

## 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](http://www.hkmu.edu.hk) > Admissions > Taught Postgraduate > Programmes)  
[看此頁](#) (或到: [www.hkmu.edu.hk](http://www.hkmu.edu.hk) > 入學申請 > 授課式研究生課程 > 課程)



**Step 2:** To apply, click on “Apply Now” button on the page. 請按頁面上的“即時申請”按鍵以開始申請。

**Step 3:** On the admission application platform, fill in the details according to instructions to begin. 按照網上入學申請平台上的指引，開始申請程序。



**Step 4:** After logging into the admission application platform, follow the instructions to fill in your admission applications. On the left hand side, you will see different sections of the forms. You must complete each section.

登入網上入學申請平台後, 按次序及指示填寫申請表。左手邊是申請表需要填寫的部份, 請確保你已經填好每個部份。

**Personal Details**

Term 2021 Autumn Term

Please fill in the form in English. Fields marked with \* are mandatory.

Title\*  Surname\*

First/Other Name\*  Name: Your name entered should be the same as the one in your identity document.

Name in Chinese

Date of Birth\*  Day  Month  Year  Gender\*

Marital Status  Nationality\*

ID Type\*  [Note](#)

Correspondence Address\*

Area\* K1 - YAU TSIM & MONGKOK  [Note](#)

[Note](#) Please provide your correspondence address in English.  
For mainland applicants, please provide your correspondence address in Chinese.

Home Phone No.

Office Phone No.  Ext

Mobile Phone No.

Fax No.

Email Address\*  [Note](#)

**Programme Applied For**

Programme Applied For

Select the level of your programme.

Postgraduate degree

Select the programme which you intend to pursue. Fields marked with \* are mandatory. [Note](#)

Programme Applied For\*   Full-time  Part-time

The application fee per programme is HK\$300 for locals and HK\$515 for non-local applicants.



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)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>

+ -

Save

Clear

Save and Continue



Personal Details

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Academic Qualification

Professional Qualification or Scholarships

**Work Experience**

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### 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)		
<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>

+ -

Total no. of years of relevant work experience : Year 00  Month 00

Save

Clear

Save and Continue



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**[Other Information](#)**

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### Other Information

Fields marked with \* are mandatory.

#### I Language Competency\*

Please indicate your Chinese/English standard.

Chinese

English

##### Chinese

Written

##### Putonghua

Spoken/Listening

##### Cantonese

Spoken/Listening

##### English

Spoken/Listening

Written

#### II Occupation

Please indicate your present occupation.

#### III Sponsorship by Employer

Indicate whether you expect to be sponsored by your employer or not.

#### IV Source of Information

The provision of information under this section is voluntary. It is for statistical purposes or for facilitating the provision of appropriate services. Such information will not affect your chances of admission.

**Step 5:** If you wish to upload file, please click on “add file”, then browse your computer for the file, and then click “upload”.

如要附加文件, 請按 “附加文件” 然後搜尋文件再按 “上載”。



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

**Download Form**

- Please refer to the following webpage for required documents. If you do not upload all required documents, your application process will be delayed.  
[www.hkmu.edu.hk/postored\\_supdoc\\_e](http://www.hkmu.edu.hk/postored_supdoc_e)

**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	View File	Delete File
1. HKID card/Passport/ P&C identity card and exit-entry permit for travelling to and from Hong Kong and Macao	<input checked="" type="checkbox"/>	testing_file.pdf		<a href="#">View File</a>	<a href="#">Delete File</a> +
2. Academic qualifications (Award Certificates or Diplomas)	<input checked="" type="checkbox"/>	testing_file.pdf		<a href="#">View File</a>	<a href="#">Delete File</a> +
3. Academic qualifications (Transcripts)	<input checked="" type="checkbox"/>		<a href="#">Add File</a>		+
4. Online Verification Report of Higher Education Qualification Certificate issued by the CHESTCC (for Mainland qualifications only)	<input type="checkbox"/>		<a href="#">Add File</a>		+
5. Proof of English language	<input checked="" type="checkbox"/>		<a href="#">Add File</a>		+
6. Consent Form (Please download the Consent Form from the link above)	<input checked="" type="checkbox"/>		<a href="#">Add File</a>		+
7. Undertaking Letter (Please download the Undertaking Letter from the link above)	<input checked="" type="checkbox"/>		<a href="#">Add File</a>		+

[Continue](#)



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### Use of Personal Data

The University intends to use your personal data (i.e. your name, student number, contact details, 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 card, discounts, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications, 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.

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 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 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](mailto: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](mailto:dpo2@hkmu.edu.hk).

Save

Clear

**Save and Continue**

**Step 6:** 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。

The screenshot displays the HKMU application portal interface. At the top, there is a navigation bar with links for 'Welcome', 'My Application', 'Application Document', 'Application Status', 'Interviews', 'My Account', 'Inbox', and 'Logout'. Below the navigation bar, the user is logged in as 'PTFF' and the term is '2021 Autumn Term'. The main content area is titled 'Personal Details' and contains a form with the following information:

Title	2 - Ms	Name	CHAN	Passprt No.	[Redacted]
Date of Birth	01/01/2000	Gender	Female		
Address	[Redacted]	Marital Status	[Redacted]		
Home Tel.	[Redacted]	Area	K1 - VAU TESIM & MONGKOK	Non-Local Applicants*	<input type="checkbox"/>
Office		Ext		Nationality+	Hong Kong SAR, China
Mobile					
Fax					
Email Address	[Redacted]				

Below the form, there is a section for 'Special Education Needs' and a question: 'Are you a permanent resident of HKSAR?' with radio buttons for 'Yes' (selected) and 'No'. Another question is 'Do you need a student visa to study at HKMU?'. The 'Payment Details' section shows 'Application Fee' as '300.00' and 'Not Yet Paid'. At the bottom, there is a checkbox to 'confirm that all data provided in this application are accurate and complete.' and three buttons: 'Print', 'Back', and 'Next'.

**Step 7:** 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“遞交”版面的重要事項後，在方格  然後按繼續以遞交申請。

Welcome, [ ] My Application Inbox Logout 中文

Personal Details Submit

Programme Applied For 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.

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

Professional Qualification or Scholarships Declaration:

Work Experience 1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete. I also understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrolment in the University. All fees paid are not refundable or transferable to another term or for another use.

Other Information 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.

Supporting Documents 3. I have noted the course requirements as detailed in the HKMU website.

Use of Personal Data 4. I have noted the contents of the [Personal Data \(Privacy\) Statement](#).

Preview Application Form 5. I understand that information for applicants will be destroyed after the admission exercise when no longer required.

Submit 6. I consent that if registered, I will conform to the Statutes and Regulations of the University.

7. I understand that the University reserves the right to make any alterations to the Programme/ Course that are considered to be necessary without prior notice. The University also reserves the right to cancel a programme/course/class if there is an insufficient number of enrolments. In every case, the University will make every effort to minimize the inconvenience caused and will give notice to all affected students of any such changes as early as possible.

8. I understand that if I have applied for course(s) or programme(s) with specific entrance requirements and am later found to have failed to meet the entrance requirements, my enrolment in the course(s) concerned will be cancelled. The relevant course fee that I have paid will be refunded. I understand that the application fee is non-refundable in any case.

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).

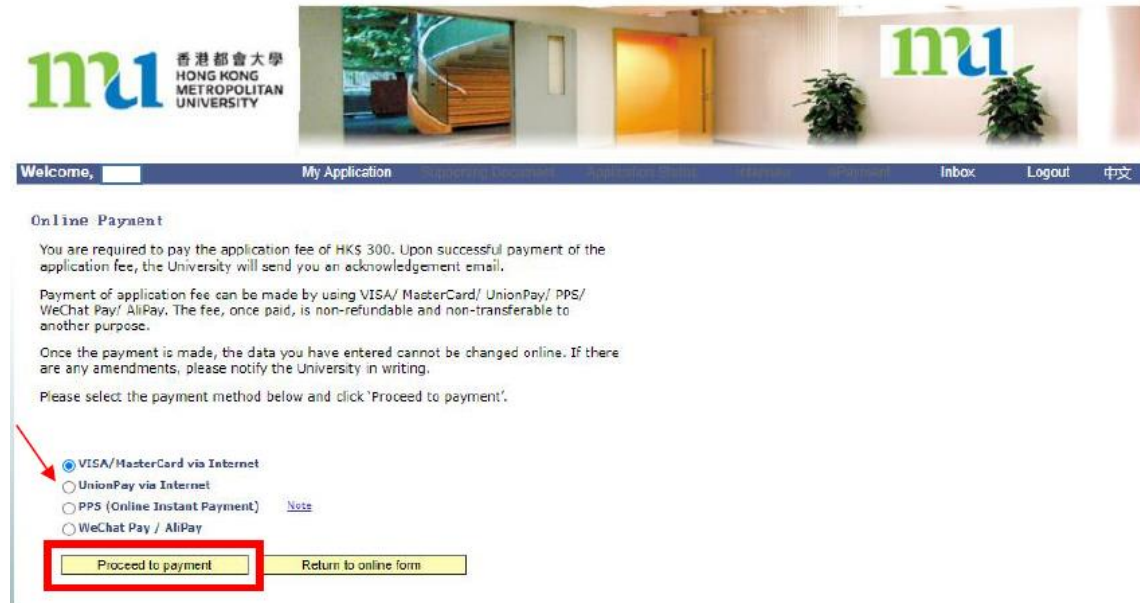
Upon successful payment, the system will prompt you a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can check the progress of your application by going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

Continue [More details](#)



**Step 8:** To submit your application, please settle the application fee online and select your payment method and proceed according to the instruction to submit your application.

遞交申請表之前, 你必須繳交申請費, 請選擇你的繳款方式, 按步驟完成申請程序。



The screenshot shows the 'Online Payment' section of the application portal. It includes instructions on how to pay the HK\$ 300 application fee and a list of payment methods. The 'VISA/MasterCard via Internet' option is selected and highlighted with a red arrow. Below the list are two buttons: 'Proceed to payment' (highlighted with a red box) and 'Return to online form'.

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HONG KONG  
METROPOLITAN  
UNIVERSITY

Welcome, [ ] My Application Inbox Logout 中文

### Online Payment

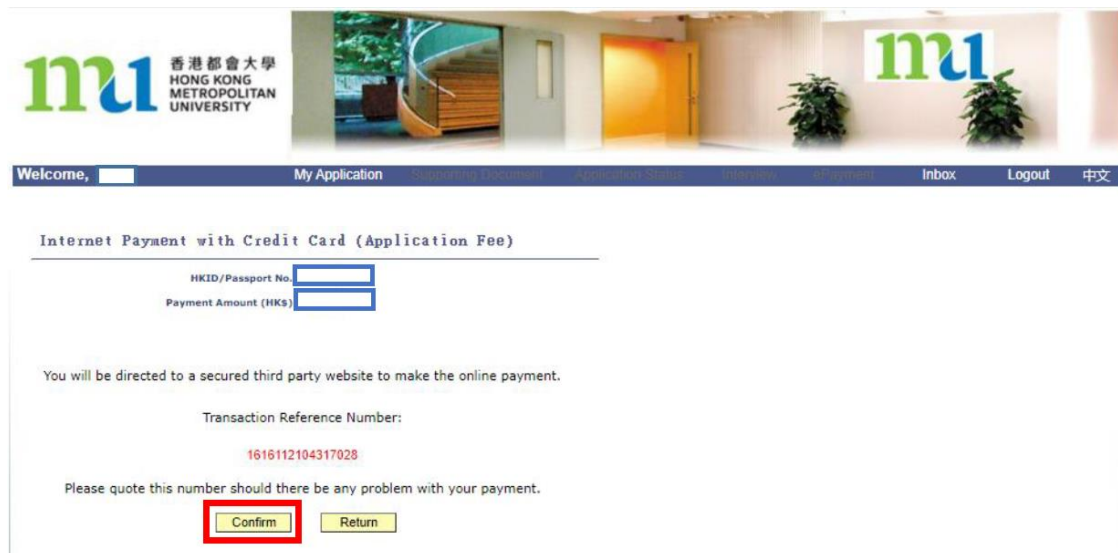
You are required to pay the application fee of HK\$ 300. Upon successful payment of the application fee, the University will send you an acknowledgement email.

Payment of application fee can be made by using VISA/ MasterCard/ UnionPay/ PPS/ WeChat Pay/ AliPay. The fee, once paid, is non-refundable and non-transferable to another purpose.

Once the payment is made, the data you have entered cannot be changed online. If there are any amendments, please notify the University in writing.

Please select the payment method below and click 'Proceed to payment'.

- VISA/MasterCard via Internet
- UnionPay via Internet
- PPS (Online Instant Payment) [Note](#)
- WeChat Pay / AliPay



The screenshot shows the 'Internet Payment with Credit Card (Application Fee)' page. It contains input fields for 'HKID/Passport No.' and 'Payment Amount (HK\$)'. Below these fields, it states that the user will be directed to a secured third party website. A 'Transaction Reference Number' is displayed as 1616112104317028. At the bottom, there are two buttons: 'Confirm' (highlighted with a red box) and 'Return'.

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

### Internet Payment with Credit Card (Application Fee)

HKID/Passport No.

Payment Amount (HK\$)

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

Transaction Reference Number:

1616112104317028

Please quote this number should there be any problem with your payment.