HKU ONLINE APPLICATION SYSTEM

Step by Step Guide
## 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 payment of application fee</th>
<th>Allowed to upload or Update after submission</th>
</tr>
</thead>
<tbody>
<tr>
<td>✓ Personal Information including a valid email address</td>
<td>✓ High school transcript</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>
<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>
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</tr>
<tr>
<td>✓ A valid credit card (VISA or MasterCard) for payment of the application fee</td>
<td>✓ Reference Letter</td>
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<tr>
<td>✓ Degree certificates and official transcripts (If you are current university students)</td>
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<tr>
<td>✓ Personal statement</td>
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</table>
STEP 0
NAVIGATE TO OUR APPLICATION SYSTEM
Click on ‘Admissions Information’ on the homepage of our website (https://aal.hku.hk/admissions/international/)
Click on ‘Apply Now’ to be redirected to the application system.
STEP 1
CREATE AN APPLICATION ACCOUNT
Please register for an account by clicking on ‘Registration’.
Please read the ‘Declaration’ carefully and click on ‘Accept’.
**Username:** Your email will be your login name. Choose an email that you use often and would not expire as all communications from the University will be sent to this email address. Please make sure you type in your email correctly.

**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.

Please fill out the rest of the information carefully and accurately.
A confirmation email will be sent to your registered email. Please click on the link and activate your account.
STEP 2
COMPLETE THE ONLINE APPLICATION
Once your account is confirmed, please use your email and password to log-in.

**Forgotten password**

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

Click on ‘My Application’ on the top left corner to start your application.
Click on ‘Apply Now’ to start your application.
STEP 2.1
PERSONAL PARTICULARS
Personal Particulars

Please fill out the personal particulars carefully. The names should be identical to the ones stated on your Hong Kong Identity (HKID) Card or Passport. You cannot edit certain fields on this page after submitting your application as they should have been absolutely correct.

In general, students holding Hong Kong Identity Cards are classified as ‘Local’ and all other applicants are qualified as ‘Non-Local’.
STEP 2.2
ACADEMIC PROFILE
Please fill out your academic history accurately. If you are not studying currently then check the ‘Currently I am not studying’ box at the top and you will be redirected to the ‘Previous Studies’ section.

Please select the correct school on the list. You should only choose ‘other’ if your school is NOT on the list. Selecting or filling the wrong name will cause hindrance in us contacting your referee.
Please select your highest qualifications to be obtained before enrolling in HKU (e.g. select ‘Bachelor’s Degree’ if you are currently studying a Bachelor’s degree programme in a university as Year 1 student but had completed IB Diploma previously).

Please fill in your academic profile clearly stating the exact numbers of years in which education was received. This information is crucial if you wish to apply for advanced standing.
STEP 2.3
ACADEMIC QUALIFICATIONS
Click on ‘Qualification’ to add current and previous qualifications.
Qualifications
Fill in the relevant details about your qualification and then click on ‘Add’.
Once the qualification has been added, please click on ‘Subject’ to add the subjects that were taken under the qualification.
Fill in all the details of the subject carefully and contact the admissions office in case a subject is not in the drop-down menu. Please select the ‘Pending’ option in case the final grade has not been achieved yet.
STEP 2.3
CHOICE OF PROGRAMMES
Programme Choices

You may submit an application for UP TO 5 undergraduate programmes at the University. With the exception of your top programme choices, 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. Changes to your programme choices will be allowed until Nov 20, 2018.

If you would like to apply for the HKU-UCL Dual Degree in Law Programme, you have to place Bachelor of Laws as your 1st Choice Programme and place HKU-UCL Dual Degree in Law Programme as one of your Other Programme Choices. A separate personal statement is required to be uploaded after submission of application.

For the HKU-SciencesPo Dual Degree programmes, a separate application to SciencesPo is also required.
STEP 2.4
EXTRA-CURRICULAR ACHIEVEMENTS
Please complete the section about your extra-curricular activities.
STEP 2.5
REFERENCE
You may nominate your counsellor to provide a reference as well as provide any anticipated / predicted results to support your application. Select your counsellors from the drop-down menu, or input their email and name if your counsellor is not listed. We will reach out to your counsellor for further action.

You may also nominate referee(s) 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.
Fill in the relevant details of your counsellor/teacher. It is recommended that you at least have 1 referee but you are welcome to add more than one.
STEP 2.6
OTHER INFORMATION
Please give us any other relevant information and click on ‘Proceed to Payment for Application Submission’.

Supporting documents and Personal Statement must be uploaded after the payment of application fee.
STEP 3
PAYMENT OF APPLICATION FEE
Payment

Use one of the methods to pay the application fee.

Please do not close the payment browser until you are redirected to our system.
STEP 4
UPLOAD SUPPORTING DOCUMENTS
Log back into your account and the status of your application will change from ‘In Progress’ to ‘Submitted’. You can continue editing your application until 20th November 2018. Click on ‘Upload Supporting Document’ to submit relevant documents.

You can edit your academic qualifications after the deadline as well.

Review the document list and upload the relevant documents, especially when you are applying for special programmes or scholarships. No documents can be deleted once they are uploaded but you are welcome to upload updated documents at any time. Please label the updated documents as ‘Your Name_UPDATED_Date’, for example, ‘John DoeUPDATED_23102018’. If you would like to provide us your school transcripts to support your application, please upload them under ‘Other 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. Make sure you upload the right file
4. Cannot delete files after uploading them
5. Can upload a revised document (but the old document will still be there)
NEXT STEPS:

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

2. You are encouraged to:
   a) Check for our emails regularly and keep up-to-date with our information.
   b) Explore HKU via the following ways:
      i) Join our campus tours and talk to our students and admissions officers
      ii) Visit our student blogs
      iii) Visit http://www.aal.hku.hk/admissions/international/hkuu-offer-made-students
      for latest information and upcoming events