HKU ONLINE APPLICATION SYSTEM

Step by Step Guide
(For Sub-Degree Applicants)
# Step 0: Prepare your application

Prepare the below documents before you start your application

<table>
<thead>
<tr>
<th>To be prepared before submission</th>
<th>To be uploaded after payment of application fee</th>
<th>To be provided by your referee(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Personal Information including a valid email address</td>
<td>✓ Personal statement</td>
<td>✓ Reference letter(s)</td>
</tr>
<tr>
<td>✓ Your identity document (Passport / Hong Kong Identity Card / other travel document)</td>
<td>✓ Associate Degree / Higher Diploma transcript, high school transcript</td>
<td></td>
</tr>
<tr>
<td>✓ Choice of programmes</td>
<td>✓ CV, certificates and awards</td>
<td></td>
</tr>
<tr>
<td>✓ A valid credit card (VISA or MasterCard) for payment of the application fee</td>
<td>✓ Certificates of public examinations and proof of English language and second language proficiency</td>
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<tr>
<td></td>
<td>✓ Degree certificates and official transcripts (for current university students)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>✓ Any other required documents you would like to add to support your application</td>
<td></td>
</tr>
</tbody>
</table>
Step 1: Create an application account

Please register for an account by clicking 'Registration'.
Read the “Declaration” carefully. Upon having read and understood the declaration, check the box and click “Accept” to proceed.
Email Address: Your email address will be your login name. Choose an email that you use often and will not expire. You are advised to also select an alternate email address carefully in case you need to reset your password or your primary address fails.

Password: The password should contain at least one letter (a-z, A-Z) and one digit (0-9) and must be of 10-18 characters.

The Last Name and First Name should be identical to the ones stated on your Hong Kong Identity (HKID) Card or Passport.

Please fill out the rest of the information carefully and accurately.
After successful registration, a confirmation email will be sent to both your registered email and alternate email, and you will be given a link to activate your account. Once your account is activated, please use your registered email and password to log in.

If you have forgotten your password, please click ‘Forgot Password’ and reset your password using your registered email.
Please read the email in your inbox carefully and make sure to check the inbox regularly to receive updates from the University.

Click ‘My Application’ on the left panel to start your application.
Click ‘Apply Now’ to start your application.
In most cases, students who hold the “Hong Kong Identity Cards” are considered “local” applicants while others are considered “non-local”. Please review the descriptions carefully to identify your status.
If you are currently enrolled in an Associate Degree / Higher Diploma programme in a local institution, please select either ‘Associate Degree (awarded by an institution in Hong Kong)’ or ‘Higher Diploma (awarded by an institution in Hong Kong)’ under ‘Type of Programme / Curriculum’.

**Academic Profile**
Please fill out your academic history accurately.

If you are not enrolled in any academic institution between September 2019 to June 2020, check the ‘I am not enrolled in any course of academic study between September 2019 to June 2020’ box to go straight to the ‘Previous Studies’ section.
Previous Studies
Click ‘+ Institution’ to add previous studies. You should mention at least one programme information in this section (e.g. If you have taken HKDSE, please select ‘Hong Kong Diploma of Secondary Education’ under Type of Programme / Curriculum’.
Please select your highest qualification to be obtained before enrolling in the University.
For example:
Year 1 students: Senior High School Education (e.g. ‘Hong Kong Diploma of Secondary Education’)
Year 2 or above students: ‘Higher Diploma (awarded by an institution in Hong Kong)’

Kindly note if you have once enrolled in a bachelor's degree / higher degree programme at a tertiary institution and completed one or more year(s) of studies, irrespective of whether the qualifications have been awarded, you are NOT eligible for senior year places but can only be considered for first-year entry of our programmes. You should select ‘Bachelor’s Degree’ under ‘Highest Qualification to be obtained by August 2020’.

Please clearly indicate the exact number of years in which education was received. This information is crucial if you wish to be considered for advanced standing.
Click ‘+ Qualification’ to add current and previous qualifications. You may add multiple qualifications as necessary (e.g. Hong Kong Examinations (HKDSE) / Sub-degrees (AD/HD)).
For qualification of AD/HD, add the examination type as “Sub-degrees” and fill in the relevant details about your qualification and then click ‘Add’.
Once the qualification has been added, click ‘+ Subject’ to add the subjects taken under the qualification.
Please select the ‘Pending’ option if the final grade is not yet available. You are not required to fill in Semester 3 GPA if you have not taken / will not take any course(s) in summer term. Please click “Save and Next” once you have filled in all the subjects.

<table>
<thead>
<tr>
<th>Subject</th>
<th>Achieved Grade</th>
<th>Date of Result Release</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Year 1 - Semester 1 GPA</td>
<td>3.70</td>
<td>2019/01/31</td>
<td></td>
</tr>
<tr>
<td>Year 1 - Semester 1 cumulative GPA</td>
<td>3.70</td>
<td>2019/01/31</td>
<td></td>
</tr>
<tr>
<td>Year 1 - Semester 2 GPA</td>
<td>3.70</td>
<td>2019/06/30</td>
<td></td>
</tr>
<tr>
<td>Year 1 - Semester 2 cumulative GPA</td>
<td>3.70</td>
<td>2019/06/30</td>
<td></td>
</tr>
<tr>
<td>Year 2 - Semester 1 GPA</td>
<td>Pending</td>
<td>2020/01/31</td>
<td></td>
</tr>
<tr>
<td>Year 2 - Semester 1 cumulative GPA</td>
<td>Pending</td>
<td>2020/01/31</td>
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<td>2020/06/30</td>
<td></td>
</tr>
</tbody>
</table>
Choice of Programme

Senior year programmes are listed at the bottom of the drop-down list. In general, these programmes are only applicable if you are a local final year AD/HD* student or a local AD/HD* graduate who are also NOT currently enrolling in any Bachelor degree.

*a recognised full-time AD/HD programme of at least two years in duration from a community college in Hong Kong

Please check your eligibility here:

You may submit an application for UP TO 5 undergraduate programmes at the University (Year 1 / Year 3 Entry). With the exception of your top programme choice, all other programmes will be considered as equally ranked. Evaluation will take place concurrently and independently for all your programme choices. You may refer to the status of each of your programme choices under ‘Application Status’ on the left panel.
You may inform the University of your personal achievement by providing information on your extra- curricular activities that best demonstrate each of the attributes listed. You may submit a maximum of 3 activities per attributes. For example, you may wish to inform the University about your participation in an international symposium, a national Olympiad competition, your community service projects, etc.

You may also elaborate on other activities on a CV and upload any relevant certificates after you have submitted your application.
You may nominate up to 2 referees to support your application to the University. Please be sure to communicate first with referee(s) you will be nominating prior to submission of your application. An email will be sent to each referee seeking their confidential reference to support your application after your application has been submitted successfully.

To facilitate our evaluation, we recommend your referees to complete their parts by Dec 30, 2019. If your referees cannot make this deadline, or if your application is submitted at a later date, please also communicate with them so that they can support your application as soon as possible.
Please give us any other relevant information in this section. Once you have reviewed your application, click ‘Proceed to Payment for Submission of Application’ to be redirected to the payment page. Supporting documents and Personal Statement can only be uploaded after the payment of application fee.
Step 3: Pay the application fee

Use one of the methods to pay the application fee.

Payment

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.
Once your submission is successful, you will receive an email with instructions on the next steps.

The status of your application will now also change from ‘In Progress’ to ‘Submitted’. Click ‘Upload Supporting Document’ to submit relevant documents.
Step 4: Upload supporting documents

Supporting Documents
You may upload the corresponding transcript or documents under the associated header. For all other documents, including your CV and other certificates, you may upload the document under “Other Documents”.

You are also advised to keep a personal record of all the documents you have uploaded.
Step 5: Check your application status

You may check the status of your application any time by clicking ‘Application Status’ on the left panel. If there is any change in your status, you will also receive an email and you can review your acceptance status and any outstanding actions required from you here.
Tips for uploading documents

1. If you have several files to upload, please consolidate them to one single file
2. File size should not exceed 10MB
3. File should be in pdf format only
4. **Files cannot be viewed nor deleted after they have been uploaded** (so make sure you upload the right file)
5. A revised document can be uploaded at any time (but the old document will still be there); the University will consider the latest upload as official
Next Steps

1. After submission, you will be able to log in to your application account to:
   a) Provide/update scores not yet available at the time of application
   b) Upload supporting documents
   c) Update some of your personal information

2. You are encouraged to check for our emails regularly and keep up-to-date with our information
Questions?

Refer to our FAQ [here](https://aal.hku.hk/admissions/international/contact-us)

Complete the contact us form: [https://aal.hku.hk/admissions/international/contact-us](https://aal.hku.hk/admissions/international/contact-us)