

University of London Programmes Guidance Notes for Application

(Please read carefully before you complete this application form)

Important Notes

- A. Complete the questions on the following pages in full and in **BLOCK LETTERS** with black pen. If you have any problems, please look for advice in the following notes **and** in the accompanying prospectus.
- If there are any questions which are not applicable to you, write N/A.
 - Question 15 concerns the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these requirements, your application can still be considered.
However, you may be required to complete another course of study first, before we admit you.
- B. Fees **are not refundable**. The completed application form together with the appropriate application fee should be submitted to HKU SPACE. **Do not send the fee separately**.
- C. It is **your** responsibility to ensure that the application is submitted before the closing date. **The University cannot be held responsible if you, or a third party, submit the application after the closing date has passed.**
- D. Remember, if you enrol with a college or other institution for a course of tuition, it **does not** constitute registration as a University of London student. You are strongly advised to wait for confirmation from the University that you have been given an offer of registration **before** you enrol for a particular qualification.
- E. If you are required to submit any information in support of your application, it is **your** responsibility to obtain it. The University cannot undertake to obtain information/evidence on your behalf.

How To Apply

The completed application form together with the following documents should be returned to HKU SPACE office in person at the following address during opening hours as below:

University of London (Admissions Office)
HKU SPACE Admiralty Learning Centre
Room 313, 3/F, Admiralty Centre
18 Harcourt Road
Hong Kong

Opening Hours: Monday – Friday: 9:00 am – 7:30 pm
Saturday : 9:00 am – 1:00 pm
(Sunday and Public Holiday: Closed)

- original and photocopied evidence of your full name (including any change of name) and date of birth**
(i.e. Hong Kong identity card, passport, birth certificate, marriage certificate, deed poll or statutory declaration);
- evidence of every qualification listed on your application form, including original certificate/s and ONE set of photocopies; and**
(Original certificate/s will be verified by our Admissions Office and returned to you immediately at no extra cost. If you cannot provide original certificate/s, you should contact the appropriate awarding/examining authority and arrange for them to send us direct a certified statement of results.)
- application fee of £60 (This fee is non-refundable).** Cash, EPS, WeChat Pay, Alipay or VISA/Mastercard in HK\$ at the daily exchange rate are accepted at the HKU SPACE Admiralty Enrolment Centre.

University of London

Programme	Application Deadline#
COMPUTER SCIENCE - Bachelor of Science in Computer Science Specialisms: Data Science / Games Development / Machine Learning and Artificial Intelligence / Physical Computing and the Internet of Things / User Experience / Virtual Reality / Web and Mobile Development	10 March / 8 September
ECONOMICS, MANAGEMENT, FINANCE AND THE SOCIAL SCIENCES (EMFSS) <i>Attending courses is required.</i> BSc Accounting and Finance BSc Business and Management BSc Economics and Management BSc Finance	1 October
HUMANITIES Divinity Bachelor of Divinity Diploma of Higher Education in Divinity Certificate of Higher Education in Divinity Divinity Individual Courses	2 September
English Bachelor of Arts in English Diploma of Higher Education in English Certificate of Higher Education in English English Individual Courses	16 September
Philosophy Bachelor of Arts in Philosophy Diploma of Higher Education in Philosophy Certificate of Higher Education in Philosophy Philosophy Individual Courses	1 October
LAWS Bachelor of Laws (LLB) Graduate Diploma in Commercial Law Laws Individual Courses	1 April / 1 October
PSYCHOLOGY Bachelor of Science in Psychology	10 March / 8 September

Remarks:

Please note that these deadlines are not necessarily the same as the application deadline of HKU SPACE preparatory courses. Some HKU SPACE courses may be full or start well before the application deadline of the University of London programmes. Therefore, you are strongly advised to submit your University of London application as soon as possible, such as before June every year.



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Application Form

Please complete all parts in BLOCK LETTERS and with BLACK PEN.

1-9. Personal Details

1. Student Name (name as appeared on H.K.I.D. card or Passport)

Surname/Family Name:

First Name(s)/Given Name(s):

Your names **in the order** you wish them to appear on the University's records and on your final certificate:

2. Title: Prof Dr Mr Mrs Ms

3. Gender: Male Female

4. Date of Birth (dd/mm/yyyy): ____/____/____

5. H.K.I.D./ Passport No.

6. Nationality:

7. Contact Phone No.:

8. Home Address:

 Room/Flat Floor Block/Tower Building Estate/Street/Road District

Hong Kong Island Kowloon New Territories

9. Email Address (please complete in BLOCK LETTERS):

10. Programme for which you are applying

- Bachelor of Laws (LLB)
- Graduate Diploma in Commercial Law
- BSc Computer Science
- Others: _____
- BSc Accounting and Finance
- BSc Business and Management
- BSc Economics and Management
- BSc Finance

11. Do you wish to be considered for the GRADUATE ENTRY ROUTE?

(Graduate Entry Route is ONLY available for the LLB programme and BSc degrees in the fields of Economics, Management, Finance and the Social Sciences programme.)

Yes No

12. Mode of Study

Attending Courses at HKU SPACE Study Independently Others

13. Students with Special Needs

Do you need any specific access arrangements? Yes No

14. Previous Application

Have you ever submitted an application to the University of London before? Yes No

Please do not fill in anything below this line – **FOR OFFICE USE ONLY**

<p>DECISION</p> <ul style="list-style-type: none"> • First Check (initials) <input type="text"/> • Second Check (initials) <input type="text"/> <table border="1" style="width: 100%;"> <tr> <td style="width: 70%;">Application Fee Paid</td> <td>£</td> </tr> <tr> <td>Date Received</td> <td><input type="text"/></td> </tr> <tr> <td>Method of Payment</td> <td><input type="text"/></td> </tr> </table>	Application Fee Paid	£	Date Received	<input type="text"/>	Method of Payment	<input type="text"/>	<p>STENCIL/S _____ DATE _____</p> <p>REFERRAL DETAILS AND DECISION</p> <p>LETTER OF ELIGIBILITY ISSUED FOR _____</p> <p>DATE OF ISSUE _____</p> <p><input type="checkbox"/> RPL _____</p> <p>_____</p> <p>_____</p>
Application Fee Paid	£						
Date Received	<input type="text"/>						
Method of Payment	<input type="text"/>						

15. Qualifications

Qualification	Awarding Institution	Programme Title	Grade	Month/Year
<input type="checkbox"/> Master Degree or above				
<input type="checkbox"/> Bachelor Degree				
<input type="checkbox"/> Associate Degree <input type="checkbox"/> Higher Diploma <input type="checkbox"/> Advanced Diploma <input type="checkbox"/> Professional Diploma	If you wish to apply for the <i>AUTOMATIC RECOGNITION OF PRIOR LEARNING</i> , please go to <i>Question 16</i> .			

Qualification	Subject	Grade	Month/Year
<input type="checkbox"/> HKDSE <input type="checkbox"/> HKAL / HKCEE <input type="checkbox"/> GCE A levels / GCE O levels / GCSE <input type="checkbox"/> IB Diploma	English Language:		
	Mathematics:		
<input type="checkbox"/> Others			
<input type="checkbox"/> English Language Proficiency Exam	IELTS		
	Others (<i>please specify</i>):		

Awaiting for upcoming examination result? if Yes, please specify _____

16. Recognition of Prior Learning (RPL)

Do you wish to apply for RPL?

Yes (*please read the following notes and complete the details below.*) No (*please go to Question 17*)

Notes:

- a. Do not complete this question if you are applying for Graduate Entry Route of the LLB degree programmes as you cannot be considered for RPL if you wish to register via this route.
- b. A fee is charged for consideration to be given to RPL requests received by the University of London. The **only** exception is when a qualification gives ‘automatic’ RPL. **Please note that the RPL fee is not refundable even if the RPL is not subsequently awarded.**
- c. No RPL will be awarded unless **specific** application has been made for the RPL to be considered (even if the RPL is listed as ‘automatic’).
- d. All RPL requests are considered on an individual basis and are awarded at the discretion of the University of London.

A. Module from which you wish to apply RPL _____ _____ _____ _____ _____	B. The qualification upon which you are basing your request _____ _____ _____ _____ _____
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17. Working Experience (if applicable)

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18. Supporting Statement - What are your reasons to apply for this programme?

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19. Use of Personal Data

- a. The University will send you the latest updates and promotional materials on the availability of the programmes and courses, seminars and events 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 University.
If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, please check this box.
- b. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the University 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. For general requests of personal data amendment, please fill out the “Application Form for Personal Data Amendment” and submit it to us.
- c. For details on the University’s policy on personal data (privacy), please refer to the prospectus or website.

20. Declaration to be signed by the Applicant – please read carefully before signing

- a. I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.
- b. I agree to the University processing the personal data provided in this form for admission, registration and academic and administrative communication purpose.
- c. I confirm that I have (or will have) online access by the time I register for this programme.
- d. As a student of the BSc Accounting and Finance, BSc Business and Management, BSc Economics and Management and BSc Finance programmes, I understand that I must attend a full-time or part-time course at a recognised teaching centre, including HKU SPACE.

Signature: _____ Date: _____

Name in Block Letters: _____

These are exempted courses under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.

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