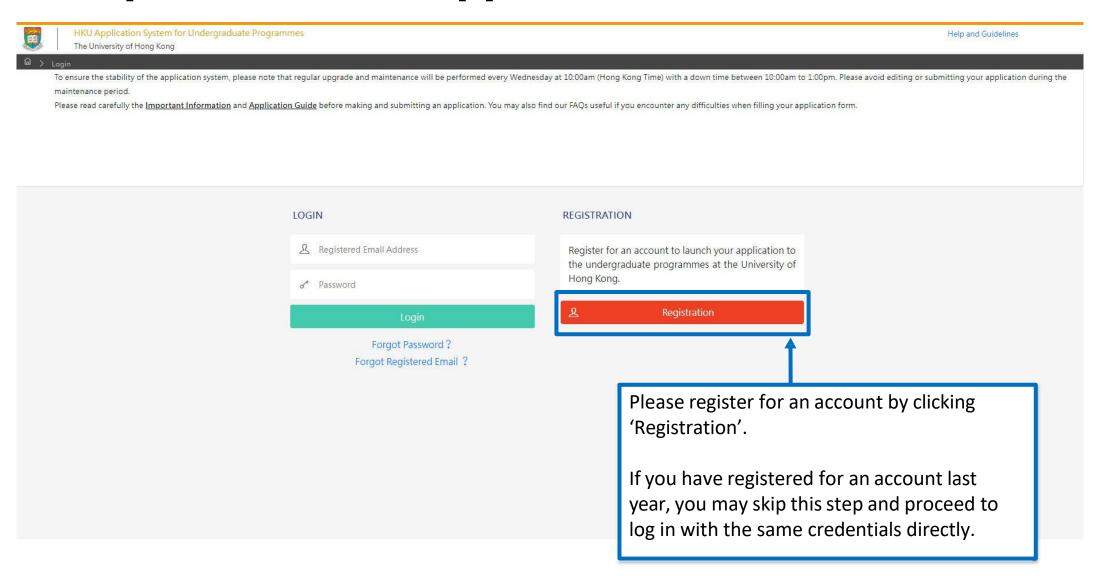
Step by Step Guide (For Sub-Degree Applicants)

### Step 0: Prepare your application

Prepare the below documents before you start your application

To be prepared before submission		To be uploaded after payment of application fee		To be provided by your counsellor / advisor / referee(s)	
✓	Personal Information including a valid email address (as registered email address cannot be changed once you registered an account)	<b>√</b>	One personal statement (regardless of the number of your programme choice(s))	✓	High school transcript
✓	Your identity document (Passport / Hong Kong Identity Card / other travel document)	✓	High school transcript	✓	Predicted / actual results
<b>√</b>	Choice of programmes (cannot be changed e.g. edited / added / swapped in any way after 12:00 noon, Nov 27, 2024 (HKT))	✓	CV, certificates and awards	✓	Reference letter(s)
✓	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 certificates and official transcripts (for current university students)		
		✓	Any other required documents you would like to add to support your application		

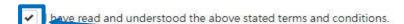
### Step 1: Create an application account



### ← 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.
- I accept 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 declare that I only submit one application for admission in any one academic year, and I fully understand submitting duplicate applications will result in immediate account suspension.

  The university may disqualify the application and any offer(s) made by the University may be withdrawn.



Accept

Not Accept

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

To ensure the stability of the application system, please note that regular upgrade and maintenance will be performed every Wednesday at 10:00am (Hong Kong Time) with a down time between 10:00am to 1:00pm. Please avoid editing or submitting your application during the maintenance period.

Please read carefully the Important Information and Application Guide before making and submitting an application. You may also find our FAQs useful if you encounter any difficulties when filling your application form.

### 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, up of 10-18 characters.
Re-type Password *	
Alternate Email Address * [?]	
Family Name / Surname / Last Name * 김	
Given Name / First Name * 🔞	

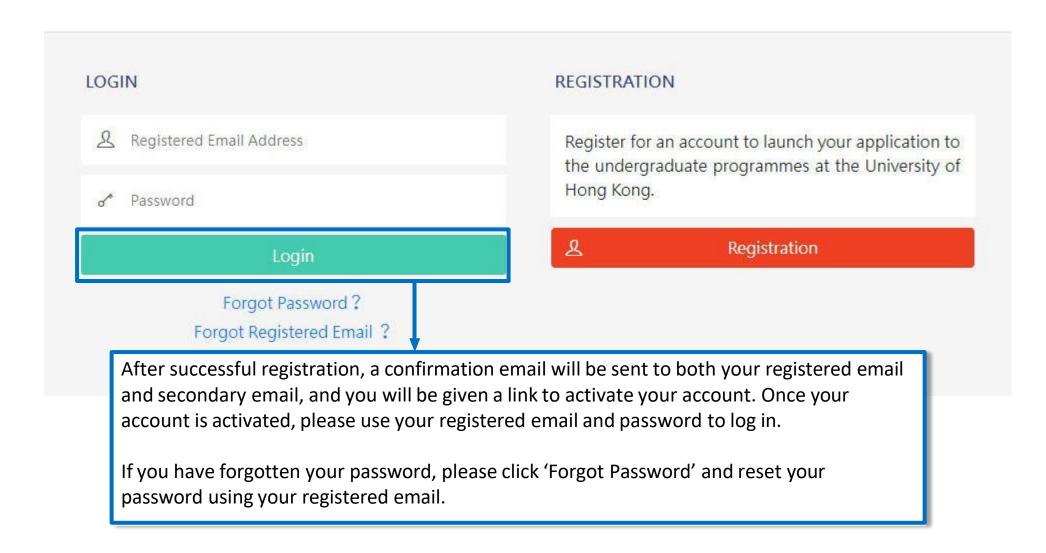
Email Address: Your email address will be your login name. Choose an email that you use often and can access throughout the entire application process. You will be allowed to change your primary email address later. However, please also provide an alternate email address carefully in case you need to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

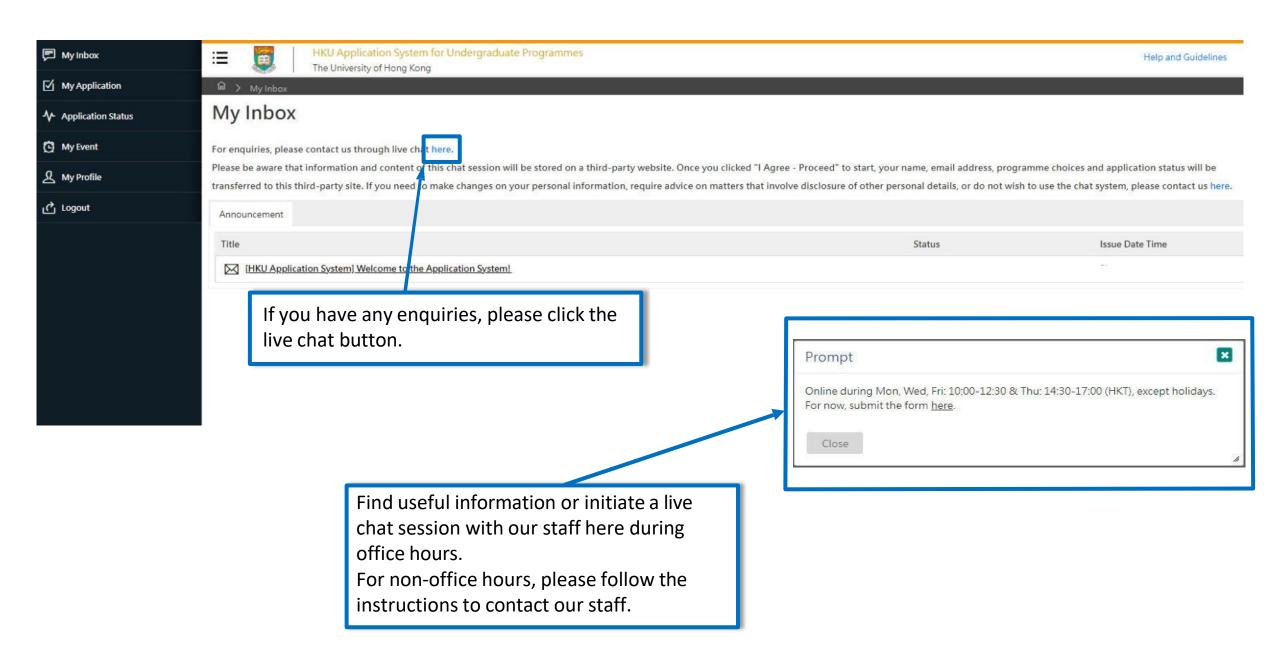
Password: The password should contain at least 3 of these 4 types that lowercase letters, uppercase letters, numerals, and special characters; and must be of 10-18 characters.

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

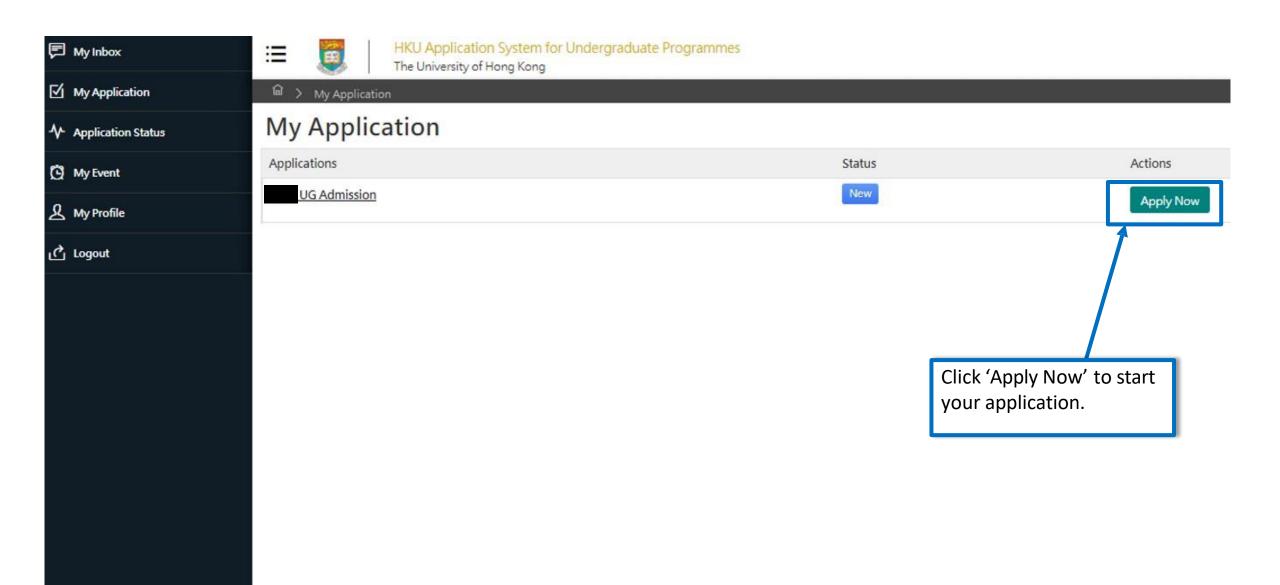


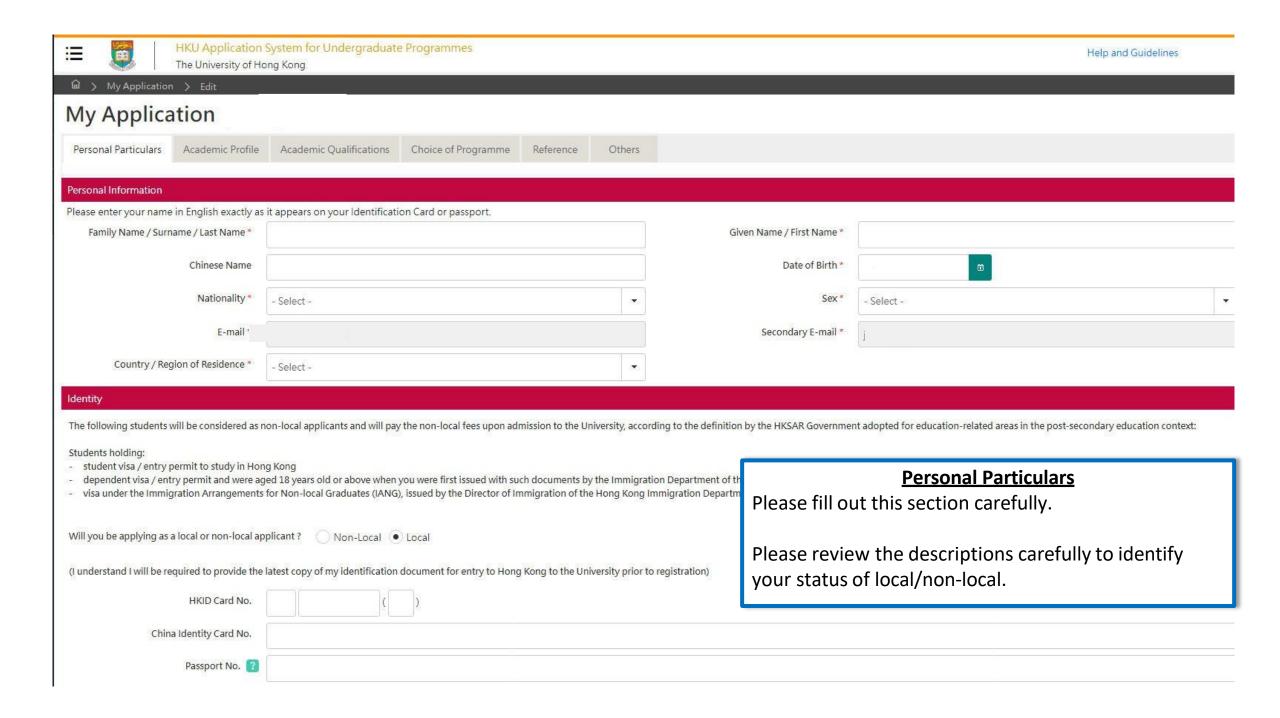




Please read the email in your inbox carefully and make sure to check the inbox regularly to receive updates from the University.

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





Expected Date of Completion / Graduation \*

Honours / Awards 🔞

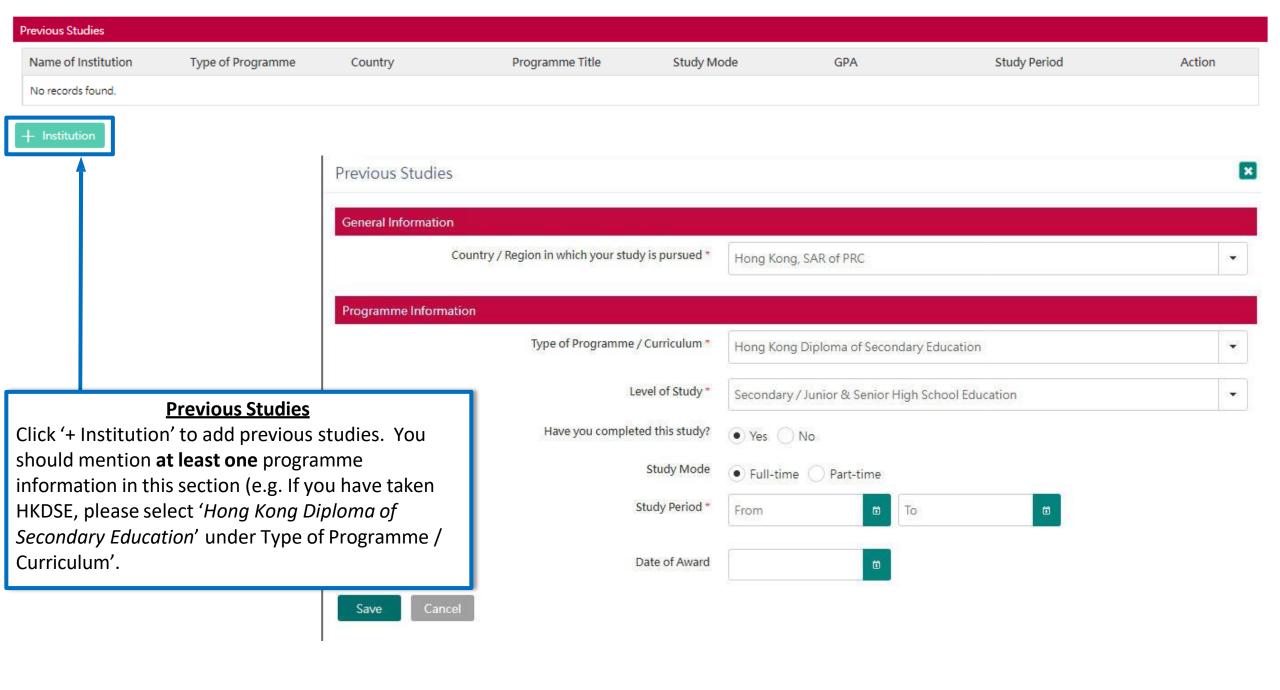
#### **Academic Profile**

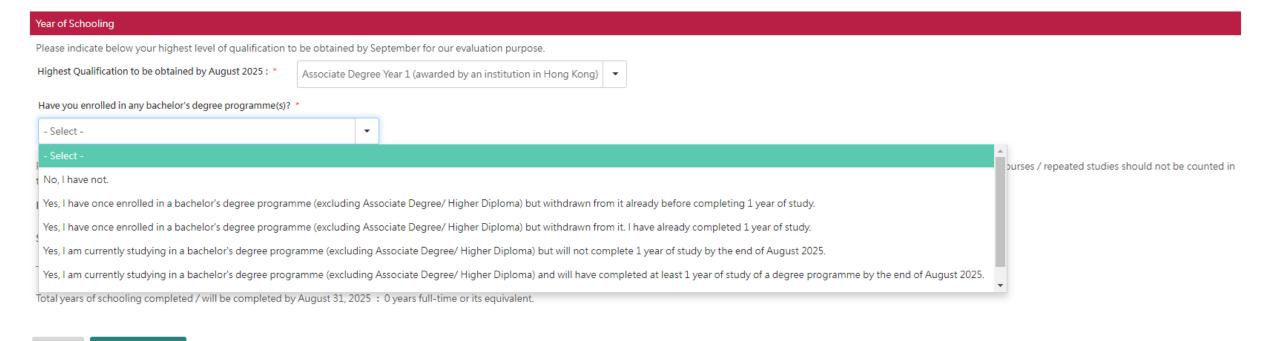
Please fill out your academic history accurately.

If you are not enrolled in any academic institution between September 2024 to June 2025, check the 'I am not enrolled in any course of academic study between September 2024 to June 2025' box to go straight to the 'Previous Studies

Academic History and Course Enrollment between September 2024 to June 2025			
I am not enrolled in any course of academic study between September 2024 to June 2025			
Country / Region in which your study is pursued *	Hong Kong, SAR of PRC	•	
Name of Institution / School *	HKU SPACE Community College	•	
Current Programme of Study			
Type of Programme / Curriculum *	Associate Degree Year 1 (awarded by an institution in Hong Kong)		
Programme Title *	Argentina High School Public Exam (Bachillerato)	0	
Level of Study *  Have you completed this study?  Study Mode  Latest Cumulative GPA * ?	- Select - Associate Degree Year 1 (awarded by an institution in Hong Kong)  Associate Degree (awarded by an institution in Hong Kong)  Yes No Associate Degree (awarded by an institution outside of Hong Kong)  Australian Tertiary Admission Rank (ATAR)  Austria Matura / Reife- und Diplomprüfung  out of maximum GPA *	•	
Current Programme of Study  If you are currently enrolled in an Associate Degree Programme / Curriculum" accordingly: For example: Year 1 students: "Associate Degree Year 1 (awarded Final year students: "Associate Degree (awarded by If you are currently studying in a bachelor's degree	van institution in Hong Kong)"		

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 in Bachelor's Degree**

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

Save and Next -

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.

### My Application

Personal Particulars Academic Profile Academic Qualifications Choice of Programme Reference Others

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

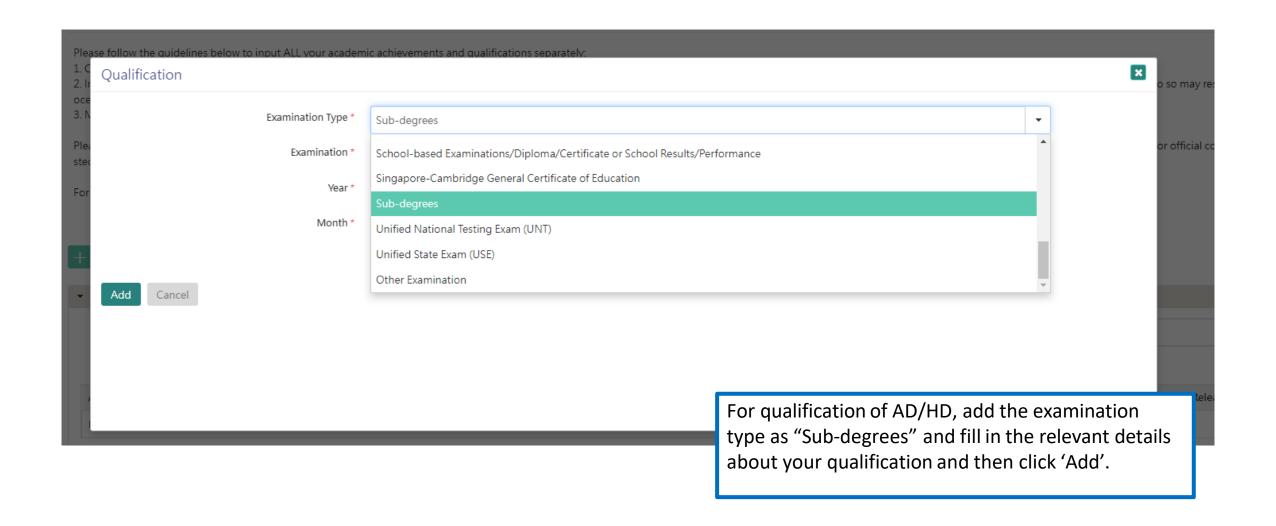
You will be given an opportunity to upload electronic copies of transcripts / statements of results to support your application after yo u have successfully submitted your application. You will be given instructions to submit original / official copies of these documents if required by the Admissions 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 (e.g. Hong Kong Examinations (HKDSE) / Sub-degrees (AD/HD)).

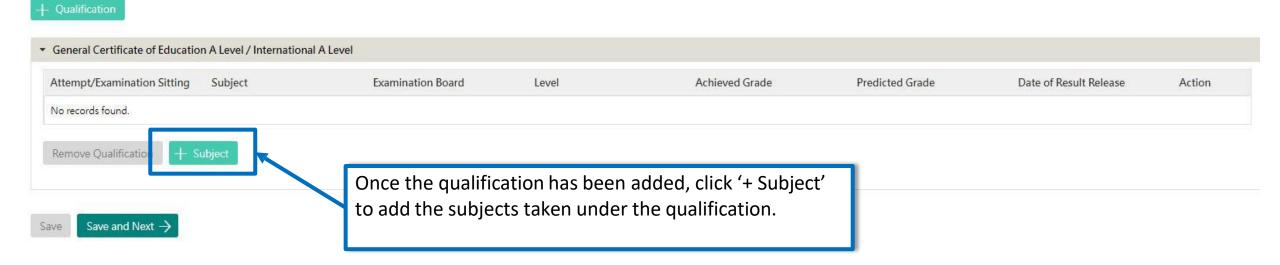


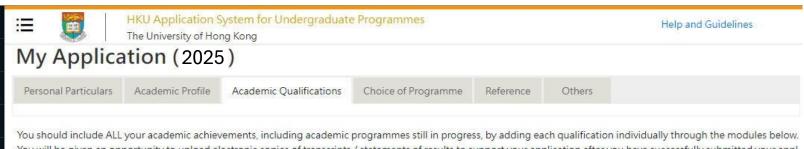
Personal Particulars Academic Profile Academic Qualifications Choice of Programme Reference Others

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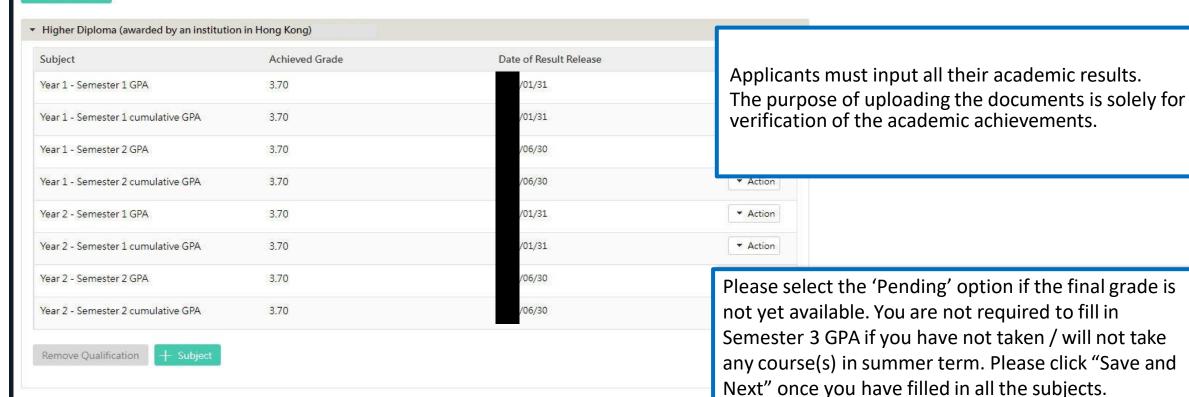


You should include ALL your academic achievements, including academic programmes still in progress, by adding each qualification individually through the modules below. You will be given an opportunity to upload electronic copies of transcripts / statements of results to support your application after 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.

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#### + Qualification

Save and Next -



### My Application (2025)

Personal Particulars Academic Profile Academic Qualifications

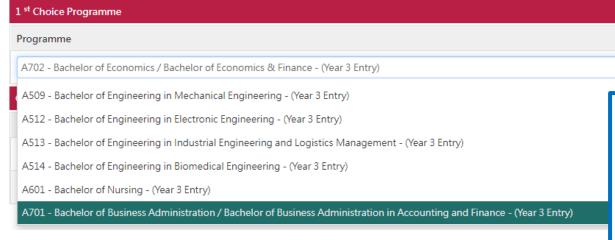
Choice of Programme

Reference

Others

You may submit an application for UP TO 3 undergraduate programmes at the University. With the exception of your top programmes will be considered as equally ranked. Evaluation will take place concurrently and independently for all y our 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 27, 2024 (HKT).

For more instructions on how to fill this page, please refer to <u>here</u>.



### **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#entrancerequirements.

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

### My Application

Personal Particulars Academic Profile Academic Qualifications Choice of Programme Reference Others

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 up to 2 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 touch accordingly.

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



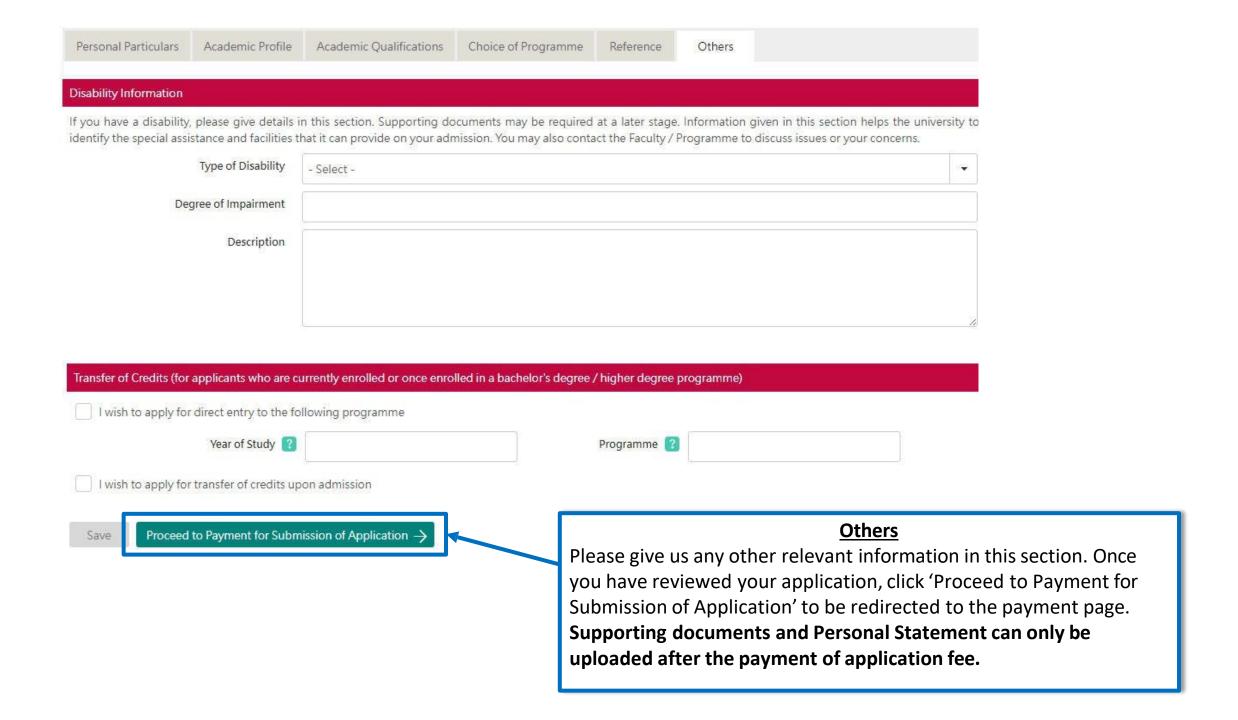




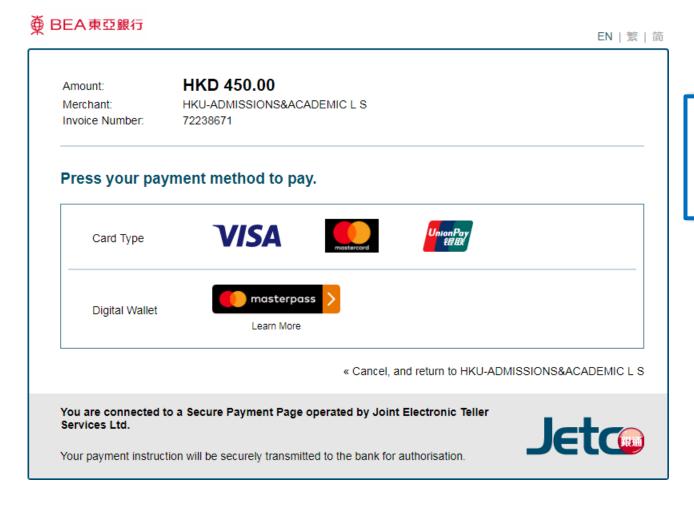
#### <u>Reference</u>

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, 2024**. 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.

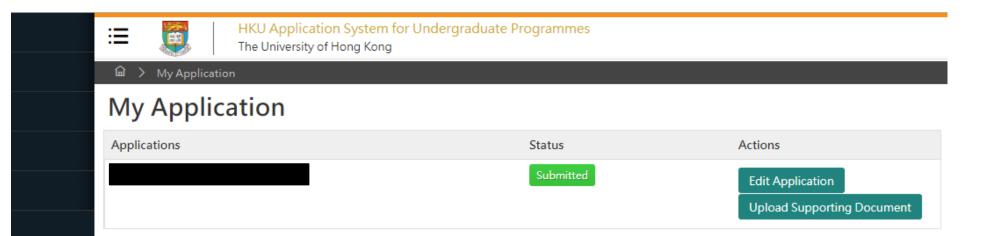


# Step 3: Pay the application fee



#### **Payment**

Use one of the methods to pay the application fee.

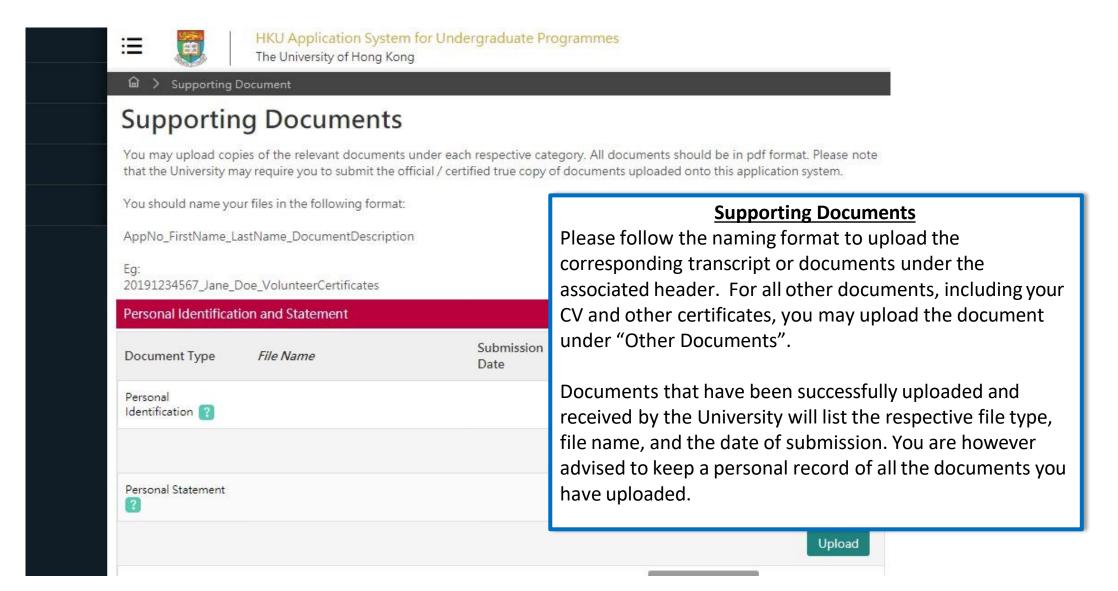


Once your submission is successful, you will receive an email with instructions on the next steps and you will also be able to view your application number under 'Application Status' on the left.

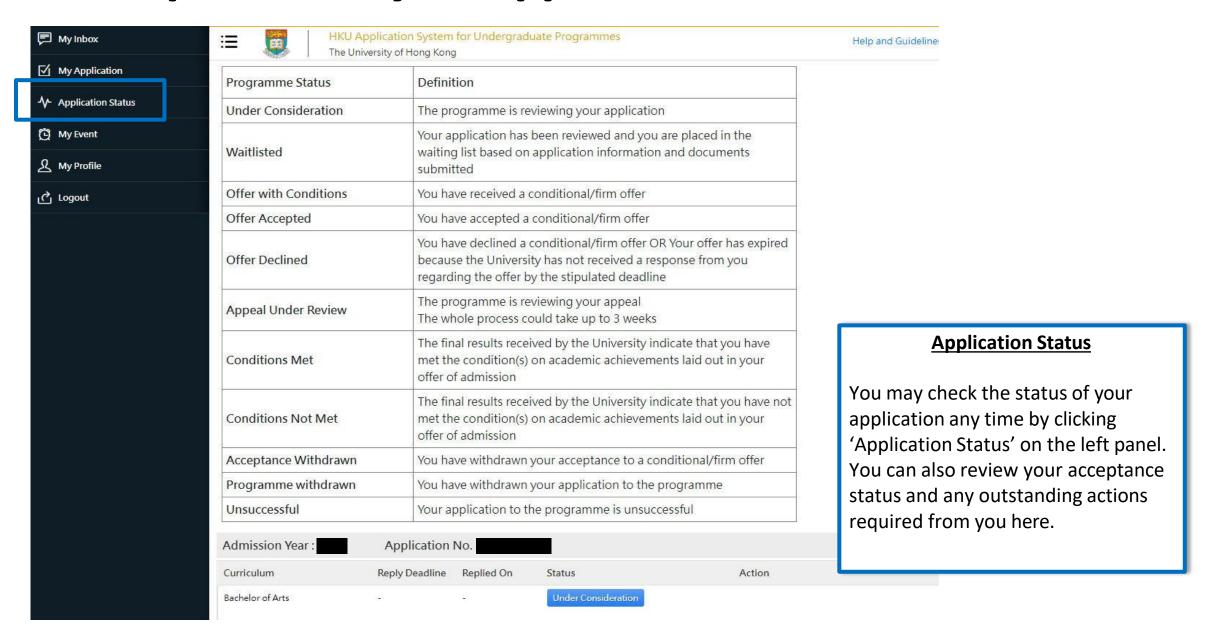
The status of your application will now also change from 'In Progress' to 'Submitted'. Click 'Upload

Supporting Document' to submit relevant documents.

# Step 4: Upload supporting documents



## Step 5: Check your application status



## 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
- 1. You are encouraged to:
  - a) Check for our emails regularly and keep up-to-date with our information
  - b) <u>Follow us on The University of Hong Kong International Undergraduate</u>
    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