

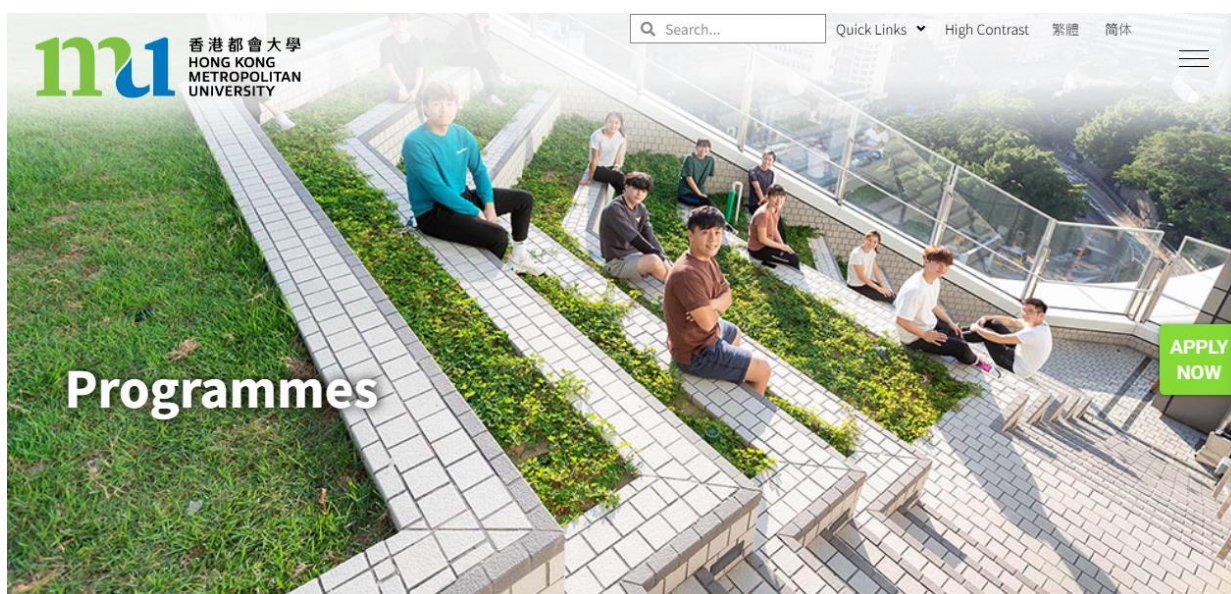
Taught Postgraduate Programmes 授課式研究生課程 User Guide for Online Admission Application 網上入學申請指南

Step 1: View the programme(s) on offer 查閱開辦之課程

Click [HERE](#) or (go to www.hkmu.edu.hk > Admissions > Taught Postgraduate > Programmes)
點擊[此頁](#)或 (到: www.hkmu.edu.hk > 入學申請 > 授課式研究生課程 > 課程)

Step 2: Click on “Apply Now” button on the page to enter the Online Admission Application system.

點擊頁面上的“即時申請”以進入網上入學申請平台。



Step 3: Create an account in the Online Admission Application System and follow the instructions to begin the application process. Please ensure that your registered email address is valid. Once the application is successfully submitted, the email address cannot be changed. Please keep your login password secure.

按照網上入學申請平台上的指引，建立帳戶並開始申請程序。請確保您的登記電郵地址為有效郵箱。申請一旦成功遞交，將無法修改電郵地址。請妥善保存你的個人登入密碼。



Online Admission Application System for Taught Postgraduate Programmes
 授課式研究生課程 網上入學申請系統

Please ensure that there are no concurrent inputs during the application process. If the system detects any abnormal activity, your account may be suspended.
 請注意：您在提交申請過程中，請確保沒有並行輸入，否則，您的帳戶可能因異常活動而被暫停。

Applicants must ensure that all information provided and supporting documents submitted are accurate and complete. Any misrepresentation, including the submission of fraudulent documents, will result in disqualification from admission and enrolment in the University. The University reserves the right to refer such cases to the appropriate legal enforcement authorities for investigation and potential legal action.
 申請人必須確保提交的申請表及隨附文件所載一切資料，均屬真實，並無遺漏。任何虛假不實陳述或誤導資料，包括使用虛假文件，將導致申請人的申請資格以及註冊科目被取消。大學保留將有關個案移交執法單位調查和採取可能的法律行動的權利。

*Email Address 電郵地址

*Password 密碼

Login 登入

[Change Password 更改密碼](#) [Forgot Password 忘記密碼](#)

Create Account 建立帳戶

Step 4: After logging into the admission application platform, please click on “My Application”, and select “New application”.

登入網上入學申請平台後，請點擊“我的申請”及“申請”。



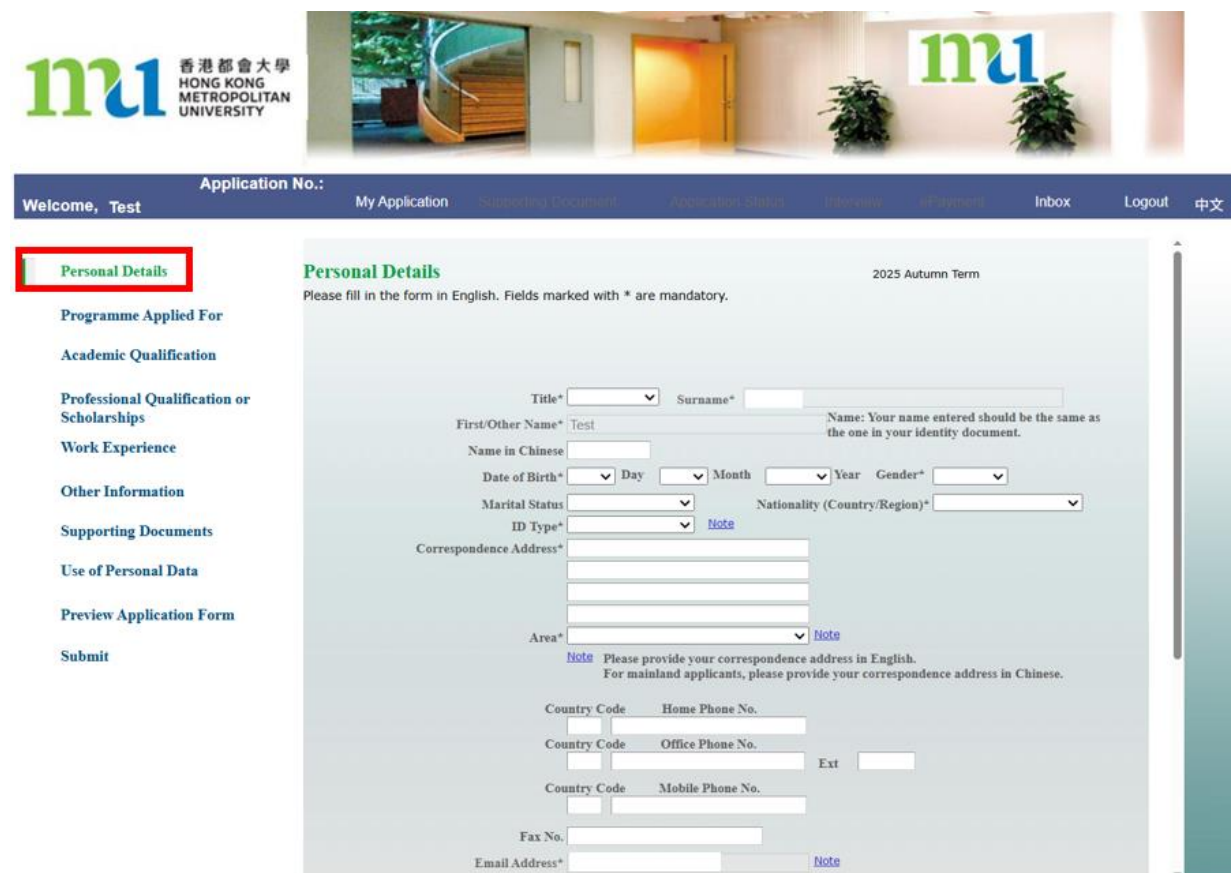
Application No.: **My Application** [Supporting Documents](#) [Application Status](#) [Interview](#) [My Applied](#) [Inbox](#) [Logout](#) [中文](#)

Welcome, Test

Term	Programme Applied	Application Status	Save Date	Submit Date
2025 Autumn Term		New application		

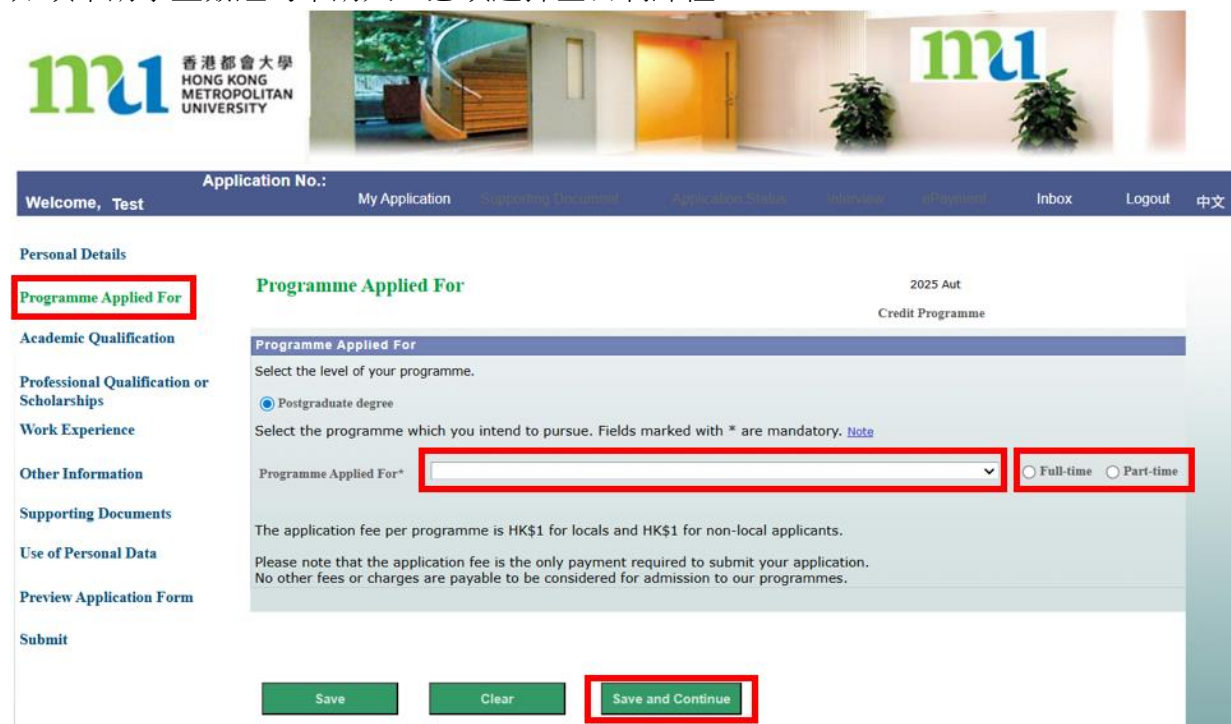
Step 5: Follow the instructions to fill in your admission applications. The left column shows the sections of the form that need to be filled in. Please make sure you have completed each section. (Remarks: There should be no symbols in the telephone number and address fields.)

請按次序及指示填寫申請表。左側欄顯示申請表需要填寫的部份，請確保你已經填妥每個部份。（注意：請勿在地址及電話資料中添加任何符號）



The screenshot shows the HKMU Application Portal interface. At the top, there's a banner with the HKMU logo and a photo of a modern building interior. Below the banner is a navigation bar with links: Welcome, Test, Application No., My Application, Supporting Documents, Application Status, Interview, Payment, Inbox, Logout, and 中文. The left sidebar contains a list of sections: Personal Details (highlighted with a red box), Programme Applied For, Academic Qualification, Professional Qualification or Scholarships, Work Experience, Other Information, Supporting Documents, Use of Personal Data, Preview Application Form, and Submit. The main content area is titled 'Personal Details' and includes a note: 'Please fill in the form in English. Fields marked with * are mandatory.' The form fields include: Title*, Surname*, First/Other Name* (with a note: 'Name: Your name entered should be the same as the one in your identity document.'), Name in Chinese, Date of Birth* (with Day, Month, and Year dropdowns), Gender*, Marital Status, Nationality (Country/Region)*, ID Type* (with a Note), Correspondence Address* (with a Note: 'Please provide your correspondence address in English. For mainland applicants, please provide your correspondence address in Chinese.'), Area* (with a Note), Country Code, Home Phone No., Country Code, Office Phone No., Ext, Country Code, Mobile Phone No., Fax No., and Email Address* (with a Note).

Applicants who need to apply for a student visa must select a full-time programme.
如須申請學生簽證的申請人，必須選擇全日制課程。



The screenshot shows the HKMU Application Portal interface, specifically the 'Programme Applied For' section. The left sidebar is the same as the previous screenshot, but 'Programme Applied For' is now highlighted with a red box. The main content area is titled 'Programme Applied For' and includes a note: '2025 Aut Credit Programme'. The form fields include: 'Select the level of your programme.' with a radio button for 'Postgraduate degree', 'Select the programme which you intend to pursue. Fields marked with * are mandatory. Note', 'Programme Applied For*' (with a dropdown menu), and 'Full-time' and 'Part-time' radio buttons (both highlighted with red boxes). Below the form, there's a note: 'The application fee per programme is HK\$1 for locals and HK\$1 for non-local applicants. Please note that the application fee is the only payment required to submit your application. No other fees or charges are payable to be considered for admission to our programmes.' At the bottom, there are three buttons: 'Save', 'Clear', and 'Save and Continue' (highlighted with a red box).



香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

Welcome, [User Name] My Application Supporting Document Application Status Interview ePayment Inbox Logout 中文

Personal Details
Programme Applied For
Academic Qualification
Professional Qualification or Scholarships
Work Experience
Other Information
Supporting Documents
Use of Personal Data
Preview Application Form
Submit

Professional Qualifications or Scholarships

(in date order, from the most recent)
Please attach copies of documentary evidence of your professional qualifications/memberships. Original documents will need to be presented for verification upon request by the University.

Qualification, Membership or Scholarship	Awarding Body (Full Name)	Country of Awarding Body	Date of Award (MM/YYYY)

Save Clear Save and Continue



香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

Welcome, [User Name] My Application Supporting Document Application Status Interview ePayment Inbox Logout 中文

Personal Details
Programme Applied For
Academic Qualification
Professional Qualification or Scholarships
Work Experience
Other Information
Supporting Documents
Use of Personal Data
Preview Application Form
Submit

Working Experience

(in date order, from the most recent)
Please attach a full curriculum vitae (maximum of 5 pages) and supporting documents of work experience. Original documents will need to be presented for verification upon request by the University.

Position Held	Period of Employment		No. of Years	Name of Firm / Institute / Organization
	From (MM/YYYY)	To (MM/YYYY)		

Total no. of years of relevant work experience : Year Month

Save Clear Save and Continue



香港都會大學
HONG KONG METROPOLITAN UNIVERSITY

Welcome, Test Application No.: My Application Supporting Document Application Status Interview ePayment Inbox Logout 中文

Personal Details
Programme Applied For
Academic Qualification
Professional Qualification or Scholarships
Work Experience
Other Information
Supporting Documents
Use of Personal Data
Preview Application Form
Submit

Other Information

Fields marked with * are mandatory.

I Engagement of Education Agent*
The provision of information under this section is for statistical purposes. Such information will not affect your chances of admission.
Have you engaged an education agent to assist you with your application?
☐ Yes ☐ No

II Language Competency*
Please indicate your Chinese/English language proficiency level.

Chinese
English

Chinese
Written
Putonghua
Spoken/Listening
Cantonese
Spoken/Listening
English
Spoken/Listening
Written

III Occupation
Please indicate your present occupation.

Step 6: To upload files, please click on “Add File”, browse your computer for the file, and then click “Upload”. All files must be in PDF format.

上傳文件時，請點擊“上載檔案”，然後搜尋文件再按“上載”，文件必須是PDF格式

If you need to submit additional documents, please click the {+} button and repeat the above steps to upload documents.

如需提交額外文件，請點擊 {+} 號 並重複以上上傳文件的步驟。

Supporting Documents

I) Required Documents:

- It is MANDATORY to download and complete the form below. Please ensure the completed form is submitted as an attachment in the following table.
- Please refer to the following webpage for required documents. If you do not upload all required documents, your application process will be delayed.

II) Upload Files Online

Please note the following when you upload the file(s):

- each file size should not exceed 5MB; you can upload a maximum of 30 files
- avoid uploading high resolution files which required larger disk space
- only pdf files are acceptable
- please do not upload a document which is password protected as this will cause failure of the uploading process

Description	Required	Attached File	Add File
1 HKID card/Passport/PRC identity card and exit-entry permit for travelling to and from Hong Kong and Macao	☒		Add File +
2 Academic qualifications (Award Certificates or Certification of Student Status)	☒		Add File +
3 Academic qualifications (Transcripts)	☒		Add File +
4 Verification report of qualification issued by CHESICC / CSCSE (for mainland applicants only)	☐		Add File +
5 Proof of English language proficiency	☒		Add File +
6 Consent Form (Please download the Consent Form from the link above)	☒		Add File +
7 Undertaking Letter (Please download the Undertaking Letter from the link above)	☐		Add File +

Continue



Welcome, My Application Inbox Logout 中文

PERSONAL DETAILS

Programme Applied For

Academic Qualification

Professional Qualification or Scholarships

Work Experience

Other Information

Supporting Documents

Use of Personal Data

Preview Application Form

Submit

Use of Personal Data

The University intends to use your personal data (i.e. your name, student number, contact details, photo, and other relevant information) for promotion of our education and training programmes, activities and services (including but not limited to awards, scholarships, bursaries, grants, loans, banking/insurance/credit cards, discounts, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications), for joining HKMU Alumni Association and for future communications (such as the latest news of University and alumni development, alumni promotion activities, alumni fundraising appeals, acknowledgement and record, etc.), but we will not use your data unless we have received your consent. The University will not, under any circumstances, transfer your personal data to a third party for direct marketing purposes.

Only applicable to the applicants of the Master of Science in Smart Ageing and Gerontology programme jointly offered by the Hong Kong Metropolitan University and Lingnan University:

Personal data collected from the application will be handled by both Hong Kong Metropolitan University and Lingnan University for processing and selection as part of the admission process to the Master of Science in Smart Ageing and Gerontology programme, and related purposes.

Please indicate below whether you agree to the use of your personal data by the University.

☐ I AGREE that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services, joining HKMU Alumni Association and for future communications as indicated above.

☐ I do not AGREE that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services joining HKMU Alumni Association and for future communications as indicated above.

If you later decide to change your selection on 'Use of Personal Data', you may update your selection at MyHKMU (Personal Information). Alternatively, you may inform us by email at dpo2@hkmu.edu.hk with your full name, student number (if applicable) and contact information (e.g. phone, email, address). No fee will be charged for making such arrangements. For any enquiries, please contact the University Data Protection Officer, by email at dpo2@hkmu.edu.hk.

Save
Clear
Save and Continue

Step 7: Review your application to ensure information completed are correct and accurate.

細閱一次你的申請表，確認所填寫的資料正確無誤。



Application No.:

Welcome, Test My Application Download Document Application Status Messages Statement Inbox Logout 中文

Term 2025 Autumn Term System PTF

Below please find your application data. Please make sure that all data provided are accurate and complete. You should click the "Back" button at the end of the page to amend any incorrect/incomplete data before submitting your application. No further online change is allowed after submission. You are also advised to print a copy of this page for your record. If the data provided in this application are accurate and complete, please check the box at the end of the page and click the "Next" button to continue.

Personal Details

HKID No.

Title Name

Date of Birth Gender

Address

Marital Status

Area

Home Tel.

Office Tel.

Mobile

Fax

Email Address

Non-Local Applicants*: ☐

Ext

Nationality (Country/Region)*

Special Education Needs

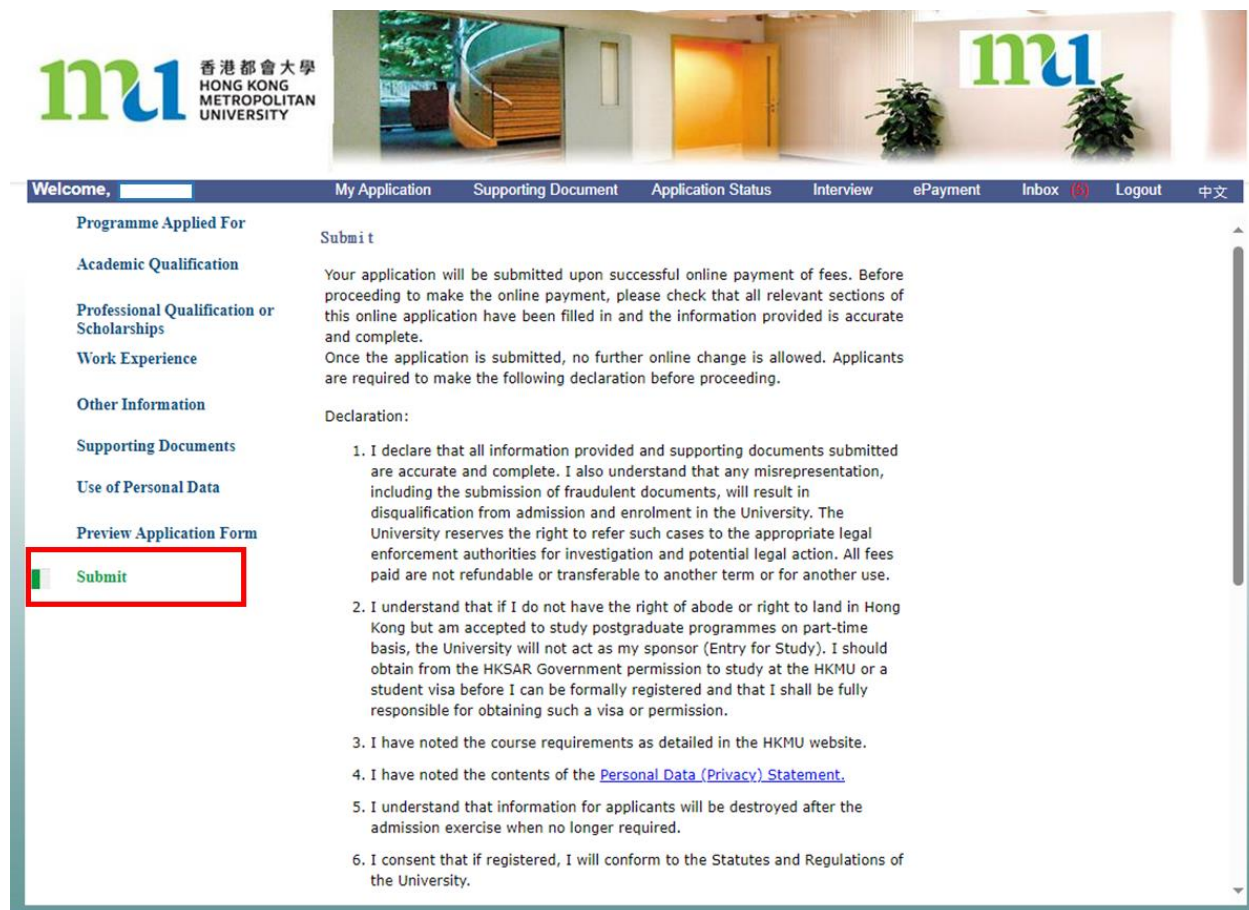
Payment Details

Application Fee 300.00 Not Yet Paid

☐ I confirm that all data provided in this application are accurate and complete.

Step 8: Read the important notes in the 'Submit' page, click on the 'tick box' under the declaration to confirm you are ready to submit your application.

閱讀“提交”版面的重要事項後，在方格✓然後點擊“繼續”以遞交申請。



Submit

Your application will be submitted upon successful online payment of fees. Before proceeding to make the online payment, please check that all relevant sections of this online application have been filled in and the information provided is accurate and complete.

Once the application is submitted, no further online change is allowed. Applicants are required to make the following declaration before proceeding.

Declaration:

1. I declare that all information provided and supporting documents submitted are accurate and complete. I also understand that any misrepresentation, including the submission of fraudulent documents, will result in disqualification from admission and enrolment in the University. The University reserves the right to refer such cases to the appropriate legal enforcement authorities for investigation and potential legal action. All fees paid are not refundable or transferable to another term or for another use.
2. I understand that if I do not have the right of abode or right to land in Hong Kong but am accepted to study postgraduate programmes on part-time basis, the University will not act as my sponsor (Entry for Study). I should obtain from the HKSAR Government permission to study at the HKMU or a student visa before I can be formally registered and that I shall be fully responsible for obtaining such a visa or permission.
3. I have noted the course requirements as detailed in the HKMU website.
4. I have noted the contents of the [Personal Data \(Privacy\) Statement](#).
5. I understand that information for applicants will be destroyed after the admission exercise when no longer required.
6. I consent that if registered, I will conform to the Statutes and Regulations of the University.

Submit

☒ Please check the box to confirm the above declaration.

If you are ready to submit your application, please click 'Continue' to pay the application fee (if applicable).

Upon successful payment, the system will prompt you a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can check the progress of your application by going back to this Online Admission Application System.

Continue [More details](#)

Step 9: To submit your application, please read the note and warning message carefully. Then, click on 'Proceed to Payment' and confirm the application fee.

遞交申請表之前，你必須繳交申請費。請細閱注意事項後，點擊“立即繳費”並確認申請費。

Welcome, [redacted] My Application Supporting Document Application Status Interview ePayment Inbox Logout 中文

Online Payment (Application Fee)

You are required to pay the application fee of HK\$ [redacted]

Please have your credit card / PPS / UnionPay / WeChat Pay / Alipay / BoC Pay / 零錢付 details ready and click "Proceed to payment" to view your payment details. Once you review the payment information, please click "Confirm" and you will be redirected to the "Central Payment Platform" to select the payment method and settle the application fee using third-party payment gateways. Please note that you will have 15 minutes to complete the payment process. If the payment is not completed within this timeframe, your application will not be submitted

WARNING: If you select WeChat Pay / Alipay / BoC Pay / 零錢付 to settle the payment, please remember to click "**BACK TO MERCHANT**" after completing the payment process in the third-party payment gateway. Failure to do so may result in the application not being submitted successfully

Upon your payment is successfully submitted, an "Acknowledgement of Admission Application Submission" will be displayed on the screen. You may also log in again to this application system (retrieve "Saved" application form) to check the progress of your submission.

If you do not receive any response after making the payment, please check your bank account for the transaction record. If no deduction is made from your bank account, please contact Registry by email at regae@hkmu.edu.hk.

Proceed to payment Return to online form

Welcome, [redacted] My Application Supporting Document Application Status Interview ePayment Inbox Logout 中文

Online Payment (Application Fee)

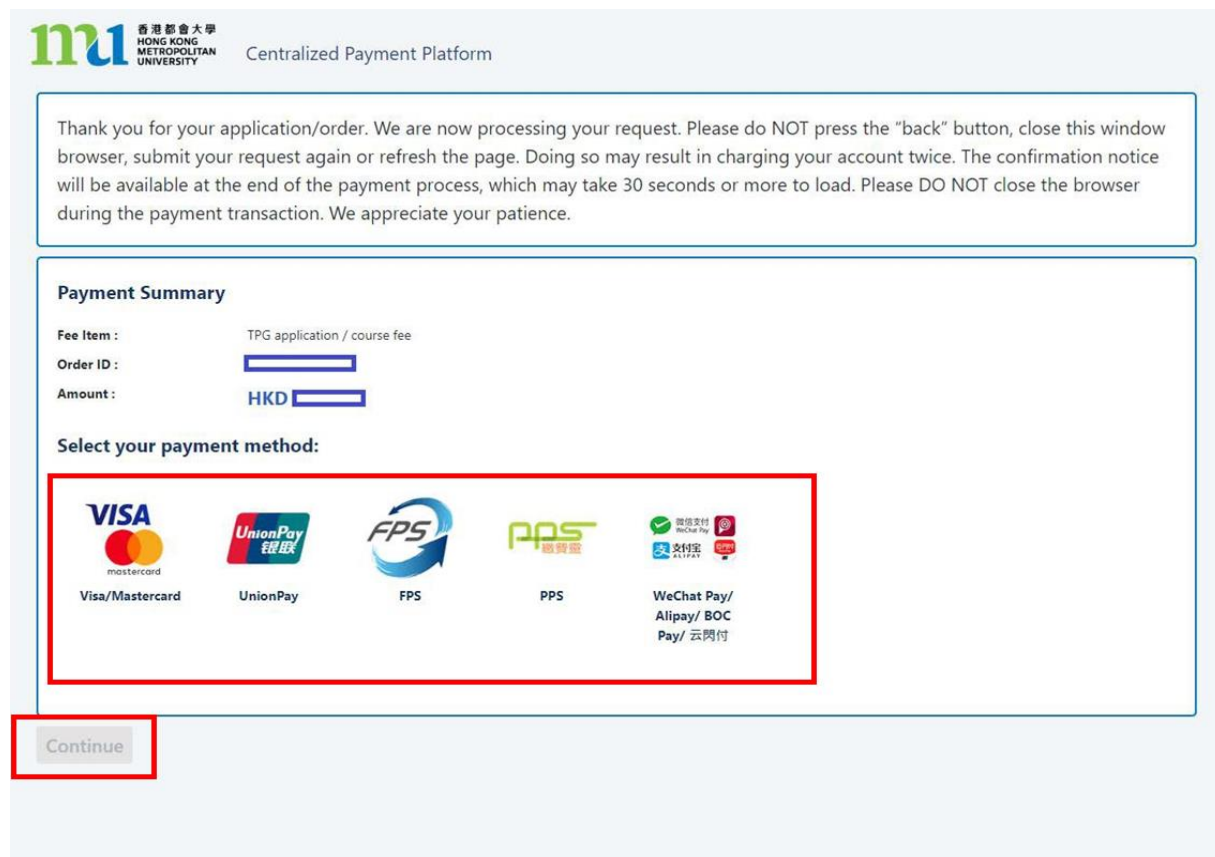
HKID/Passport No. [redacted]
Payment Amount (HK\$) [redacted]

You will be directed to a secured third party website to make the online payment.

Confirm Return

Step 10: A window for the Centralized Payment Platform will pop up. Please select your payment method and follow the instructions to complete your application submission.

請在中央支付平台選擇你的付款方式，並按照指示完成申請程序。



Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : TPG application / course fee

Order ID : [Redacted]

Amount : HKD [Redacted]

Select your payment method:



Visa/Mastercard



UnionPay



FPS



PPS



WeChat Pay/
Alipay/ BOC
Pay/ 云闪付

Continue

The system usually takes 2-3 working days to process your application. If your bank records show that the payment is successful, please be patient and do not repeat the payment process for the same programme.

系統一般需要2-3個工作天處理你的申請及收費事宜。如你的銀行紀錄顯示已繳費，請耐心等待，不要重複為同一個課程繳費。