

# The Hang Seng University of Hong Kong

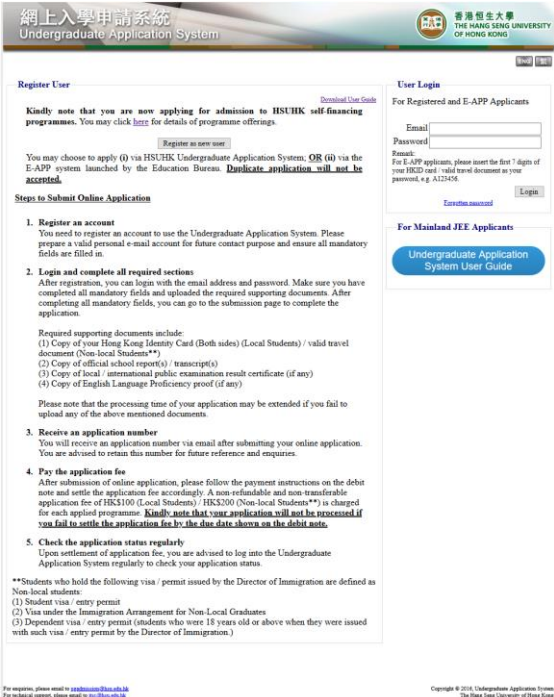
## Undergraduate Application System

Version 5.0.0

### User Guide

Welcome to the Undergraduate Application System. You may submit your application before and after the release of the public examination results, e.g. HKDSE. Please upload your supporting documents in the system and your applied programme(s) will process your application accordingly.

### Step 1 - Registration

Steps	Diagram
<p>1. Open an Internet browser and type the following address: <a href="http://registration.hsu.edu.hk/oap/">http://registration.hsu.edu.hk/oap/</a></p> <p>You will see the Online Application System as shown in the right. Read the instruction carefully and click the "<u>Register as a new user</u>" button to register.</p>	 <p><b>Register User</b></p> <p>Kindly note that you are now applying for admission to HSUHK self-financing programmes. You may click <a href="#">here</a> for details of programme offerings.</p> <p><a href="#">Register as new user</a></p> <p>You may choose to apply (i) via HSUHK Undergraduate Application System, OR (ii) via the E-APP system launched by the Education Bureau. <b>Duplicate application will not be accepted.</b></p> <p><b>Steps to Submit Online Application</b></p> <ol style="list-style-type: none"><li><b>1. Register an account</b> You need to register an account to use the Undergraduate Application System. Please prepare a valid personal e-mail account for future contact purpose and ensure all mandatory fields are filled in.</li><li><b>2. Login and complete all required sections</b> After registration, you can login with the email address and password. Make sure you have completed all mandatory fields and uploaded the required supporting documents. After completing all mandatory fields, you can go to the submission page to complete the application.  Required supporting documents include: (1) Copy of your Hong Kong Identity Card (Both sides) (Local Students) / valid travel document (Non-local Students**) (2) Copy of official school report(s) / transcript(s) (3) Copy of local / international public examination result certificate (if any) (4) Copy of English Language Proficiency proof (if any)  Please note that the processing time of your application may be extended if you fail to upload any of the above mentioned documents.</li><li><b>3. Receive an application number</b> You will receive an application number via email after submitting your online application. You are advised to retain this number for future reference and enquiries.</li><li><b>4. Pay the application fee</b> After submission of online application, please follow the payment instructions on the debit note and settle the application fee accordingly. A non-refundable and non-transferable application fee of HK\$100 (Local Students) / HK\$200 (Non-local Students**) is charged for each applied programme. <b>Kindly note that your application will not be processed if you fail to settle the application fee by the due date shown on the debit note.</b></li><li><b>5. Check the application status regularly</b> Upon settlement of application fee, you are advised to log into the Undergraduate Application System regularly to check your application status.</li></ol> <p>**Students who hold the following visa / permit issued by the Director of Immigration are defined as Non-local students: (1) Student visa / entry permit (2) Visa under the Immigration Arrangement for Non-Local Graduates (3) Dependent visa / entry permit (students who were 18 years old or above when they were issued with such visa / entry permit by the Director of Immigration.)</p> <p><small>For enquiries, please email to <a href="mailto:app@hsu.edu.hk">app@hsu.edu.hk</a> For technical support, please email to <a href="mailto:it@hsu.edu.hk">it@hsu.edu.hk</a></small></p> <p><small>Copyright © 2014, Undergraduate Application System The Hong Kong University of Hong Kong</small></p>

2. Fill in all information for user registration and then click the "Register" button.

**User Registration**

**Nationality / Region** (\*Mandatory field)  
 Please select the nationality / issuing authority of your identity document.  
 Hong Kong SAR  
 Mainland China - Province/City of your household registration  
 Macau SAR  
 Taiwan  
 Others - Travel document issued by: \_\_\_\_\_

**Highest Education Level Achieved before September 2020** (\*Mandatory field)  
 -- Please select --

**Local / Non-local Student Status** (\*Mandatory field)  
 In accordance with the policy of Education Bureau (EDB), The Hang Seng University of Hong Kong (HSUHK) adopts the following definition of local and non-local students who are interested in pursuing post-secondary education at HSUHK.

**Local Students**  
 Students who hold the following visa / permit issued by the Director of Immigration are regarded as local students:  
 (1) Permanent HKID Card  
 (2) Documents issued by the Hong Kong Immigration Department showing right to land / right of abode in Hong Kong  
 (3) One-way Permit for entry to Hong Kong  
 (4) Full-time employment visa / work permit  
 (5) Dependent visa / entry permit (students who were below 18 years old when they were issued with such visa / entry permit by the Director of Immigration)  
 (6) Visa / Entry permit for Quality Migrant Admission Scheme  
 (7) Visa / Entry permit for Capital Investment Entrant Scheme  
 (8) Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents  
 (9) Visa label for unconditional stay

**Non-local students**  
 Students who hold the following visa / permit issued by the Director of Immigration are defined as Non-local students:  
 (1) Student visa / entry permit  
 (2) Visa under the Immigration Arrangement for Non-Local Graduates  
 (3) Dependent visa / entry permit (students who were 18 years old or above when they were issued with such visa / entry permit by the Director of Immigration)

Please note that the application deadlines and tuition fee schedules vary among local and non-local students. Applicants should visit the Registry website for details. To facilitate the verification of student status, applicants are reminded to upload the relevant proof of identity document before the submission of application.

\*Are you a local student?

Please note that the local / non-local student status will not be changed during the study once admitted to HSUHK. If you would like to change the student status after the submission of online application, please inform the Registry via email ([registrar@hsu.edu.hk](mailto:registrar@hsu.edu.hk)) immediately for amendment and applicants may require to provide relevant documents for verification. Missing or misrepresentation of applicant's information may result in disqualification of admission application and resultant registration with HSUHK.

**Personal Particulars** (\*Mandatory field)  
 \*Name in English: Surname \_\_\_\_\_ Other Names \_\_\_\_\_ (Must be the same as shown on the HKID card or valid travel document)  
 Name in Chinese (if any) \_\_\_\_\_  
 \*HKID / Valid Travel Document No. \_\_\_\_\_  
 \*Date of Birth: --/--/----, Format: DD-MM-YYYY  
 \*E-mail Address: \_\_\_\_\_ Please ensure your personal email is valid and accurate.  
 \*Verify E-mail Address: \_\_\_\_\_

**Password** (\*Mandatory field)  
 \*Password: \_\_\_\_\_ At least 6 characters and not all numbers  
 \*Verify Password: \_\_\_\_\_

**Register** **Cancel**

3. Congratulations! You have successfully registered to use the system. An activation email will be sent to your account. You can check your email account for the activation email.

Click the "activation" link to confirm your registration.

**網上入學申請系統**  
 Undergraduate Application System

**Registration Completed**  
 An email is sent to your email account. Please activate your account by accessing the link provided in your email.

For Registered and E-APP Applicants  
 Email: \_\_\_\_\_  
 Password: \_\_\_\_\_  
 Remark:  
 For E-APP applicants, please insert the first 7 digits of your HKID card (valid travel document) as your password, e.g. A123456.

**Login**

For enquiries, please email to [enquiries@hsu.edu.hk](mailto:enquiries@hsu.edu.hk)  
 For technical support, please email to [hsu@hsu.edu.hk](mailto:hsu@hsu.edu.hk)

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**HSUHK - Undergraduate Application System**

Undergraduate Application System <no-reply@hsu.edu.hk>  
 to me =

Thank you for your registration in the HSUHK Undergraduate Application System.  
 Please click the following link to activate your user account:

<https://registration.hsu.edu.hk/oaq2020s1/activate.php?uid=88333&email=stapoheman%40hsu.edu.hk&token=3871d11d4a365163a0bed7a19c3866>

感謝並祝賀港滙生大學「網上入學申請系統」，請按以下連結啟動你的帳戶：

<https://registration.hsu.edu.hk/oaq2020s1/activate.php?uid=88333&email=stapoheman%40hsu.edu.hk&token=3871d11d4a365163a0bed7a19c3866>

**Reply** **Forward**

4. Your account is now activated successfully. Click "Login" to fill in the Online Application Form.

**網上入學申請系統**  
 Undergraduate Application System

Your account is activated successfully.

**Login**

For enquiries, please email to [enquiries@hsu.edu.hk](mailto:enquiries@hsu.edu.hk)  
 For technical support, please email to [hsu@hsu.edu.hk](mailto:hsu@hsu.edu.hk)

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## Step 2 - Fill in the Application

5. You can login with your registered email and password and click the "Login" button

6. The Online Application Form is divided into two parts:
- ✧ Personal particulars
  - ✧ Application Details
  - ✧ Other Information
- Fill in the personal particulars, including personal information and contact information.
- Click "Save" to continue.

7. You can now fill in the Application Details.

- ✧ Choices of Study
- ✧ Highest Education Level
- ✧ ... And so on

You can also upload your supporting documents (e.g. identity card, certificates and public examination results).

Upon completion, click "Save" to continue.

8. You can now fill in the Other Information.

- ✧ Working Experience
- ✧ Supplementary Information
- ✧ ... And so on

Upon completion, click "Save" to continue.


## Step 3 - Verify and Submit Application

9. You can now verify your information.

Click “Confirm” to continue if all information is correct;

OR

Click “Back” to edit the information if you find the information is incorrect.



### 網上入學申請系統 Undergraduate Application System

[Home](#) [Help](#) [Logout](#)

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Personal Particulars
Application Details
Other Information
Verify
Submission
Password

---

#### Choices of Study

Choice	Programme Title	Year	Concentration / Stream
1	Bachelor of Arts (Honours) in Chinese	1	

#### Personal Information

Name in English: CHAN Tai Man (Surname First)  
 Name in Chinese (if any):  
 HKID / Valid Travel Document No.: A000001(1) (Hong Kong Identity Card)  
 Date of Birth: 1990-10-13 (Format: YYYYMMDD)  
 Place of Birth: Hong Kong SAR  
 Gender: Male  
 Nationality / Region: Chinese (HKSAR)  
 Do you require special education assistance?: No

#### Local / Non-local Student Status

Are you a local student? Yes  
 Local Student Type: Permanent HKID Card

#### Contact Information

Correspondence Address in English: Room Flat ABC Floor B Block C  
 City: HK Island  
 Region: Hong Kong SAR  
 Country: China  
 Correspondence Address in Chinese:  
 Mobile Phone No.: (852)12345678  
 Home Phone No.:  
 E-mail Address:

Have you enrolled in HSUHK / HSMC before?  
 No

#### Highest Education Level Achieved before September 2020

HKDSE

#### Secondary and Post-secondary Education

Date of Attendance		School/College /Institution Attended/Attending	Country/Region	Programme Title	Full-time/ Part-time	Qualification
From (mm/yyyy)	To (mm/yyyy)					
9 / 2012	5 / 2020	BEACON COLLEGE (SHEUNG SHUI)	Hong Kong SAR		Full-time	

#### HKDSE Results

HKDSE Subjects | Year of Attempt | Grade | Component Grade

#### HKCEE Results

HKCEE Subjects | Year of Attempt | Grade | Component Grade

#### HKALE Results

AL Subjects | Year of Attempt | Grade | Component Grade | AS Level Subjects | Year of Attempt | Grade | Component Grade

#### GCE A-Level Results

GCE A-Level Subjects | Year of Attempt | Grade | Exam Level

#### GCSE Results

GCSE Subjects | Year of Attempt | Grade | Exam Level

#### IB Results

IB Subjects | Year of Attempt | Grade | Exam Level  
 EE/Tok Point:  
 IB Total Score:

#### Gaokao Results

Gaokao Subjects | Year of Attempt | Grade | Gaokao Province/City:  
 Gaokao Candidate Number (10 or 14 numerical digits):  
 Gaokao Exam Year:  
 Gaokao Stream: -ncee stream  
 Gaokao Total Score:

#### Public Examination Qualifications

Examination	Year of Attempt	Results
SAT Reasoning Test		Total Score
Other International Examination		
Test of English as a Foreign Language (TOEFL)		Test taking Total Score Speaking Listening Reading Structure
International English Language Testing System (IELTS)		Overall Listening Reading Writing Speaking
Cumulative GPA / Average Mark (For Current Students of Associate Degree / Higher Diploma / Bachelor Degree programme)		Total Score /
Overall GPA / Average mark (For Graduates of Associate Degree/Higher Diploma only)		Total Score /

#### Working Experience (in chronological order)

Date of Employment		Name of Company	Position	Full-time/ Part-time
From (mm/yyyy)	To (mm/yyyy)			

#### Supporting Documents

Document	Document Year	File Name	Upload Time
HKID / Valid Travel Document		IDENTITY-001.jpg	2019-11-15 13:33:21
Secondary School Report for recent two years	2019	SST-001.jpg	2019-11-15 13:35:01

#### Supplementary Information

How did you learn HSUHK programmes? (Can select more than one option)  
 HSUHK Info Day / Consultation Day

For enquiries, please email to [admission@hku.hk](mailto:admission@hku.hk).  
 For technical support, please email to [ad@hku.hk](mailto:ad@hku.hk).

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10. Please read Authorization and Declaration in detail. Please note that once you submitted your application, you are only allowed to amend the contact information (except email address), public examination results and upload supporting documents.

Click "Agreement Box" and then click "Submit" to continue.

香港恒生大學 THE HANG SENG UNIVERSITY OF HONG KONG 網上入學申請系統 Online Application System

Personal Particulars Application Details Other Information Verify Submission Password

**Disclaimer**  
Applicants have to make representations or warranties about the completeness, accuracy and reliability of all information they have submitted via this system. The Hang Seng University of Hong Kong (HSUHK) takes no responsibility, and will not be liable, for any missing or misrepresentation of applicants' information which will result in disqualification of their applications for admission to and resultant registration with HSUHK.

In no event will we be liable for this system being unavailable due to technical issues beyond our control, and HSUHK does not accept responsibility for any loss or damage arising from any cause of use in connection with this system.

**Authorization and Declaration**

- I have noted, understood and agreed that once I submit my application, I am allowed to amend the contact information (except email address), update public examination results and upload the supporting documents ONLY. For other changes, I need to inform the Registry in writing.
- I understand that all information provided will be used in the admission exercise. Upon my enrollment in the University, the provided data will become part of my student record and will be used for academic, administrative, alumni affairs, statistical, institutional communication and research purposes of the University. The data will only be accessible by relevant personnel and myself and be kept strictly confidential. Unsuccessful applications and supporting documents will be destroyed after the exercise.
- I have noted, understood and agreed that under the provisions of the Personal Data (Privacy) Ordinance, I have the right to request access to, and correction of, my personal data. Should I wish to access my data or make corrections, I need to submit my request(s) in writing to Registry of the University ([ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk)).

I have read and accepted the above mentioned statements.

Submit Back

For enquiries, please email to [ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk)  
For technical support, please email to [it@hsu.edu.hk](mailto:it@hsu.edu.hk)

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11. Congratulations! You have submitted your application. Please keep your Application Number for future reference. You may click the link to view and print your application OR Click "Continue".

香港恒生大學 THE HANG SENG UNIVERSITY OF HONG KONG 網上入學申請系統 Online Application System

Thank you for applying to our programme(s).

Your application has been successfully submitted. Please follow the payment instructions on the debit note and settle the application fee accordingly. **Changes of the programme choices will not be allowed after settlement of application fee.** You can check the payment status via this link: <https://myregistration.hsu.edu.hk/09/2020/01> by inserting your email address and password (For E-APP applicants, please insert the first 7 digits of your HKID card / valid travel document as your password, e.g. A123456). **Your application will not be processed if you fail to settle the application fee by the due date shown on the debit note.**

You can amend / update your contact information (except email address), update your public examination results or upload the supporting documents after submission. For other changes, please contact Registry directly in writing (Email: [ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk); Fax: (852) 3963-5553).

Required supporting documents include (on A4-size):  
(1) Copy of your HKID card (Both sides) / valid travel document  
(2) Copy of official school report(s) / transcript(s)  
(3) Copy of local / international public examination result certificate (if any)  
(4) Copy of English Language Proficiency proof (if any)

*\*\*Please note that the processing time of your application may be extended if you fail to upload any of the above mentioned documents.*

Eligible applicants will be notified of written test/interview arrangement (if any) in due course via email and/or by phone. Should you have any queries, please contact us by email ([ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk)) or by phone (852-3963-5553). Thank you for your attention.

**Application**  
Application No.: 20002001654  
Name in English: CHAN Tai Man (Sunato Fero) Hong Kong ID: A000001(1)

感謝閣下踴躍本大學課程。

你已成功提交入學申請。請根據繳費通知書上顯示的金額及繳費方法繳交報名費。請注意，繳交報名費後將不能更改課程選擇的文件。你也可以按以上連結，輸入已登記的電郵地址及密碼（透過E-APP報名之申請人，請輸入身份證號碼有效旅行證件首七位英文數字，例如A123456），以查閱繳費是否成功。請留意在繳費通知書上顯示的限期與繳付之費用詳情。

在提交申請後，如欲修改 / 更新個人聯絡資料（不包括電郵地址），或更新公開考試成績，或上傳其他證明文件，可備以上途徑登入網上申請系統進行修改或上傳。若需變更其他資料，則必須電郵 ([ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk)) 或傳真 (852-3963-5553) 到教務處。

需提交的其他證明文件包括 (以A4紙張大小為標準):  
(一) 香港身份證之正面及背面或有效旅行證件副本  
(二) 學業成績單副本  
(三) 本地 / 國際公開考試成績單或證書副本 (如有)  
(四) 英語語言能力測試證書或證書副本 (如有)

*\*\*如你沒有上傳以上提及的任何一份證明文件，則有可能延長處理你的申請。敬請留意。*

合資格之申請人將獲傳真電郵及 / 或電話通知面試或面試安排。如有任何問題，歡迎聯絡電郵([ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk))或傳真電話(852-3963-5553)查詢。

**申請**  
申請編號: 20002001654  
英文姓名: CHAN Tai Man (陳太文) 香港身份證號碼: A000001(1)

[View and Print your application](#)

Continue

For enquiries, please email to [ugadmission@hsu.edu.hk](mailto:ugadmission@hsu.edu.hk)  
For technical support, please email to [it@hsu.edu.hk](mailto:it@hsu.edu.hk)

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12. In future, you may login again to view your submission and application processing status.

網上入學申請系統  
Undergraduate Application System

Personal Particulars
Application Details
Other Information
Verify
Progress
Password

Application Fee    Admission Status    Student Fee

**Application Fee** ↑

Debit Note No.	Issue Date	Due Date	Total Amount (HK\$)	Paid Amount (HK\$)	Outstanding Amount (HK\$)	Payment Method
AF2000023	15 November 2019	29 November 2019	\$100.00	\$100.00	\$0.00	Paid

Payment: (Last updated on 15 November 2019)

Receipt No.	Payment Date	Total Amount (HK\$)
M1900006	15 November 2019	\$100.00

**Admission Status** ↑ Applicant should check the status of your application regularly from December 2019 onwards.

Choice	Programme Title	Assessment Arrangement	Conditional Offer	Admission Status	Important Note by Programme
1	[BA-CHI] Bachelor of Arts (Honours) in Chinese Year: 1	--	--	Processing	-

**Student Fee** ↑

Please download the debit note and submit payment according to its instructions.

Debit Note Type	Debit Note No.	Issue Date	Due Date	Total Amount (HK\$)	Paid Amount (HK\$)	Outstanding Amount (HK\$)

Payment:

Receipt No.	Payment Date	Total Amount (HK\$)

For enquiries, please email to [admission@hku.edu.hk](mailto:admission@hku.edu.hk)  
For technical support, please email to [ic@hku.edu.hk](mailto:ic@hku.edu.hk)

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