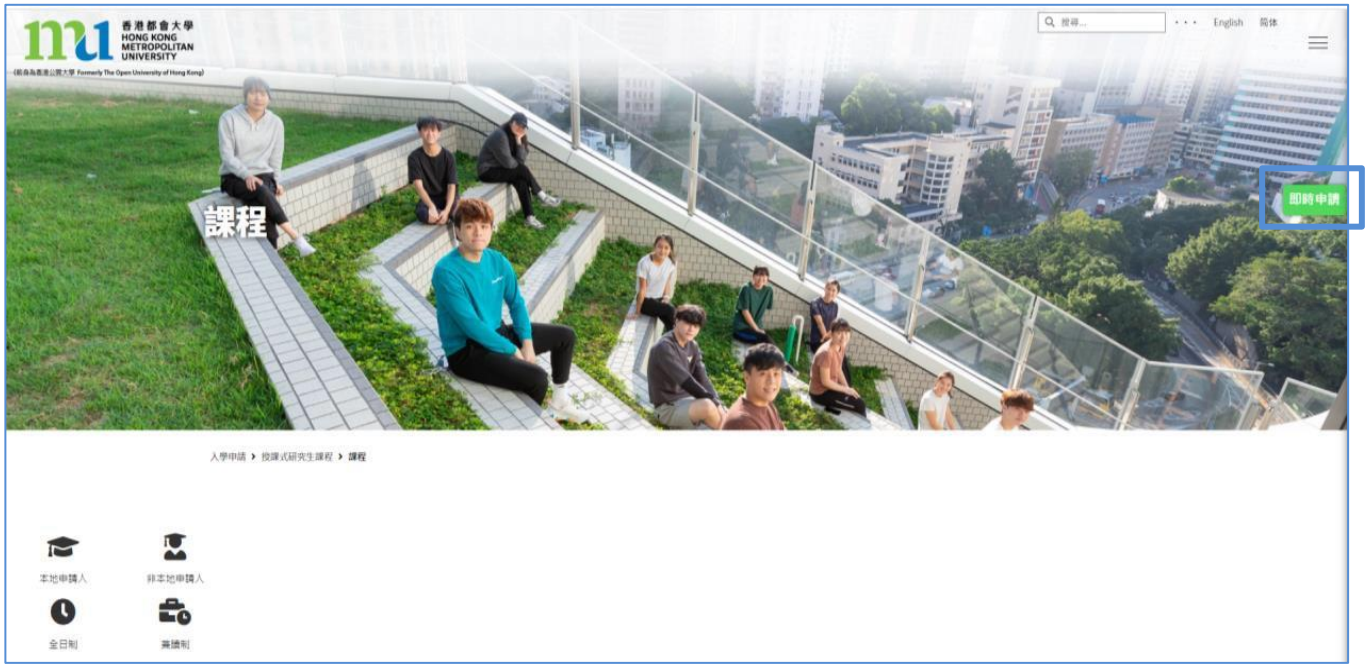
Taught Postgraduate Programmes 授課式研究生課程
User Guide for Online Admission Application 網上入學申請指南

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。

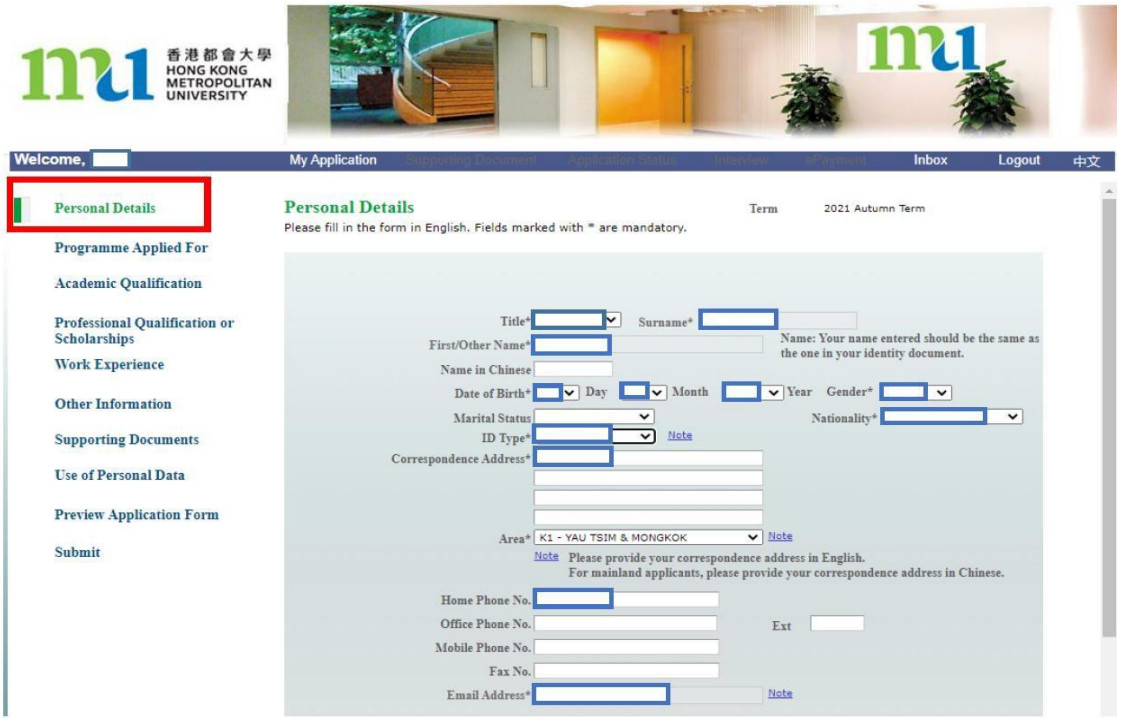


Step 3: Create an account in the admission application system and follow the instructions to begin the application process. Please ensure that your registered email address is valid. Once the application is successfully submitted, the email address cannot be changed. Please keep your login password secure.

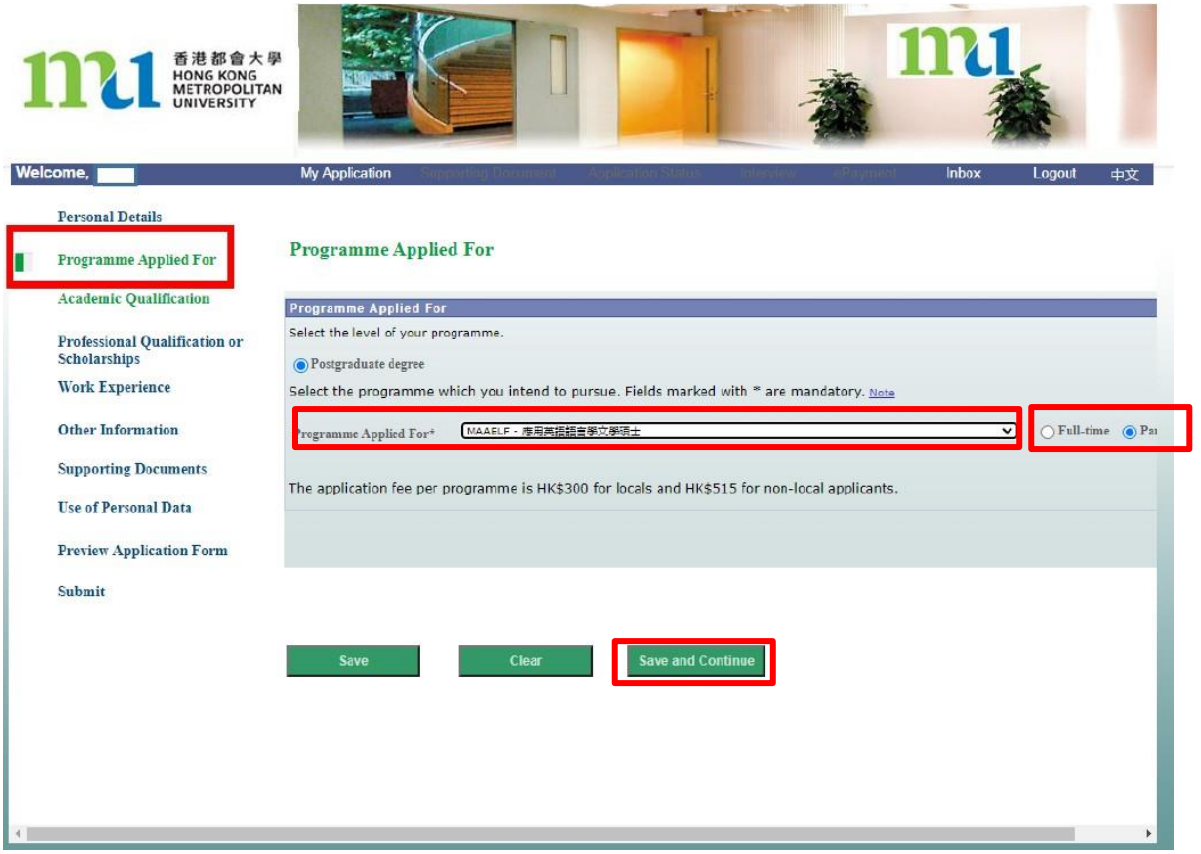
按照網上入學申請平台上的指引，建立帳戶並開始申請程序。請確保您的登記電郵地址為有效郵箱。申請一旦成功遞交，將無法修改電郵地址。請妥善保存你的個人登入密碼。

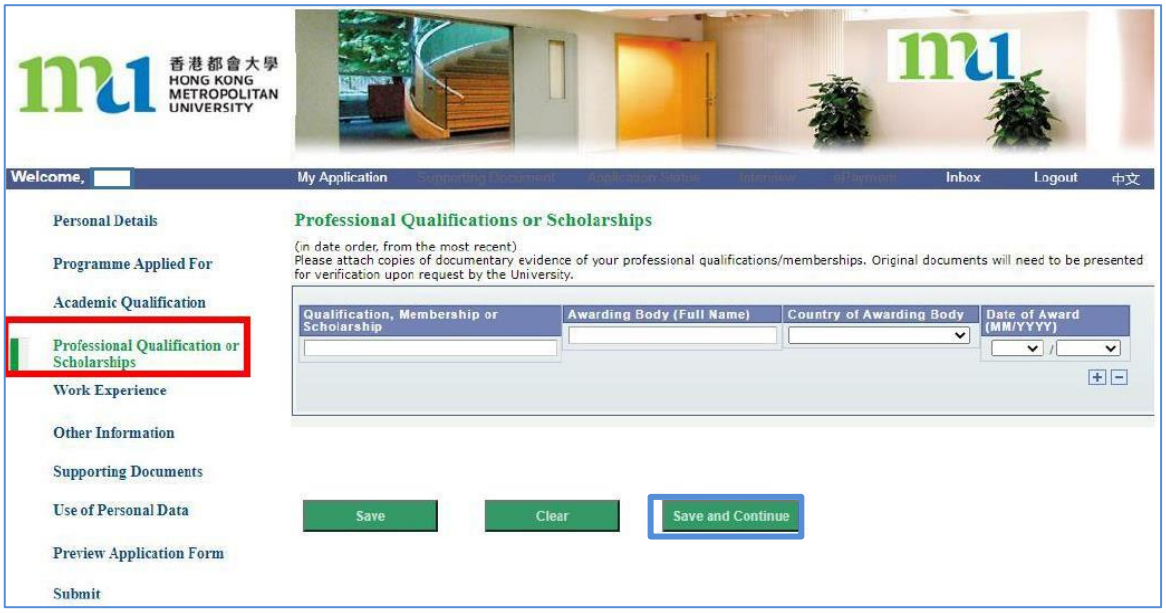
Step 4: After logging into the admission application platform, follow the instructions to fill in your admission applications. The left column shows the sections of the form that need to be filled in. Please make sure you have completed each section. (Remarks: There should be no symbols in the telephone number and address fields.)

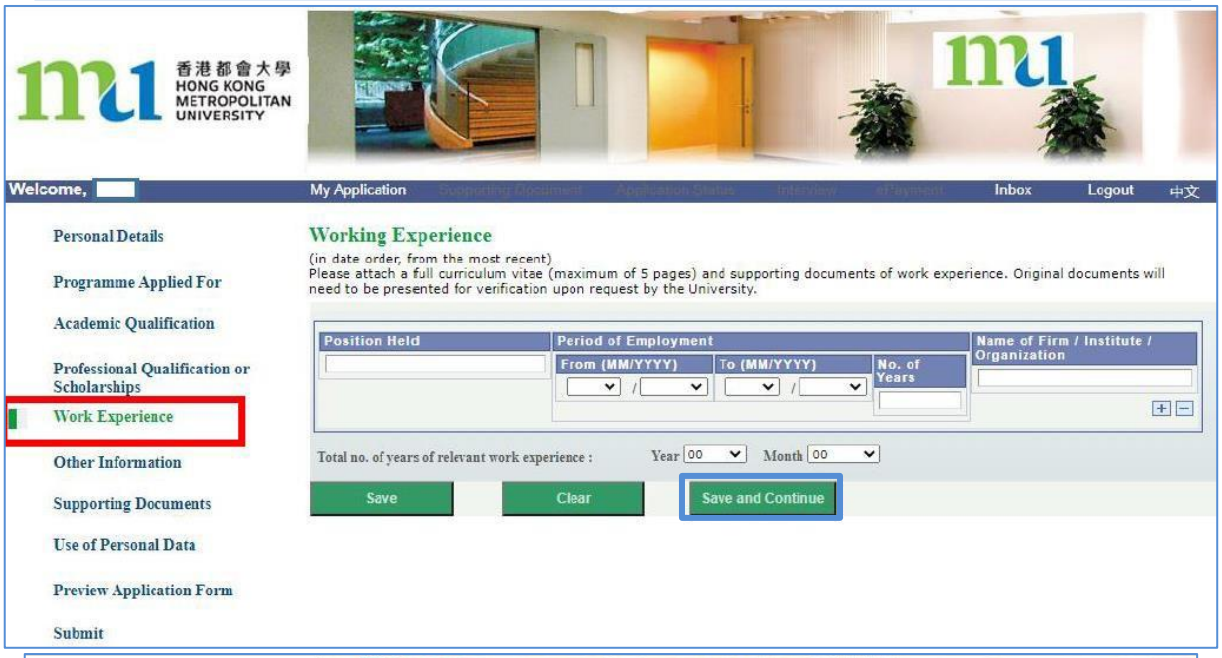
登入網上入學申請平台後，按次序及指示填寫申請表。左側欄顯示申請表需要填寫的部份，請確保你已經填妥每個部份。（注意: 請勿在地址及電話資料中添加任何符號）



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




香港都會大學
HONG KONG METROPOLITAN UNIVERSITY
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
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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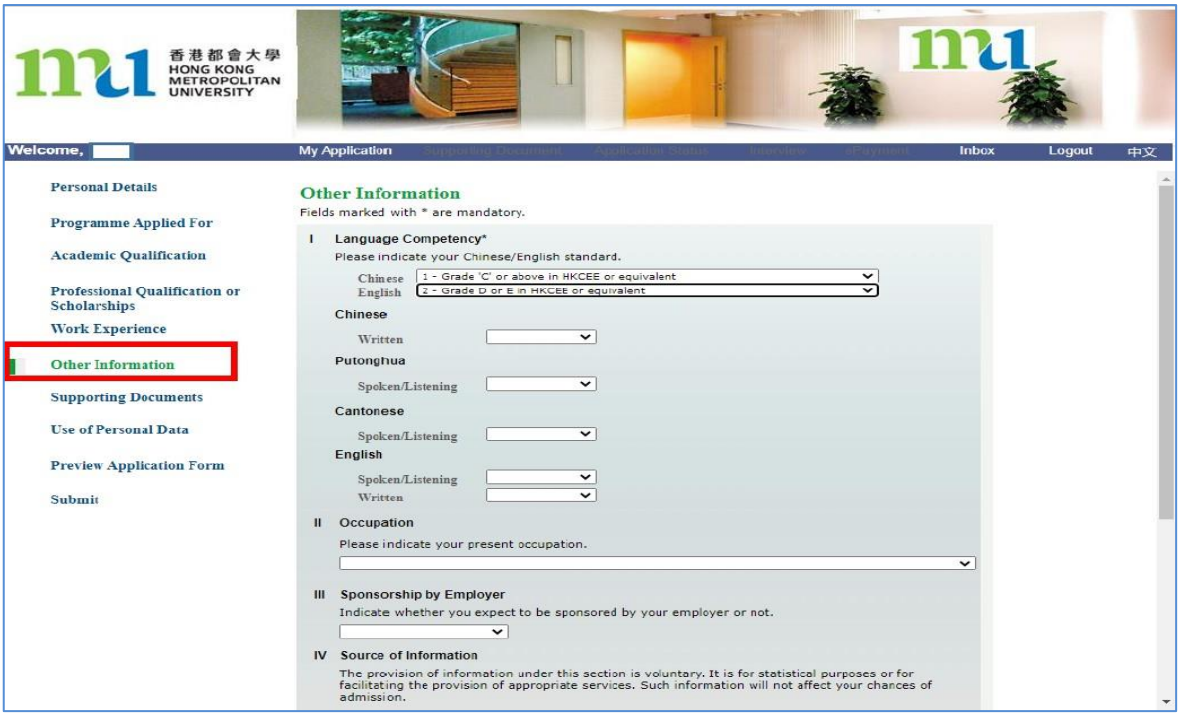
中文
Personal Details
Programme Applied For
Academic Qualification
Professional Qualification or Scholarships
Work Experience
Other Information
Supporting Documents
Use of Personal Data
Preview Application Form
Submit
Working Experience
(in date order, from the most recent)
Please attach a full curriculum 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
From (MM/YYYY)
To (MM/YYYY)
No. of Years
Name of Firm / Institute / Organization
Total no. of years of relevant work experience :
Year 00
Month 00
Save
Clear
Save and Continue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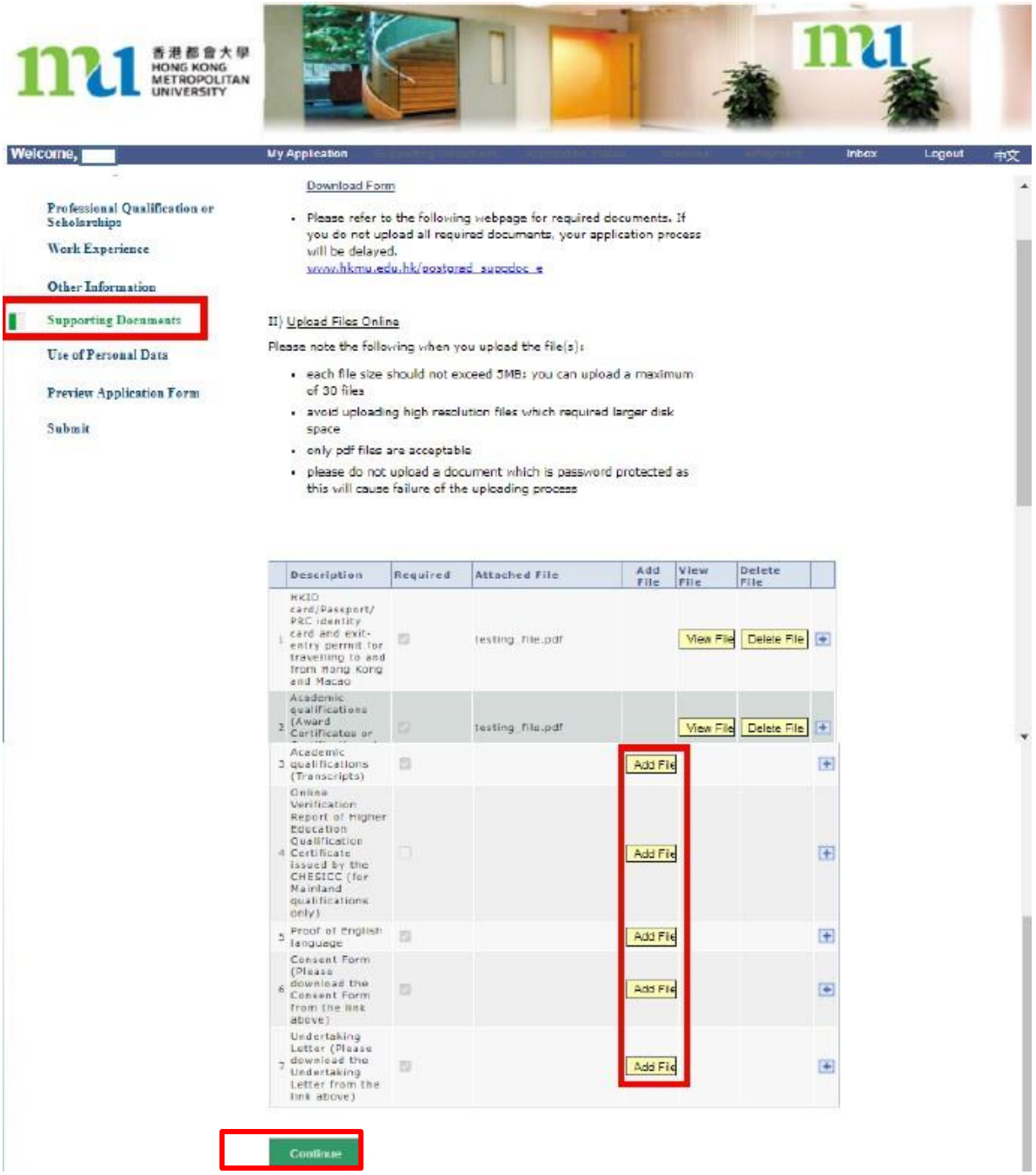
Personal Details
Programme Applied For
Academic Qualification
Professional Qualification or Scholarships
Work Experience
Other Information
Supporting Documents
Use of Personal Data
Preview Application Form
Submit
Other Information
Fields marked with * are mandatory.
I Language Competency*
Please indicate your Chinese/English standard.
Chinese
English
1 - Grade 'C' or above in HKCEE or equivalent
2 - Grade D or E in HKCEE or equivalent
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: 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. If you need to submit additional documents, please click the {+} button and repeat the above steps to upload documents.

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。如需提交額外文件，請點擊 {+} 號 並重複以上上傳文件的步驟。



香港都會大學
HONG KONG METROPOLITAN UNIVERSITY
Welcome,
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中文
Programme Applied For
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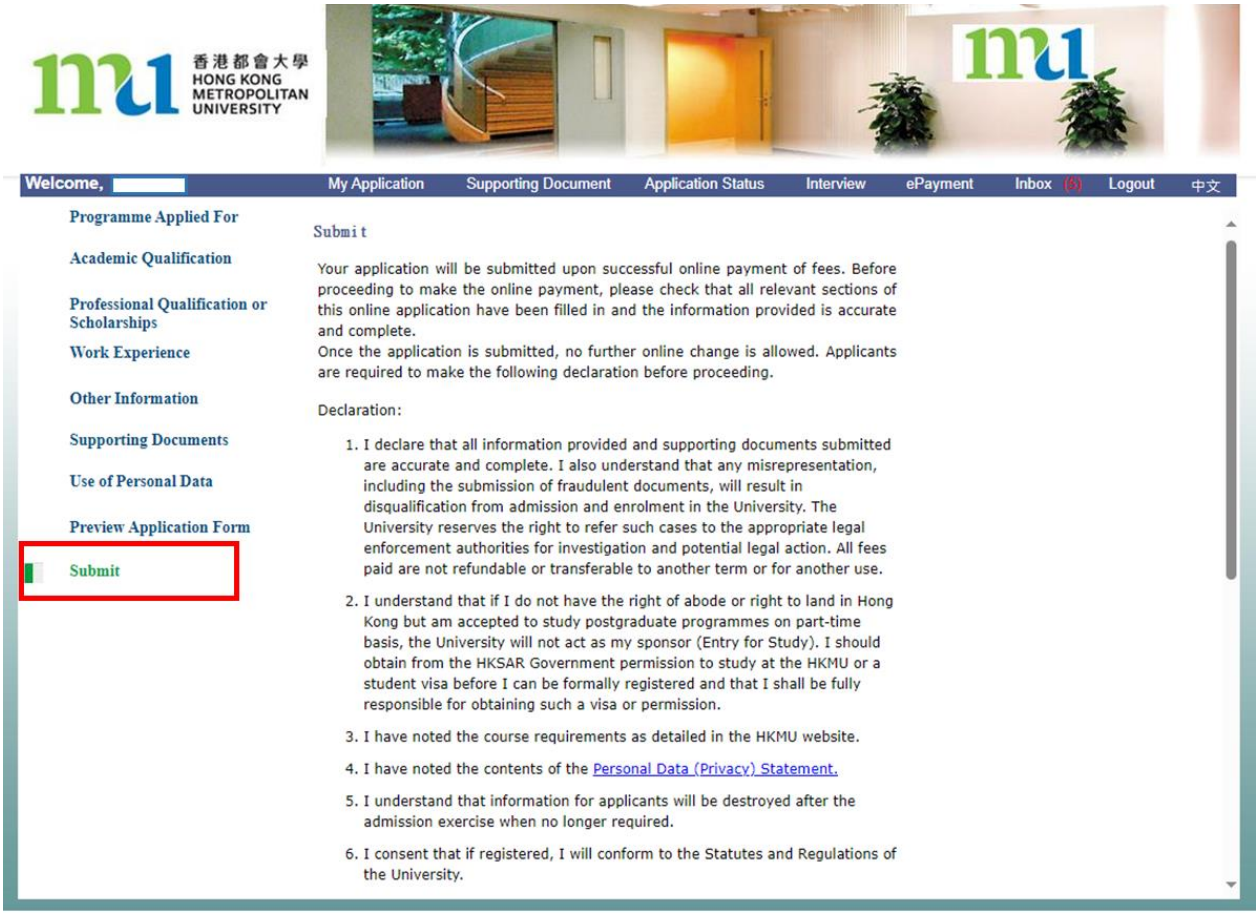
Professional Qualification or Scholarships
Work Experience
Other Information
Supporting Documents
Use of Personal Data
Preview Application Form
Submit
Use of Personal Data
The University intends to use your personal data (i.e. your name, student number, contact details, photo, and other relevant information) 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

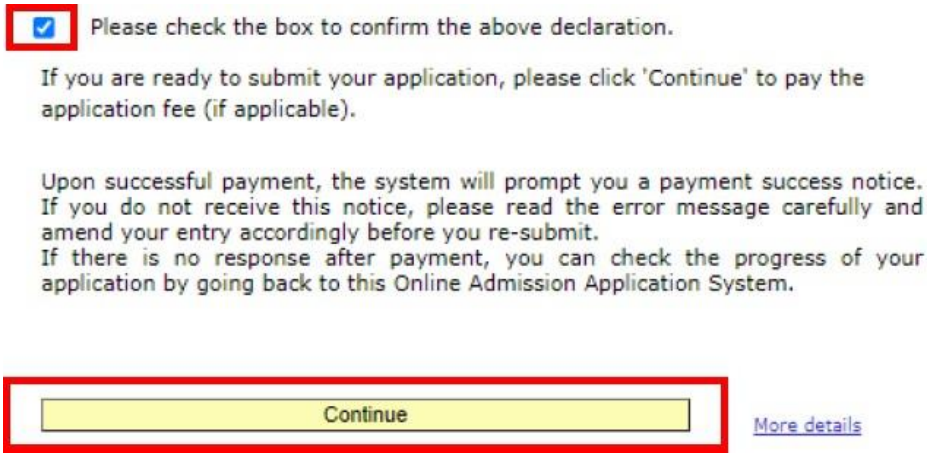
Step 6: Review your application to ensure information completed are **correct and accurate**.

細閱一次你的申請表，確認所填寫的資料**正確無誤**。

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"提交"版面的重要事項後， 在方格√ 然後點擊"繼續"以遞交申請。





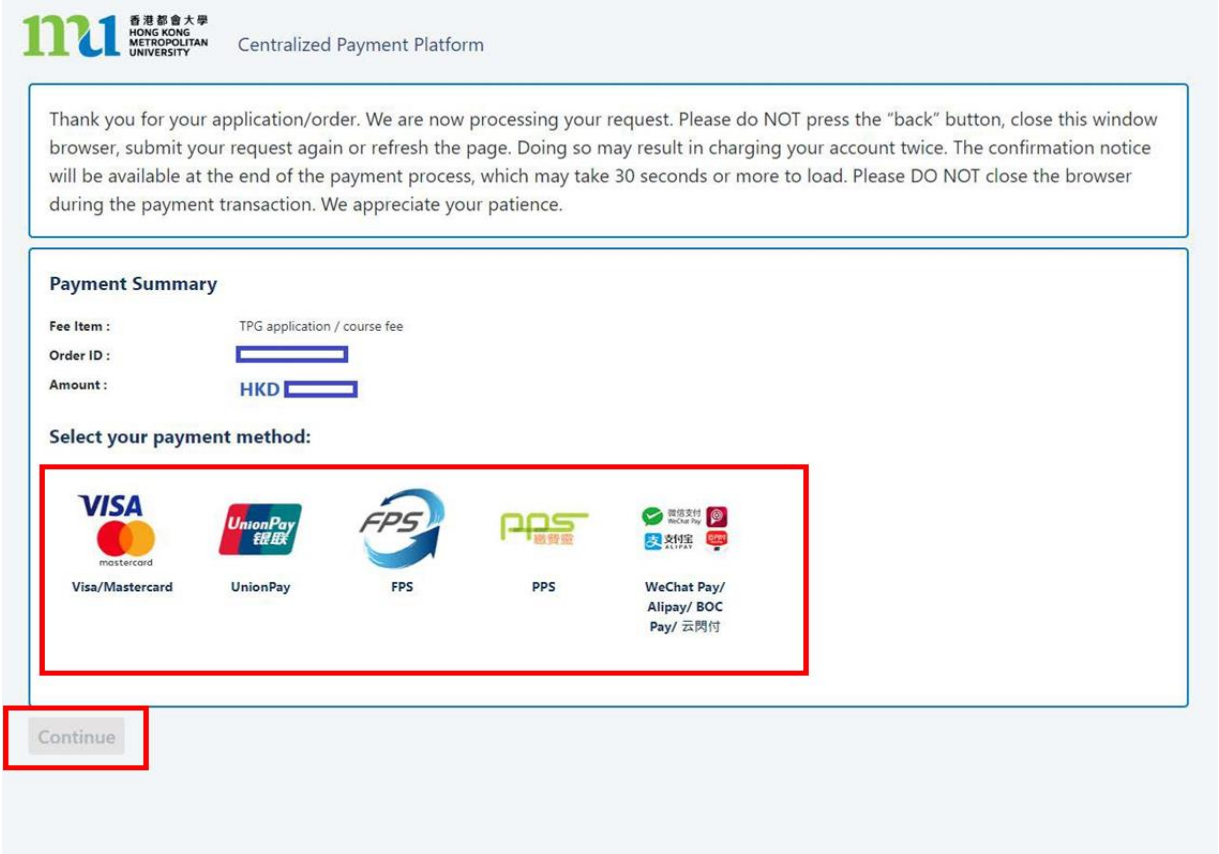
Step 8: To submit your application, please read the note and warning message carefully. Then, click on 'Proceed to Payment' and confirm the application fee.

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,
My Application
Supporting Document
Application Status
Interview
ePayment
Inbox
Logout
中文
Online Payment (Application Fee)
HKID/Passport No.
Payment Amount (HK$)
You will be directed to a secured third party website to make the online payment.
Confirm
Return

Step 9: 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。



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，請耐心等候，不要重複為同一個課程繳費。