Online Enrolment and Payment (Award-bearing Programme)
Student Guide: Online Enrolment and Payment for Award-bearing Programme

NOTE: To use “Online Services”, you will need a computer with connection to the Internet and a web browser with JavaScript enabled. Internet Explorer 5.01 or above is recommended for the web browser.

1) Search Programme

2) Choose a Programme
3) **Click ‘Apply Now’**

![Application Form](image)

4) **Read the “Application Instruction” and click ‘Next’.**

![Application Instruction](image)

**Application Instruction 申请指引**

1. Applicants are reminded that they should only apply for the same programme/course once through counter or online application.

2. Applicants should not leave the application idle for more than 10 minutes. Otherwise, applicants must restart the application process.

3. Only 8-MILES and Early Bird Discount are supported in Online Applicants (Application). To enjoy other types of discount, please visit one of our enrolment centres.

4. You will receive an email confirmation if your application is successful.
5) **Check the Programme information and click the ‘Next’**.

![Application Details screenshot](image)

You have selected the following programme/course for enrollment:

- **Term**: 2017/18 May
- **Programme**: AC004A
  - Postgraduate Diploma in Professional Accounting

6) **Enter your HKID or Passport No., Date of Birth and Validation Code and click ‘Next’**.

![Personal Particulars screenshot](image)

Please enter your H.K.I.D./Passport number and Date of Birth which is required for student record purposes. If you are our current student or alumnus, we will retrieve your personal data from the system for registration. Applicants to award-bearing programmes are required to present their H.K.I.D./passport for verification in subsequent screening process. Holders of H.K.I.D. card must fill in their H.K.I.D. No.

- **H.K.I.D./Passport Number**: A1234567
- **Date of Birth**: 11011986
- **Validation Code**: 40234

*Note: Brackets are not required. For example, enter A1234567 for A1234567(7)*
7a) For New Applicant:

i) Fill in Personal Particulars and click ‘Next’.

```
<table>
<thead>
<tr>
<th>Personal Particulars</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Name Prefix</td>
<td>MR</td>
</tr>
<tr>
<td>Last Name</td>
<td>CHAN</td>
</tr>
<tr>
<td>First Name</td>
<td>Tai Man</td>
</tr>
<tr>
<td>Name in Chinese</td>
<td>陳大文</td>
</tr>
<tr>
<td>H.K.I.D./Passport</td>
<td></td>
</tr>
<tr>
<td>Number</td>
<td>A1234567</td>
</tr>
<tr>
<td>Nationality</td>
<td>HKG</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>11/01/1986</td>
</tr>
<tr>
<td>Mobile Phone No.</td>
<td>91234567</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:chan@gmail.com">chan@gmail.com</a></td>
</tr>
<tr>
<td>Permanent HK Resident</td>
<td>Yes</td>
</tr>
</tbody>
</table>
```
ii) Fill in Additional Information and click ‘Next’.

<table>
<thead>
<tr>
<th>Correspondence Address 通訊地址</th>
</tr>
</thead>
<tbody>
<tr>
<td>Country</td>
</tr>
<tr>
<td>Address Line 1</td>
</tr>
<tr>
<td>Address Line 2</td>
</tr>
<tr>
<td>Address Line 3</td>
</tr>
<tr>
<td>District</td>
</tr>
<tr>
<td>Area Code</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Emergency Contact Person 緊急聯絡人</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact Person</td>
</tr>
<tr>
<td>Mobile Phone</td>
</tr>
</tbody>
</table>

In case of emergency, we may need to contact your family or friend. Please suggest.
If you wish to include more than one emergency contact, please contact our office after application.

在緊急情況下，學院可能需要聯絡閣下的家人或朋友。請在此備註。
如欲加入超過一個緊急聯絡資料，請在申請過後與學院聯繫聯絡。
7b) For Existing Applicant:

i) Check the personal information, (check the box if needed to edit personal information). Click Next.

(Steps ii and iii are for editing personal information)

ii) Fill in the updated information and click “Next”.

<table>
<thead>
<tr>
<th>Personal Particulars</th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>H.K.I.D./Passport Number</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Date of Birth</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Field left empty will be assumed as no updates.
iii) If you required to update the correspondence address, fill in the information and click “Next”.

8) Fill in “Test Results” (if any) and click ‘Next.’

Test Results 考試成績
9) Fill in “Qualifications” by clicking the spy glass. Select “contains” beside “Description, and fill in your school name and click “Look up”. After fill in all required information, click ‘Next’.
10) **Fill in “Employment Information” (if any) and click ‘Next’**.

![Employment Information form](image1)

- **Name of Company**
- **Position**
- **Part Time/Full Time**
- **Start Date**
- **End Date**

Please click "+" or "-" sign on the right to add/remove multiple records.

If employment is on going, please leave “End Date” empty.

11) **Add attachment (if any) and click ‘Next’**.

![Attachment form](image2)

Please upload the soft copy of any required document (e.g., proof of qualification) as indicated on the programme webpage. Only file format in doc, docx, jpg and pdf are supported.
12) Choose whether to require special assistance or to join alumni (These check boxes are optional). And click ‘Next’.

<table>
<thead>
<tr>
<th>Other Information</th>
<th>當事資料</th>
</tr>
</thead>
</table>

1. Equal Opportunities for Learning at HKU SPACE

選擇所需之特殊協助

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.

學院的方針就是為所有人士提供平等的學習機會。我們需要了解你是否需要特別的幫助。如有需要，學院將聯繫你，以獲取所需資料及提供適當的安排。

- [ ] I need special assistance, please contact me for arrangements. 我需要特別協助，請聯繫我以作適當安排。

2. HKU SPACE Alumni

所有新入學的學生將自動獲發終身學員證為校友證。持證人可成為香港大學專業進修學院校友。

- [ ] If you DO NOT WISH to be an alumnus, please check this box. 若你不想成為校友，請在此方格內填上勾號。
13) Read ‘Statement on Collection of Personal Data’ and click ‘Next’.
14) Read ‘Disclaimer’ and choose whether to receive promotional materials. Click ‘Next’.

Use of Personal Data related to Direct Marketing

Use of Personal Data related to Direct Marketing

From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include 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. Occasionally information from our parent University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, 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.

申请人提供的个人资料(包括姓名、联络方法及其他资料如曾报读的课程、毕业年份等)将用作与学院沟通渠道，学校将透过信件、电子邮件、流动电话和其他社交媒体等为申请人、学员和校友送上学院的最新课程资料及推广讯息，这些资料包括课程讲座及活动、折扣优惠、会员优惠、校友会活动、校友会会员尊享优惠、校友聚会及各类活动等，尝试亦可能包括香港大学或其他附属机构的不定期资讯，阁下可随时以书面或电邮方式向学院查询是否愿意继续接收有关资讯。

☐ 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.

如不欲收到任何透过上述渠道发出的资讯，包括折扣优惠，请在方格内填上剔号。
15) **Read ‘General Notes’ and click ‘Next’**.

**General Notes to Applicants —一般注意事項**

1. Enrolment can be done in person at any of the School's Enrolment Centres by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Room 304, 3/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong", specifying "Programme/Course Application".

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. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).

8. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

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1. 报读课程，亲往学院各报名中心，呈交填妥的报名表格，学费和所需的证明文件，或以邮递方式，寄「香港

2. 薄扶林道香港大学徐勤堂楼3楼304室香港大学专业进修学院」并注明「报读课程」。

3. 如以划账支票或银行本票付款，抬头请书名「香港大学专业进修学院」。

4. 如就读的短期课程在即，学院可要求申请者以现金、「易办事」或信用卡(Visa或万事达卡)缴付学费。

5. 以「先到先得」方式录取的学生，可自行按照课程手册或学院网页所列的时间到有关地点上课。除特殊情况外，学院将不作另行通告。

6. 如被录取入学，即正式接收并不可作为替代获录取的证明，学院将在截止报名日期前两天通知申请者是否获得录取。未获录取的申请人将获得退还已缴交的学费。

7. 如在开课前三天仍未获悉上课地点，请与课程组联络。

8. 有关香港大学专业进修学院的入学程序及详情，请参阅香港大学专业进修学院的课程手册及官方网站。
16) Read ‘Declaration’ and check the box to accept the agreements. Click ‘Next’.

**Declaration 声明**

1. I declare that all information given in this online application 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.

1. 本人聲明本申請表及附件所有資料，確屬本人所知悉屬正確，並無遺漏。
2. 本人授權香港大學專業進修學院向相關機構查詢有關本人申請課程所列出的學歷及專業資格。
3. 本人同意如本人註冊入學，當遵守大學及學院的規例。

☐ 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).

本人已細閱，明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料（隱私）的原則。
17) Read ‘Payment Information’ and click ‘Next’.

Payment Information

You have completed the sections related to your online application. To confirm your enrollment, please proceed to online payment now. You may pay by Visa, MasterCard or PPS. To pay by Visa or MasterCard, you need to enter the password for "Verify by VISA" or "MasterCard SecureCode" to authenticate your identify. Otherwise your online payment cannot be processed. Should you encounter any problem, please contact your credit card issuing bank.

You have completed the sections related to your online application. To confirm your enrollment, please proceed to online payment now. You may pay by Visa, MasterCard or PPS. To pay by Visa or MasterCard, you need to enter the password for "Verify by VISA" or "MasterCard SecureCode" to authenticate your identify. Otherwise your online payment cannot be processed. Should you encounter any problem, please contact your credit card issuing bank.

Disclaimer
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The School (and its respective employees and subsidiaries) is not liable for any loss or damage in connection with any online payments made by you by reason of (i) any failure, delay, interruption, suspension or restriction of the transmission of any information or message from any payment gateways of the relevant banks and/or third party merchants for processing credit/debit/master card or other payment facilitation mechanism; (ii) any negligence, mistake, error in or omission from any information or message transmitted from the said payment gateways; (iii) any breakdown, malfunction or failure of those gateways in effecting online payment service or (iv) anything arisen out of or in connection with the said payment gateways, including but not limited to unauthorised access to or alteration of the transmission of data or any unlawful act not permitted by the law.

免责声明
本學院校務委員會電子平台所登載之所有資料並沒有任何法律約束力，讀者在購買產品時作出任何決定前，務必詳細閱讀相關指示及內容。

重要事宜
費用付款
除上述費用外，一切由學院校務委員會電子平台登記的支付款項，如學費、書籍費、課外活動費、其他費用等，經由支付現金、支票或信用卡（需經銀行付款）方式繳交之款項，將不獲退款。
18) **Confirm the payment details and select a payment method (credit card/PPS).**

<table>
<thead>
<tr>
<th>Payment Information 付款详情</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Term</strong></td>
</tr>
<tr>
<td><strong>Programme</strong></td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

**Please confirm the below application details.**

**Please confirm the below payment details.**

<table>
<thead>
<tr>
<th>Item Description 付款項目</th>
<th>Payment Amount 付款数目</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application Fee</td>
<td>200.00</td>
</tr>
</tbody>
</table>

**Total 總額**

| HKD | 200.00 |

Your Payment of HKD 200 will be collected through our secured third party payment service provider. 你所繳付的HKD 200 將透過第三方付款平台進行交易。

**Please select payment method**

| Credit Card |

<<返回 BACK  | NEXT 下一步>>
19) **Make a payment**

   a. **For credit card payment, input your credit card number, the expiry date and CVV2 or CVC2 Code. Click ‘Proceed’ to confirm payment.**

   ![Credit Card Form](image1.png)

   b. **For PPS payment, input your PPS account number and password. Click ‘Submit’ to confirm payment.**

   ![PPS Form](image2.png)
20) If payment is successful, you will receive a payment confirmation. Please keep this for future enquiries.
21) Upon completion of payment, please proceed to survey by clicking 'Next'. After completing the survey, click 'Submit'.

Survey 開卷調查

To help us understand your learning needs, please answer the following questions. Please note that the information you provide may be used to assist the School's research in continuing education. This part of the form is optional.

1. Your highest education level achieved
   Please select ONE only 選擇其中一項
   - Below Secondary 5 (HKCEE) 中五（香港中學會考）以下
   - Secondary 5 (HKCEE) or equivalent 中五（香港中學會考）或同等程度
   - Secondary 6 – 7 (HKAL) or equivalent 中六 – 中七（香港基礎會考）或同等程度
   - Secondary 6 (HKDSE) or equivalent 中六（香港公開文憑）同等程度
   - Associate degree / sub degree / certificate / diploma 副學士 / 副學士或非學位課程 / 文憑
   - Bachelor's degree 本科學位
   - Postgraduate certificate / Postgraduate diploma 高級文憑 / 高級文憑
   - Master's degree 碩士學位
   - Doctorate degree 博士學位

2. What are the most important factors for your choosing of the present course at HKU SPACE? 你選擇在香港大學專業進修學院修讀此課程，最重要的是因素為什麼？
   Please select the 3 most important factors and rank them from "1" to "3", with "1" as the most important. 請選出3個重要因素並按以1至3進行排列，以1為最重要
   - Good reputation of the institution 高校聲譽
   - A variety of courses to choose 多種課程任君選擇
   - High academic quality of the courses 高水平的課程
   - Qualification awarded are widely recognized 享譽國際
   - Good quality of teaching staff 專任教師素質
   - Good teaching and learning facilities 教學設備
   - Convenient locations of learning centres 上課地點方便
   - Reasonable course fees 學費合理
   - Others 其它

7. Monthly personal income 個人每月收入:
   Please select ONE only 選擇其中一項
   - $0 - $9,999
   - $10,000 - $14,999
   - $15,000 - $19,999
   - $20,000 - $29,999
   - $30,000 - $39,999
   - $40,000 - $49,999
   - $50,000 or above 或以上

End 關卷
Thanks 感謝
Submit 提交