


SPACE Business English Entry Test

Application (Entry Test for Placement to Business English Programmes)

1. **Online Enrolment**

Apply online by clicking the  **Apply Online** icon (found on the top left hand corner of the course webpage below the course title). Follow the instructions, select your preferred session, submit application and make payment.

2. **In Person / By mail**

Complete the [SPACE Business English Entry Test Application Form](#) found overleaf (the form is also downloadable from the Entry Test webpage). Either take or post the completed form, along with the appropriate processing fee, to any of the HKU SPACE enrolment centres. See list below.

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| A. HKU SPACE Campus Office
Room 304, 3/F T.T. Tsui Building,
The University of Hong Kong,
Pokfulam Road, Hong Kong (Exit A2, HKU MTR Station) | Weekdays : 8:30 a.m. – 6:00 p.m.
Saturdays : Closed
Telephone : 2975 5680 (Fax : 2546 3538) |
| B. HKU SPACE Admiralty Learning Centre
3/F Admiralty Centre, 18 Harcourt Road,
Hong Kong (access via the Shopping Arcade
escalators through Exit A, Admiralty MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : 8:30 a.m. – 5:30 p.m.
Telephone : 3761 1111 (Fax : 2559 4666) |
| C. HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus
1/F HPSHCC Campus,
66 Leighton Road, Causeway Bay, Hong Kong | Weekdays : 9:00 a.m. – 5:30 p.m.
Saturdays : Closed
Telephone : 3923 7171 (Fax : 3923 7188) |
| D. HKU SPACE Fortress Tower Learning Centre
1/F Fortress Tower, 250 King's Road,
Fortress Hill, Hong Kong
(Exit B, Fortress Hill MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : Closed
Telephone : 3762 0888 (Fax : 2508 9349) |
| E. HKU SPACE Island East Campus
2/F 494 King's Road,
North Point, Hong Kong
(Exit B3, North Point MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : 8:30 a.m. – 5:30 p.m.
Telephone : 3762 0000 (Fax : 2214 9493) |
| F. HKU SPACE Kowloon East Campus
1/F 28 Wang Hoi Road,
Kowloon Bay, Kowloon
(Exit B, Kowloon Bay MTR Station) | Weekdays : 8:30 a.m. – 7:30 p.m.
Saturdays : 8:30 a.m. – 5:30 p.m.
Telephone : 3762 2222 (Fax : 2305 5070) |

Note: Enrolment counters are not open on Sundays or Public Holidays.

Processing Fee Payment

1. **Online Payment**

- a. **Credit Card Online Payment:**
Pay the processing fee by VISA or MasterCard via a secure online payment gateway.
- b. **PPS via the Internet:**
You will need a PPS account and a PPS Internet password. For information on how to open a PPS account and how to set up a PPS Internet password, please visit <http://www.ppschk.com>.

2. **In Person / By Mail**

Payment in person or by mail can be made by any of the following methods:

- a. In person:
 - i. Cash
 - ii. EPS
 - iii. VISA or Master Card, including HKU SPACE Master Card
 - iv. Crossed cheque
 - v. Banker's draft
- b. By mail:
 - i. Crossed cheque
 - ii. Banker's draft

Please make your cheque or banker's draft payable to 'HKU SPACE'. Please do not send cash by post. HKU SPACE will not be responsible for the loss of any payment sent by post or of any receipt posted to the applicant.

Once you have made the payment, please go straight to the SPACE Business English Entry Test session that you have enrolled. For identification purposes, make sure that you take your receipt with you.