

Top-up Application Form  
Solely for use for applications to the HKU SPACE Top-up programmes.  
Application for (please tick either one)

- BSc (Hons) International Supply Chain & Shipping Management (4048)** MS 013A
- BA (Hons) International Trade & Operations Management (4049)** MS 014A
- BSc (Hons) Maritime Transport and Logistics (5074)** MS 079A

**1. PERSONAL DETAILS**

Title (Mr/Ms/Miss/Mrs other):

Surname/Family Name: (BLOCK CAPITALS)  Name in Chinese

First name (s):

Correspondence address:

Mobile Phone No: (including country/area code)

E-mail:

Gender:  Male (M)  Female (F)

Date of Birth:  Day   Month   Year

**2. FEE STATUS - HONG KONG**

Country of birth:

Nationality:

HKID Card / Passport No:

Country of Domicile or area of Permanent residence:

**3. CRIMINAL CONVICTIONS:**  
Do you have any criminal convictions?  
Yes  No

**4. WORK EXPERIENCE** Give details of work experience, training and employment. Continue on a separate sheet if necessary.

Job Title Nature of work/training	Name of Organisation	Full-time or Part-time	From Month Year	To Month Year

**5. LAST EDUCATION ESTABLISHMENT ATTENDED**  
Name and location of the most recent education Establishment attended.

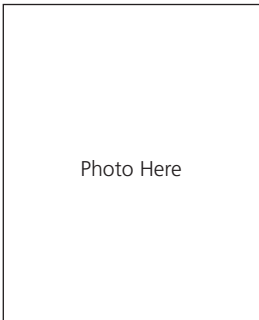
From Month Year	To Month Year

**6. ACADEMIC QUALIFICATIONS** Summary of qualifications held on application

Examinations: Subject	From Month Year	Place of study	Results (grades or bands)

Name:

Full Postal Address:



← Please also complete this part

## 7. NAME AND ADDRESS OF REFEREE:

Tel No:

Fax:

### MANDATORY TO COMPLETE

## Part B

### CONFIDENTIAL STATEMENT BY REFEREE:

Name of Referee:

Post/occupation/relationship:

Address:

Tel No.: (including country/area code)

Fax:

E-mail:

This form may be photocopied: please type or write in black ink within the frame. Typing is very much preferred. Please affix official stamp, where appropriate, at the end of the statement.

I learned about this programme from:

Employer  Newspaper  HKUSPACE Prospectus  HKUSPACE website  Others (Please specify) \_\_\_\_\_

#### HKU SPACE ALUMNI

All new enrolled students in the School will automatically become ordinary members of the HKU SPACE ALUMNI. If you DO NOT WISH to be a member of the HKU SPACE ALUMNI, please check this box.

#### Equal Opportunities for Learning at HKU SPACE

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you. Special assistance required  Yes  No

#### Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, where applicable, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed; and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

#### Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to students and alumni on the availability of the programmes and courses, seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives through various communication channels such as direct-mail, email and mobile phone, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

**If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.**

7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website.

#### General Notes to Applicants

1. Enrolment can be done in person at any of the School's Enrolment Counters by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "The Programme Director, BSc(BSc(Hons) International Supply Chain and Shipping Management; BA(Hons) International Trade & Operations Management or BSc(Hons) Maritime Transport and Logistics, College of Business & Finance, HKU SPACE" 34/F, United Centre, 95 Queensway, Hong Kong.
2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
4. If admission is on a first-come, first-served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.
5. If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.
6. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.
7. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
8. Please refer to the "Application Procedure" section in the brochure, the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

#### Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong for employment or as dependants, who do not need prior approval before taking up part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

#### Declaration

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.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

#### COVID-19 Control Measures at HKU SPACE

To minimize the risk of COVID-19 transmission in learning centres and offices and to keep the HKU SPACE community safe, access to the HKU campus or HKU SPACE premises will need to comply with the tightened measures in line with the University. Please refer to details on implementation on our Website/Learner Portal and please do note that there may be further updates from time to time to take account of possible changes in the Government guidelines and University arrangements.

Signature

Date