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 (往來港澳通行證). 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 use this dummy code to fill in this field: KK000000(X). When your HKID card is available, please bring a photocopy to your Faculty Office for record. Chinese name (if appropriate) will not be shown on University documents if HKID card record is missing.

(e) Passport number
Please fill in the number of your Passport/ Exit-Entry Permit for Travelling to and from Hong Kong and Macau 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**
This section is for you to confirm your local/non-local status since application for admission. The default status is set according to the information you provided during application for admission. If the status shown is no longer accurate, please use the provided link http://www.ase.hku.hk/doc/change_mr_design_for_non_local.pdf to download the ‘Request Form’ to update your status and contact your Faculty immediately after your Master Registration.

(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**
*(You may leave it blank and input it later if you do not have a HK mobile phone number yet, but you must update it in HKU Portal once it is available)*
Please enter your 8-digit mobile phone number in Hong Kong without hyphen or bracket signs (for example, 1234XXXX). 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 in HKU.

(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 details on Registration and Academic Induction Days -> [Select Admissions Scheme] -> [Select your curriculum].

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 your Faculty Office or the Academic Support and Examinations Section together with the relevant supporting documents.

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