THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

How to complete the online Master Registration Form

1. After you obtain your HKU Portal account details, you should immediately login to http://hkuportal.hku.hk, click “Self-Service” under “MyPage”, then click “Master Registration” to complete your online Master Registration. If you do not complete online Master Registration, your Student Registration Card cannot be issued and you cannot enroll on any course.

2. There are 6 pages in the Master Registration form. Pages 1 to 5 are for data input. Page 6 is the confirmation page. After completing each page, press “Save & Next” to go to the next page. When you have reviewed the information on Page 6, press “Submit” to confirm the data you have entered. After pressing the “Submit” button, you will see an acknowledgement page. Logout from the system and close all the browser windows.

3. Please take note of the following when you fill in the registration form:

(a) University Number and Degree Curriculum
These fields will be pre-entered for you on the basis of information extracted from your admission records. No changes will be allowed.

(b) Name
You should enter your name as it appears in your HKID Card, Passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macau. Do not enter a comma to separate your Christian name. If you type in anything different, your student registration Card, degree diploma and other documents from the University will be issued with a name different from the one shown on your HKID Card or Passport. This may create future difficulties for you with respect to identity verification.

(c) CC Code of your Chinese name
Enter the CC Codes of your Chinese name as indicated in your HKID Card, if applicable. Otherwise, please leave this field blank.
After inputting the CC Codes, you should click on the ‘Display Chinese Name’ button. If the Chinese name displayed is incorrect, you can find other choices provided for each of the Chinese characters.

(d) HKID Number
If available, enter your Hong Kong Identity Card (HKID) number carefully.
If you have not yet received your HKID Card (not even a temporary one), please leave this field blank and fill in your Passport number or your identity Card number from your home country. See (e) below.
You should submit a copy of your HKID Card to your Faculty after it has been issued so that your student record can be updated.

(e) Passport number
If you do not yet have your HKID Card, please fill in your Passport/ Exit-Entry Permit for Travelling to and from Hong Kong and Macau number and "Issue Country". If you have entered your HKID number, please leave this field blank.

(f) ID number of home country
If you have a national ID from Mainland China, please fill in this field. If you have entered your HKID number, please leave this field blank.

(g) Place of Residence/Household in Mainland China
If you are a student from Mainland China, please fill in this field. Otherwise, please leave this field blank.
(h) **Type of Visa/Entry Permit Required to Study in Hong Kong**
If you are a non-local student, this field will be set to ‘Student Visa’.
If you are a local student or do not require a student visa, the default will be ‘Visa Not Required’. Please choose Work Visa/IMAG Visa/Dependent Visa, if applicable to you.
Should the default be incorrect, please contact your Faculty immediately after your Master Registration. (For example, if you require a student visa but the field is set as ‘Visa Not Required’.)

(i) **Place of Permanent Right of Abode**
Select the place where you have the legal right of permanent residence.

(j) **Country of Legal Nationality**
This must be as stated in the Passport you hold. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should select “Hong Kong (SAR) of PRC” as their Country of Legal Nationality. Only holders of a valid Passport issued by People’s Republic of China can select “China” as their Country of Legal Nationality.

(k) **Type of Disability**
If applicable, please complete as appropriate.

(l) **Contact Address (in English)**
Please fill in your complete address in Hong Kong for postal purpose in the three lines provided.

(m) **Home Address (in English)**
Please fill in your complete home address in your home country for postal purpose in the three lines provided. You must clearly state the Country in your address.

(n) **Contact Phone number**
Please enter your phone number in Hong Kong.

(o) **Mobile Phone number**
*Please leave it blank if you do not have a HK mobile phone number yet, but you must update it in HKU Portal once available*
Please enter your 8-digit mobile phone number in Hong Kong without hyphen or bracket signs (for example, 4123XXXX). The University will from time to time call you or send you important SMS messages via this number, e.g. about rescheduling of examinations during bad weather.

(p) **Home Phone number**
Please enter your home phone number in your home country.

(q) **Emergency Contact**
Please enter a contact person in case of an emergency occurring during your period of study.

(r) **Bank Account Details**
You should provide details of your account at one of the local banks so that the University can deposit any scholarships and grants awarded to you.

**After completing the online Master Registration Form**
1. After completing the online Master Registration, you should submit your photograph and supporting documents for production of the Student Registration Card. Please refer to the registration guidelines provided to you after you have accepted the offer.

2. Once the Master Registration page is submitted, it will no longer be available for modification. Any subsequent changes of personal particulars after Master Registration (except address, telephone number and bank account details which can be amended via the HKU Portal) will have to be reported to the Academic Support and Examinations Section together with the relevant supporting documents.

June 2018