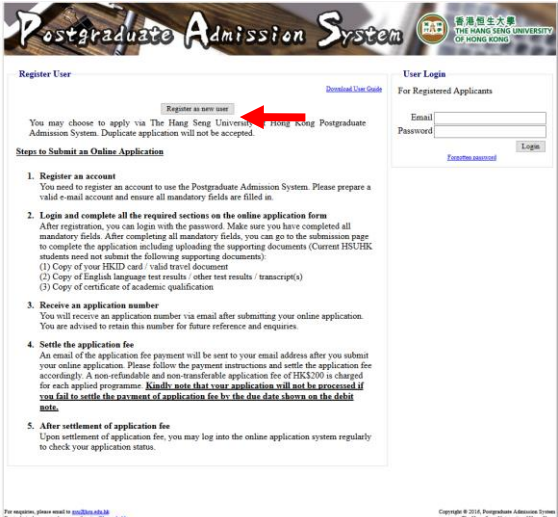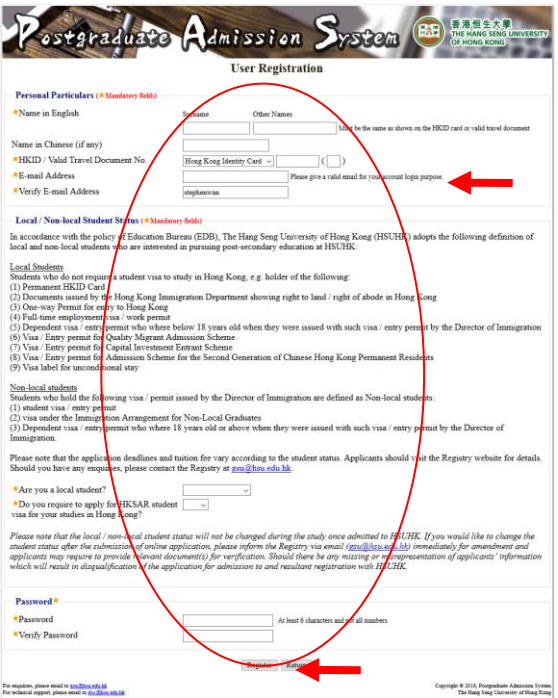# The Hang Seng University of Hong Kong

Postgraduate Admission System
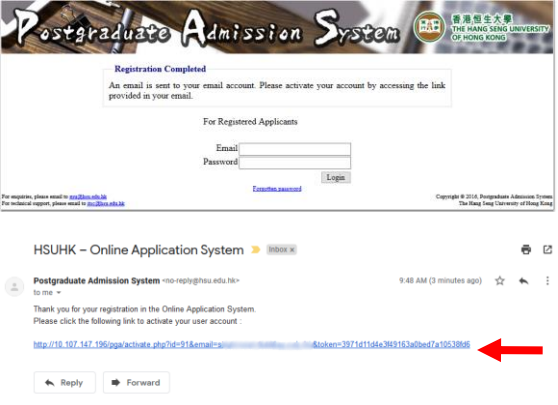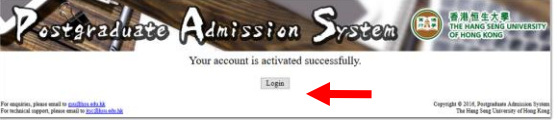Version 1.5.0
User Guide

Welcome to the Postgraduate Application System.   Our admission officers will reply you as soon as possible.

Step 1 - Registration

Steps	Diagram
1. Open an Internet browser, and type the following address: http://registration.hsu.edu.hk/pga/ You will see the Online Application System as shown in the right. Read the instruction. Click the "Register as a new user" button to register.	
2. You see the User Registration page. Fill in the information, type in the verification code, and then click the "Register" button.	

3. Congratulations! You have successfully registered to use the system. An email is sent to your account. Check your email account for the activation message. Click the "activation" link to confirm your registration.	
4. The browser will be opened, and a web page confirms that you have activated your account successfully. Click "Login" to fill in the Online Application Form.	

Step 2 - Fill in the Application

5. In the front page, type your "Email" "Password" and click the "Login" button	

6. You see the Online Application Form. It is divided into two parts:
✧ Personal particulars
✧ Application Details
Fill in the personal particulars accordingly.

Click "Save" to continue.

7. You can now fill in the Application Details.
   ✧ Choices of Study
   ✧ Academic Qualifications
   ✧ ... And so on

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

   When finish, click "Save" to continue.

Step 3 - Verify and Submit Application

8.	You can now verify your information. If you find anything wrong, you may go back and edit the pages: ✧ Personal Particulars ✧ Application Details. You can also print a copy of your form. Finally, click "Confirm" to continue.	
9.	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.	
10.	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 Click "Continue" to leave.	

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