

The Hang Seng University of Hong Kong

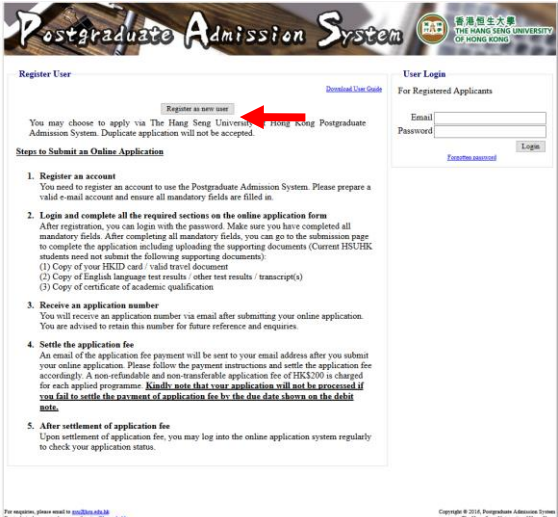
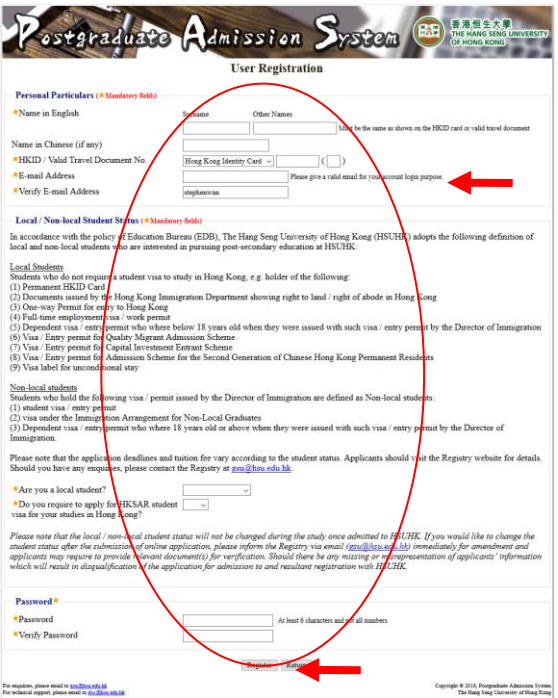
Postgraduate Admission System

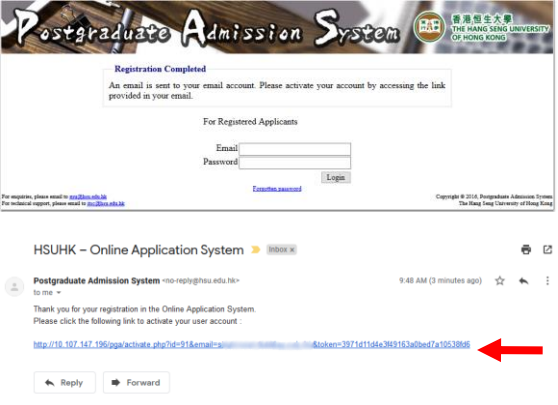
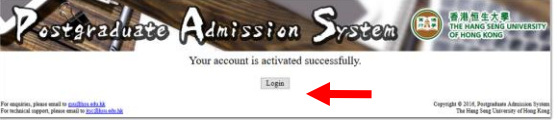
Version 1.5.0

User Guide


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

Step 1 - Registration

Steps	Diagram
<p>1. Open an Internet browser, and type the following address: http://registration.hsu.edu.hk/pga/</p> <p>You will see the Online Application System as shown in the right. Read the instruction. Click the "<u>Register as a new user</u>" button to register.</p>	 <p>The screenshot shows the 'Postgraduate Admission System' homepage. On the left, there is a 'Register User' section with a 'Register as new user' button highlighted by a red arrow. On the right, there is a 'User Login' section for registered applicants. Below the buttons, there are instructions and a list of steps to submit an online application.</p>
<p>2. You see the User Registration page.</p> <p>Fill in the information, type in the verification code, and then click the "Register" button.</p>	 <p>The screenshot shows the 'User Registration' page. A red circle highlights the registration form fields, including 'Name in English', 'Name in Chinese', 'HKID / Valid Travel Document No.', 'E-mail Address', 'Verify E-mail Address', 'Local / Non-local Student Status', 'Are you a local student?', 'Do you require to apply for HK SAR student visa', 'Password', and 'Verify Password'. A red arrow points to the 'Register' button at the bottom right of the form.</p>

<p>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.</p> <p>Click the "activation" link to confirm your registration.</p>	 <p>The screenshot shows the 'Registration Completed' page of the Postgraduate Admission System. Below it is an email notification from 'Postgraduate Admission System' with a red arrow pointing to the activation link: http://19.107.147.196/pga/activate.php?id=91&email=s...&token=3971d11d4e269163a0bed7a1063866.</p>
<p>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.</p>	 <p>The screenshot shows the 'Your account is activated successfully' page. A red arrow points to the 'Login' button.</p>

Step 2 - Fill in the Application

<p>5. In the front page, type your "Email" "Password" and click the "Login" button</p>	 <p>The screenshot shows the front page of the Postgraduate Admission System. The 'User Login' section is highlighted with a red arrow pointing to the 'Login' button. The email field contains 'chaustaman@gmail.com' and the password field contains '*****'.</p>
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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.

The screenshot shows the 'Postgraduate Admission System' web interface. The 'Personal Information' section is active, with a red arrow pointing to the 'Personal Information' tab. The form contains the following fields and options:

- Name in English:** Surname (CHAN), Other Names (Tai Man). A red arrow points to the 'Other Names' field.
- Name in Chinese (if any):** (Empty field)
- Alias:** (Empty field)
- HKID / Valid Travel Document No.:** Hong Kong Identity Card (A000000 (3))
- Date of Birth:** (Dropdowns for day, month, year) Format: DD-MM-YYYY
- Place of Birth:** Radio buttons for Hong Kong SAR, China, Others.
- Sex:** (Dropdown)
- Nationality:** (Dropdown)
- Do you require special education assistance?:** (No)

The 'Local / Non-local Student Status' section contains the following text:

Local / Non-local Student Status
In accordance with the policy of Education Bureau (EDB), The Hong Kong 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 do not require a student visa to study in Hong Kong, e.g. holder of the following:
(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 who where 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 who where 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 vary according to the student status. Applicants should visit the Registry website for details. Should you have any enquiries, please contact the Registry at gsu@hsu.edu.hk.

Are you a local student? Local student (dropdown)
Do you require to apply for HKSAR student visa for your studies in Hong Kong? (No)

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 (gsu@hsu.edu.hk) immediately for amendment and applicants may require to provide relevant document(s) for verification. Should there be any missing or misrepresentation of applicants' information which will result in disqualification of the application for admission to and resultant registration with HSUHK.

The 'Contact Information' section contains the following fields:

- Correspondence Address in English:** Room/Floor, Floor, Block, (Empty fields). A red arrow points to the 'Block' field.
- City:** Hong Kong SAR, Region: Comoros (dropdown)
- Correspondence Address in Chinese:** (Empty field)
- Mobile Phone No.:** (Empty field)
- Home Phone No.:** (Empty field)
- E-mail Address:** chantalman@gmail.com

The 'Others' section contains the following questions:

- Have you enrolled in HSMC/HSUHK before? Yes, Student ID: 000001 / Yr
- Are you a current HSUHK staff? Radio buttons for Yes Staff ID, No

A 'Save' button is located at the bottom right of the form.

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.

Postgraduate Admission System THE HONG KONG UNIVERSITY OF HONG KONG

Personal Particulars | **Application Details** | View | Back | Forward

Choices of Study | Academic Qualification | English Language / Other Test Results | Work Experience | Professional Qualifications | Supporting Documents

Supplementary Information

Choices of Study

Please indicate your programme choices below.
An application fee of \$200 is charged for each programme.

Choice	Programme Title	Mode of study
1	Please select	Full-time

Note: Applicant cannot apply for different study modes in the same programme.

Academic Qualifications

Please list out all academic qualifications (the highest qualification first).

From (mm/yyyy)	To (mm/yyyy)	Institution Awarded/Attending	Country	Programme Title	Mode of study	Date of Award (mm/yyyy)	Honours	Cumulative GPA / Average Mark
					Full-time			out of
					Full-time			out of
					Full-time			out of

English Language / Other Test Results

Examination	Year of Attempt	Results
Test of English as a Foreign Language (TOEFL)	YYYY	Test taking: Total Score, Speaking, Listening, Reading, Writing
International English Language Testing System (IELTS)	YYYY	Overall: Listening, Reading, Writing, Speaking
College English Test-Band 6 (CET-6)	YYYY	Total Score
Test for English Majors-Band 4	YYYY	Total Score
HKALE - Use of English	YYYY	Overall, Component Grade
HKDSE - English Language	YYYY	Grade, Component Grade
Please enter the name of examination	YYYY	Total Score (e.g. 3.6) out of (e.g., 4.0)

Professional Qualifications

Professional Qualification	Date Qualified (mm/yyyy)	Awarding Institution	Country

Work Experience

Please list your current job first.

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

Supporting Documents

You may upload either JPEG image or PDF document files. Each JPEG image file must be at least 200 dpi, and no more than 2 MB. Please make sure the uploaded image/document is in upright position and high quality.

Required supporting documents include:
1. Copy of your HKID card / valid travel document
2. Copy of English language test results / other test results / transcript(s)
3. Copy of certificate of academic qualification

Document	Document Year	File Name	Upload Document
--- Please select the document ---			

Supplementary Information

Please provide information which you feel will be of interest to the selection panel.

How did you learn about the programmes?

Programme Prospectus Leaflet
Please specify where you obtained the prospectus-leaflet: _____

Referrals by Friends/Teachers/Relatives
please specify: _____

Online Media
 Banner
 Others
please specify: _____

University webpage
What triggers you to visit our website?
 Referrals by Recruitment Agent
please specify: _____
 University Talk
 Admission Seminar

Radio Programme
 HSSC/HSMC/HSUHK Alumni
please specify: _____
 Exhibition

Save Back

For enquiry, please email to ap@hku.hk
For technical support, please email to fac@hku.hk

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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.

Postgraduate Admission System

Personal Particulars Application Details Verify Progress Password

For office use only

Issued on	2019-04-23
Application No.	1522019001
Paid Amount	0
Receipt No.	

Application for Admission 2019-2020

Choices of Study

Choice	Programme Title	Mode of study
1	Master of Science in Entrepreneurial Management	FT

Personal Information

Postgraduate Admission System

Personal Particulars Application Details 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\$)
	23 April 2019	09 May 2019	\$200.00	\$0.00	\$200.00

Payment:

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

Admission Status Applicant should check the status of your application regularly from December 2018 onwards.

Choice	Programme Title	Assessment Arrangement	Conditional Offer	Admission Status	Important Note
1	(M.Sc. EM) Master of Science in Entrepreneurial Management (Full-time) Year 1			Pending for processing until the application fee payment is completed.	

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 ap@hkust.edu.hk
For technical support, please email to ap@hkust.edu.hk

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