### Application Guideline

**Step 0: Prepare your application**

Prepare the below documents before you start your application

<table>
<thead>
<tr>
<th>Must complete before submission</th>
<th>Allow to upload after the submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Personal Information including a valid email address</td>
<td>✓ High school transcript</td>
</tr>
<tr>
<td>✓ Your identity document (Passport/Hong Kong Identity Card/other travel document)</td>
<td>✓ CV and Certificates and awards</td>
</tr>
<tr>
<td>✓ Programme Choices</td>
<td>✓ Certificates of public examinations and Proof of English language proficiency</td>
</tr>
<tr>
<td>✓ Personal statement</td>
<td>✓ Reference Letter</td>
</tr>
<tr>
<td>✓ A valid credit card (VISA or MasterCard) for payment of the application fee</td>
<td>✓ Degree certificates and official transcripts (If you are current university students)</td>
</tr>
</tbody>
</table>

**Step 1: Create an application account**

Enter your login name, e-mail address, personal particulars and a password to create an account.

Please choose Internationals Admission Scheme (IAS) / Non-JUPAS Admission Scheme (NJ) to create your account.
You will receive the registration confirmation in your registered e-mail address.

**Username**: Must include 4-8 lower case letters (a-z) or digits (0-9)

**Password**: At least 6 characters with a min. of 2 letters and 2 numbers

**Forgotten password**
If you have forgotten your password, please provide your personal particulars and a new password [here](#). If the personal data match our records, your password will be reset immediately

**Account Expiry**
An application account **without application submission** is only valid for **30 days**.
If your account has expired before the application deadline, please register for another account with a new email address.
Step 2: Complete the Online Application

Log in to the application system with your login name and password.

Complete the online application form following the instructions (General Information and Instructions).

If you cannot find your country of nationality on our list, please select “Other” and fill in the name of your country.
In general, unless you have the right of abode or right to land in Hong Kong or hold a Hong Kong dependent visa, you are required to obtain a student visa/entry permit before coming to Hong Kong for undergraduate study.

For more information, please visit the website of the Immigration Department of Hong Kong.

Choose 3 of your favourite curriculum

**Change of Curriculum Choice**

You can choose up to 3 curriculum and please place them in order or priority. Once your submitted the application, you will not able to change the choice of curriculum.

Your application will be considered by all faculties on a parallel basis. However, some faculties have preference to applicants who put their programmes as the first choice. Please refer to the **programme specific requirements** for details.
Provide your academic background

If you are non-school application, please complete the “Previous Studies” Part. “Years of Schooling” is compulsory.
Fill in the information of your qualifications

What if I haven’t received the grade of my exam?
You should fill in all the public examinations and English examinations you have taken and you plan to take, even if the final results/transcripts are not available yet. You may come back and provide your scores after you have submitted your application.

I don’t see my qualification listed
If you cannot find your qualification listed, please use the “Other Examination /Qualification” to provide us the information.

Upload Supporting Documents

Tips for uploading documents
1. File size should not exceed 10MB
2. File should be in doc, docx, gif, jpg, pdf, ppt or xls format
3. Upload relevant supporting documents after completing each section.
4. Make sure you upload the right file
5. Cannot delete files after uploading them
6. Can upload a revised document (but the old document will still be there)
7. To avoid losing your data, always click Save and Continue at the bottom of each page before proceeding to the next section.
Reference letter is a referee’s report or reference letter completed by your school principal or teacher, or by an academic referee (Sample of a referee's report: [Word format](#) / [pdf format](#)).

Reference letter is acceptable. The standard HKU referee’s report is a template only. You can also submit more than one reference letter or referee’s report. Although it is much preferred if you can submit a reference letter or referee’s report, it is not mandatory.

For confidential reference to be submitted to the University directly, please post it to the Admissions Office at MG14, Ground Floor, Main Building, The University of Hong Kong, Pokfulam Road, Hong Kong. Your full name, application number, date of birth and first choice of curriculum should be specified on the reference for identification purpose.

Submit your application and payment
Before you click the “Proceed to make payment” button on the Confirmation page to submit your application, please make sure all the relevant sections have been filled in and the information provided is accurate and complete.
Next Steps:
After the submission, you will be able to login your application account to:

✓ Provide/update scores not yet available at the time of application
✓ Upload supporting documents
✓ Update personal contact details

You are encouraged to:

c) Check for our emails regularly and keep up-to-date with our information.
d) Explore HKU via the following ways:
✓ Join our campus tours and talk to our students and admissions officers (please register here)
✓ Join “Future HKU Students” Facebook pages and visit student blogs

Upon completion of online payment of the application fee (HK$450), please remember to save and Print the final report on the spot!
✓ Visit http://www.aal.hku.hk/admissions/international/hkuu-offer-made-students for latest information and upcoming events