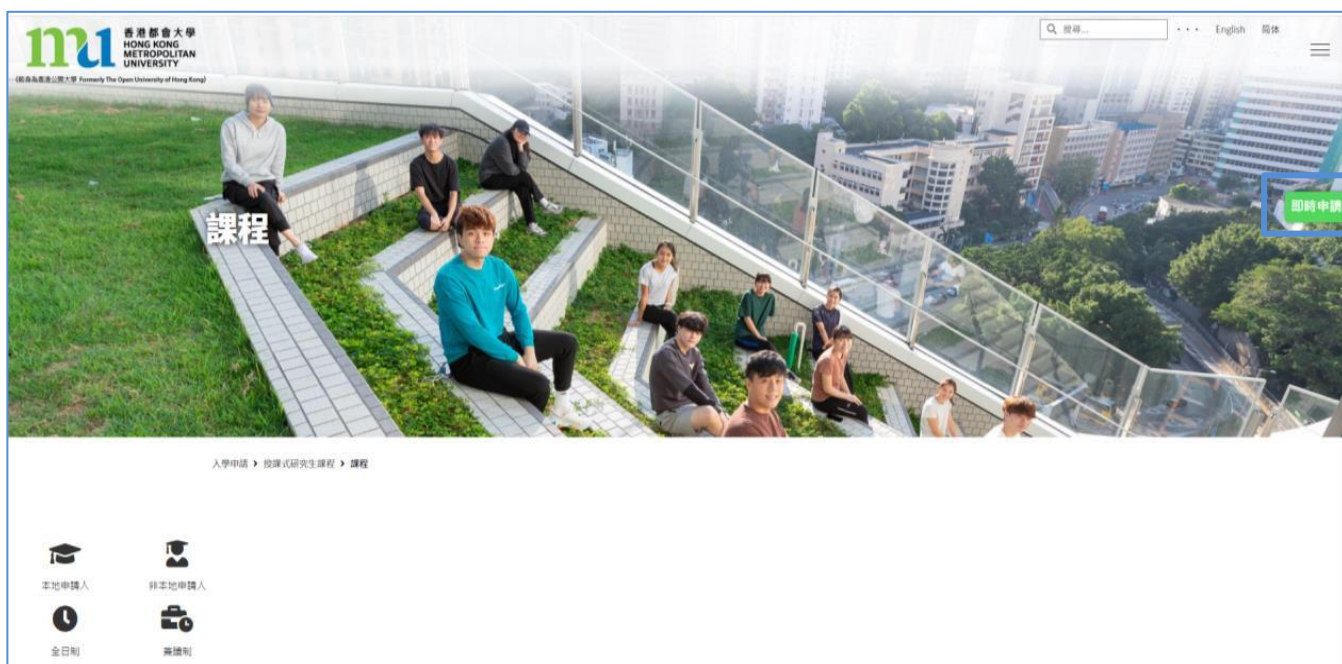


Taught Postgraduate Programmes 授課式研究生課程 User Guide for Online Admission Application 網上入學申請指南

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。



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.

申請人必須確保遞交的申請表及隨附文件所載一切資料，均屬真確，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, 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）

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

Title* [dropdown] Surname* [text]
First/Other Name* [text] Name: Your name entered should be the same as the one in your identity document.
Name in Chinese [text]
Date of Birth* [dropdown] Day [dropdown] Month [dropdown] Year Gender* [dropdown]
Marital Status [dropdown] Nationality* [dropdown]
ID Type* [dropdown] Note
Correspondence Address* [text]
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. [text]
Office Phone No. [text] Ext [text]
Mobile Phone No. [text]
Fax No. [text]
Email Address* [text] Note



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.

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* [dropdown: MAAE1F - 應用英語證書學士學位] Full-time Part-time
The application fee per programme is HK\$300 for locals and HK\$515 for non-local applicants.

Save Clear Save and Continue






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

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"/>

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



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

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"/>

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

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

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

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.

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

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。

The screenshot shows the application portal interface for Hong Kong Metropolitan University. The left sidebar contains navigation links: Professional Qualification or Scholarships, Work Experience, Other Information, **Supporting Documents** (highlighted with a red box), Use of Personal Data, Preview Application Form, and Submit. The main content area is titled 'Download Form' and includes instructions for document uploads. Below the instructions is a table with columns: Description, Required, Attached File, Add File, View File, and Delete File. The table lists various required documents, and the 'Add File' button for the 'Academic qualifications (Transcripts)' row is highlighted with a red box. At the bottom of the page, a 'Continue' button is also highlighted with a red box.

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

[Continue](#)



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.

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。

Term: 2021 Autumn Term System: PTFP

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

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

Special Education Needs

Are you a permanent resident of HKSAR? Yes No

Do you need a student visa to study at HKMU?

Payment Details

Application Fee	300.00	Not Yet Paid
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I confirm that all data provided in this application are accurate and complete.

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。

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.

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.

[More details](#)

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。

The screenshot shows a web application interface with a dark blue navigation bar at the top. The navigation bar contains the following items from left to right: 'Welcome, [redacted]', 'My Application', 'Supporting Document', 'Application Status', 'Interview', 'ePayment', 'Inbox', 'Logout', and '中文'. Below the navigation bar, the main content area is titled 'Online Payment (Application Fee)'. The text in this area reads: 'You are required to pay the application fee of HK\$ [redacted]'. It then provides instructions: 'Please have your credit card / PPS / UnionPay / WeChat Pay / Alipay / BoC Pay / 雲閃付 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'. A warning follows: 'WARNING: If you select WeChat Pay / Alipay / BoC Pay / 雲閃付 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'. Further instructions state: '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'. A final note says: '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'. At the bottom of the page, there are two buttons: 'Proceed to payment' (highlighted with a red border) and 'Return to online form'.

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.

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。

香港都會大學
HONG KONG
METROPOLITAN
UNIVERSITY

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/云閃付

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。