

THE UNIVERSITY OF HONG KONG



FINANCE AND ENTERPRISES OFFICE
財務及企業管理處

Payment Instructions for Admission Deposit of 2017/2018

1. The admission deposit for taking a UGC-funded full-time undergraduate programme is HK\$10,000. The deposit once paid is not refundable.
2. Please pay the deposit via:-
 - a. **Automatic Teller Machine (ATM) or Internet Banking facility of the following bank groups:**

ATM :	JETCO ATM with “JET Payment Service” logo	HSBC/Hang Seng Bank ATM with ‘Bill Payment Service’ logo
Internet Banking Website:	www.hkbea.com www.jetco.com.hk	www.hsbc.com.hk www.hangseng.com
Bill Payment selection:	Select ‘ Bill Payment ’; ‘ Education ’ then ‘ The University of Hong Kong ’.	
Bill Type :	01	
Bill Account Number :	Please key in “ 10 digits of your Application Number (as given in the Notice of Admission)” plus a suffix of “ 6655 ” (total 14 digits) <i>[This bill account number is for this admission deposit payment only. Please DO NOT use it for any other payment of University fees in future.]</i>	

- Ensure the right ATM machine is selected. **DO NOT** simply **TRANSFER** money into the University’s bank account. Please note that the University can only identify your payment made through “**Bill Payment Service**”.
 - Please login to your application account, click the link “application status” and upload the ATM transaction advice OR the copy of the bank payment confirmation onto the system as proof of payment.
 - Please retain the original ATM transaction advice for your own record.
- b. HKD Bank Draft (for payment to be made outside Hong Kong):**
- Hong Kong Dollar bank draft should be drawn on any bank in Hong Kong and payable to “The University of Hong Kong”.
 - Please login to your application account, click the link “application status” and upload a copy of the Hong Kong Dollar bank draft onto the system as proof of payment.

- Please write your name, Bill Account Number (as mentioned in 2(a) above) and nature of payment at the back of the bank draft and send it to the offer letter issuing office as per address stated in the offer letter.
- Please retain a photocopy of the bank draft for your own record.

c. Wire Transfer (for payment to be made outside Hong Kong):

If it is not possible to arrange a Hong Kong Dollar bank draft, payment by wire transfer is also acceptable but more bank charges would be incurred. The detailed information for arrangement of payment via wire transfer is given below:-

Account Name: The University of Hong Kong

Account Number: 002-222834-002

Banker's Name: The Hong Kong & Shanghai Banking Corporation Ltd. Hong Kong

Banker's Address: HSBC Main Building, 1 Queen's Road, Central, Hong Kong

SWIFT Code: HSBCHKHCHK

Please quote the Bill Account Number (as mentioned in 2(a) above) and your Name in the bank payment reference.

The admission deposit should be paid in full in HKD (net of any charges). Please be reminded that all bank charges including those incurred outside the student's home country should be absorbed by the remitter or sender.

Please login to your application account, click the link "application status" and upload a copy of the wire transfer receipt onto the system as proof of payment. Please retain the original wire transfer receipt for your own record.

3. You can check your payment status 3 working days after your payment made via ATM/Internet Banking or two weeks after you have sent us your HKD bank draft/wire transfer receipt. After you have completed registration with the University, you can login to your HKU Portal account to access the Student Information System and download the official receipt for the admission deposit paid.

Enquiry

Please contact the Student Section of the Finance and Enterprises Office at 852-28592337 or send e-mail to "feo_student@hku.hk" if you have any questions on the above payment procedures.