Guide to Application Submission for Taught Postgraduate Programmes

This Guide explains how to submit an application to PolyU programme. Most of your questions will be answered here. If you need other information or assistance, you may visit our Study@PolyU website for programme details and other admission-related information or contact us.

A) **Application Submission**

B) **How to Complete the Application Form:**
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- **payment**
- **Application Summary**

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A) Application Submission

1. **Create an account**
   Enter the necessary information and a valid email address is needed. This is a unique account for you to submit applications for all PolyU programmes.

2. **Activate your account**
   Activate your account via the URL sent to your email address.

3. **Select programme(s) and complete all relevant sections of the application form**
   Before you start completing your online application form, *get ready all supporting documents required* by the programme. Visit the Study@PolyU website for programme details and other admission-related information.

4. **Verify application data before submission**
   You are not allowed to update most of the application data, in particular those related to your qualifications after the submission of an application. It is therefore important for you to make sure that all application data are entered properly.

5. **Submit before the application deadline**
   Visit the Study@PolyU website for application deadlines of individual programmes.

6. **Arrange application fee payment before payment deadline**
   Your application will only be processed when the payment status has been updated to "Paid" before the deadline. For details of the payment methods, please click here.

7. **Print application data checklist for record**

Notes:
1. For postgraduate study, *applicants can submit more than one application for different programmes*.

2. If you are holding one of the following visas/permits, you are regarded as a "non-local student" for the purpose of admission to our programmes:
   - Student visa/entry permit;
   - Visa/entry permit under the Immigration Arrangements for Non-local Graduates (IANG); or
   - Dependant visa/entry permit who were 18 years old or above when you were issued with such visa/entry permit by the Director of Immigration.

3. If you are holding a valid work permit, you do not require a student visa to take a part-time programme, but you need to apply for a student visa to take a full-time programme.

   Non-local students taking up part-time postgraduate studies at PolyU will likely be issued with a short-term multiple-entry student visa. When you only possess a visitor or tourist visa, we can neither register you as a student nor allow you to commence study until a student visa is obtained.

B) How to Complete the Application Form

Applications for Admission to PolyU

Steps to Submit an Application

Create an 'Account' and login

New User

Create an Applicant Account

Account Information

If you are interested in applying for admission to PolyU, please read the information relevant to your application, e.g. policies and programme information at Study@PolyU, and the "Application Instructions and Frequently Asked Questions (FAQ)" upon clicking the "help" button above.

Account Name Tpgdemotest
(minimum of 8 characters in length)

Password ●●●●●●●
(minimum of 8 characters in length)

Confirm Password ●●●●●●●

Email Address 2016asn
(Please make sure your email address is valid. We will notify you of the application result via this email address.)

Name in English (as printed in your identity card/passport) Surname CHEN
Please enter the English Surname as printed in your identity card/passport.

Given Name Taimen
Please enter the English Given Name as printed

Date of Birth 31 ▾ Aug ▾ 1984 ▾

Please select one

○ Hong Kong ID Card Number [ ] ( )
(if you are Hong Kong permanent resident)

● Mainland ID Number 6501
(if you are holding a mainland identity card)

○ Passport Number [ ]
(if you do not have the above)

> Please input either your HKID, 18-digit Mainland ID or Passport number here

Type the characters in the picture below

y827df [refresh]

y827df
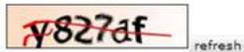
(Letters are not case-sensitive)

[Create an account]

Creation of Applicant Account

Register Applicant Account

Confirm Account Registration

Account Name Tpg
Email Address 20
Surname CH
Given Name Tai
Date of Birth 31·
Mainland ID Number 65:

[Confirm] [Back]

Register Applicant Account

Your applicant account has been created successfully. A confirmation email will be sent to your registered email address. Please follow the instructions provided in the email to activate your account. If you haven't received the email within a few hours, please contact us at ar.webapp@polyu.edu.hk for assistance.

[OK]

> Click 'OK' button and a confirmation email will be sent to your registered email address

Account Activation

Dear Applicant

Please login to your registered email account and checking the "confirmation email".

Your account, under the name of Tpgdemotest, has been created. Please go to the link below to activate your account immediately.

Activation link: https://www38.polyu.edu.hk:443/eAdmission/confirm-email.jsf?p=2586147X323031332D31322D33302031353A30333A33312E363038

You can then gain access to our eAdmission with your account name and password to submit your application. Please check the application deadlines of individual programmes at Study@PolyU to ensure that this is done on time.

Since we will use email to communicate with our applicants on all admission-related matters, please remember to update your personal information via our eAdmission immediately if you have changed your email address.

Should you need any assistance, please email to us at ar.webapp@polyu.edu.hk.

Academic Registry
The Hong Kong Polytechnic University

(This is a system-generated email. Please do not reply to this message.)

> **Account Activation**

Account has been activated successfully. Please proceed to log in to our eAdmission.

OK

Account and Personal Information

> **Account and Personal Information**

▼ Account Information

Account Name Tpgdemotest
Email Address 2016asnlocal@polyu.edu.hk
We will notify you the application result via this

Once account is activated, you will be asked to input your personal particulars when you login eAdmission again

▼ Personal Information

Name in English CHEN Taimen
Name in Chinese (if applicable)
Please enter the Chinese name as printed in your identity card/passport

Gender ○ Male ○ Female
Date of Birth 31 Aug 1984
Mainland ID Number 650103198408312329
Nationality (Country/City) -- Please select --
In selecting your nationality, you declare that you are a permanent citizen of the nation or city. In case you cannot present a copy of the relevant passport, your application will be disqualified and the fee paid will not be refunded. If you are a permanent resident of Hong Kong, please select "Hong Kong" as your "Nationality".

Address

Country/City -- Please select --
Home Telephone Number +
Country code + Area Code and Home Tel (e.g. 86+75512345678)
Mobile Number +
Country code + Mobile Number (e.g. 86+1234567890)
Personal Homepage URL (if applicable)

Disability : This is an optional field. Please click here to read the University's policy on admission of applicants with a disability before deciding whether you wish to provide the information on your disability to the University.

Disability (if applicable) -- Please select --
Disability Details

Do you have a permanent Hong Kong Identity (HKID) Card? ○ Yes ○ No
Do you have the right of abode/ the right to land in Hong Kong? ○ Yes ○ No
Do you have a dependent visa to stay in Hong Kong? ○ Yes ○ No
Do you have a valid work permit to work in Hong Kong? ○ Yes ○ No

Cancel Next

Slide 1: Account and Personal Information

Account and Personal Information

Account Information

Account Name jood

Email Address 201

(We will notify you the application result via this email address)

Personal Information

Name in English Taimen CHEN

Name in Chinese (if applicable)

Gender Male

Nationality (Country/City) Anguilla

Date of Birth 31-Aug-1984

Mainland ID Number 6501

Address asdasdasd

Country/City Bahamas

Home Telephone Number

Mobile Number (35) 3454356

Personal Homepage URL (if applicable)

Disability (if applicable)

Disability Details

Do you have a permanent Hong Kong Identity (HKID) Card? No

Do you have the right of abode/ the right to land in Hong Kong? No

Do you have a dependent visa to stay in Hong Kong? No

Do you have a valid work permit to work in Hong Kong? No

Cancel Confirm

> Click the "OK" button and you will be directed to the page of "New Application" for making application

Account and Personal Information

Information has been updated successfully

An email will be sent to your new email address for confirmation. Please note that the new email address will only be valid after verification.

OK

Information Required

Fill in / provide the following information:
1. Programme Choice
2. Education
3. Other Information
4. Employment
5. Uploaded Documents
6. Declaration
7. Survey
8. Preview Application Information before Submission

1. Programme Choice

Select the appropriate entry year, programme level and programme choice

New Application

For security reason, you will [be logged out] from the system if the screen is inactive for 30 minutes.

> **Programme Choice**

· If you are interested in applying for admission to PolyU, please read the information relevant to your application, e.g. policies and programme information at Study@PolyU and the "Application Instructions and Frequently Asked Questions (FAQ)" upon clicking the "help" button above.

Entry Year	2015 Semester 1 ▾
Programme Level	Taught Postgraduate ▾
Mode of Study	● Full-time ○ Part-time

· Please decide on your programme choice(s) before saving your application. If you change your programme choice(s) in a saved application, all the uploaded documents of the old programme choice under "Other Information - Additional Documents section" will be removed.

Programme Choice 1 | -- Please select -- ▾

You are required to upload transcript/certificate and other documents specifically required for the programme you selected. Click here for details.

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2. Education – Summary

Input the qualification/examination details you have taken or will be taking in the respective section(s)

> **Education**

Points to Note:
1. Click "Add Qualification" button/ "Add Exam Result" button to enter the qualification/examination details you have taken or will be taking in the respective section(s) below.
2. Make sure that the qualification/examination details you entered [are] contained in your transcript/certificate.
3. If your qualification/examination results are not available at the [present] Date". You are then required to log into your eAdmission account [...]
4. Upload relevant transcript/certificate and other relevant documer[...]
5. You can only upload ONE file for each qualification/examination. [...] certificate) in support of your qualification/examination into ONE f[...]
6. To ensure that the uploaded files are clear, only PDF and JPG files [...]

▾ Post-secondary Qualifications

1. Enter ALL of your post-secondary qualifications (including th[...]
2. After submitting the application, you will not be able to amer[...]
3. PolyU will get results directly from some institutions. Please [...]
4. You are not required to upload the relevant transcript/certifi[...] retrieve your post-secondary qualification from its own recor[...] will be based on the retrieved information.

▾ Public Exam (Hong Kong)

1. Enter all the public examination results you have taken or will [...]
2. Enter the best result in one sitting if you have multiple attemp[...]
3. After submitting the application, you will not be able to amen[...]
4. Please click here for the detailed public examination subject li[...]

Exam Year -- Please Select [...]

▾ Public Exam (UK-Accredited)

1. Enter all the public examination results you have taken or will be taking.
2. Enter the best result in one sitting if you have multiple attempts.
3. After submitting the application, you will not be able to amend any of your past qualifications by yourself.
4. Please click here for the detailed public examination subject list.
5. If you are taking GCEAL curriculum, please upload the statement of results (with percentage uniform mark of each subject), if and when it is available, for our reference.

Exam Year -- Please Select -- ▾ | -- Please Select -- ▾ | Add Exam Result

▾ High School Qualification

1. Enter the high school qualification details you have taken or are currently taking.
2. After submitting the application, you will not be able to amend a past qualification by yourself.

Add High School Qualification

▾ English Exams

1. Select the English Examination you have taken or will be taking and you are allowed to enter the result of only one sitting for the same examination. If you attain a better result later, you may update the result by logging into this system again.

-- Please Select -- ▾ | Add Exam Result

▾ Other Exams

1. Select the Other Examination you have taken or will be taking and you are allowed to enter the result of only one sitting for the same examination.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself. If you choose to enter a past result and later attain a better result, you may send an email, together with the soft copy of the result concerned, to update us.

-- Please Select -- ▾ | Add Exam Result

2. Education – Post-secondary Qualifications

Education

Points to Note:

1. Click "Add Qualification" button/ "Add Exam Result" button to enter the qualification/examination details you have taken or will be taking in the respective section(s) below.
2. Make sure that the qualification/examination details you entered are accurate and complete; and the data input for each qualification/examination is tally with the information contained in your transcript/certificate.
3. If your qualification/examination results are not available at the moment, please indicate the date when your results will become available by filling out the "Update Result Date". You are then required to log into your eAdmission account to update your results on or before the date which you have specified.
4. Upload relevant transcript/certificate and other relevant documents for each qualification/examination attained.
5. You can only upload ONE file for each qualification/examination. A maximum capacity of 3MB is allowed for each application. Please group your documents (i.e. transcript and/or certificate) in support of your qualification/examination into ONE file before uploading. Click here for "Instructions on uploading documents".
6. To ensure that the uploaded files are clear, only PDF and JPG files are supported. The file name allows only alphabets and numbers AND WITHOUT any space.

▼ Post-secondary Qualifications

1. Enter ALL of your post-secondary qualifications obtained from institution in Hong Kong and regions other than Chinese Mainland.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself.
3. PolyU will get results directly from some institutions. Please click here for details.
4. You are not required to upload the relevant transcript/certificate and other relevant documents for qualifications awarded by PolyU in or after 1993 as PolyU will retrieve your post-secondary qualification from its own records. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Add Qualification

Click "Add Qualification" button to input details

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2. Education – Post-secondary Qualifications

▼ Post-secondary Qualifications (e.g. Associate Degree / Higher Diploma / Degree Qualifications)

1. Enter ALL of your post-secondary qualifications obtained from institutions in Hong Kong and regions other than Chinese Mainland. If you have studied in the Chinese Mainland but your final award is conferred by an overseas / Hong Kong institution (e.g. The Beijing Normal University-Hong Kong Baptist University United International College, The University of Nottingham Ningbo China), you should input your qualification here.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself.
3. PolyU will get results directly from some institutions. Please click here for details.
4. You are not required to upload the relevant transcript/certificate and other relevant documents for qualifications awarded by PolyU in or after 1993 as PolyU will retrieve your post-secondary qualification from its own records. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Please input the programme name/award title, e.g. *Bachelor of Engineering in Civil Engineering*

Awarding Country/Region
Hong Kong

Awarding Institution
PolyU - The Hong Kong Polytechnic University/Hong Kong Polytechnic

Level of Award
Bachelor's de...

Name of Programme/Award
Bachelor of Engineering in Electrical Engineering

Please input the latest GPA or average mark as recorded in your transcript, e.g. 3.5 out of 4.0. You may leave this field blank if such value is not available in your transcript.

Programme D...
4

Broad Discipline
Engineering

For other Disciplines, please specify here.

Medium of Ins...
English

Qualification S...
● Graduate... /after September 2019 ○ Completed without award/Withdrawn

Year of Award   **Award of Classification**
2014   First Class Honours

Award / Cumulative GPA or Average Mark
3.5 out of 4.0

Please upload your latest transcript/certificate here. For undergraduate applicants, please provide your latest predicted scores, if applicable. Please also upload the academic transcript explanation notes of the grading systems (課程績點與等級換算關係表) and other relevant information on your transcript. You NEED NOT SUBMIT more documents than required as non-required documents will not be considered by departments. Submitting excessive documents may unnecessarily prolong the time for assessing your application.

Upload

2. Education – Post-secondary Qualifications

▼ Post-secondary Qualifications (e.g. Associate Degree / Higher Diploma / Degree Qualifications)

1. Enter ALL of your post-secondary qualifications obtained from institutions in Hong Kong and regions other than Chinese Mainland. If you have studied in the Chinese Mainland but your final award is conferred by an overseas / Hong Kong institution (e.g. The Beijing Normal University-Hong Kong Baptist University United International College, The University of Nottingham Ningbo China), you should input your qualification here.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself.
3. PolyU will get results directly from some institutions. Please click here for details.
4. You are not required to upload the relevant transcript/certificate and other relevant documents for qualifications awarded by PolyU in or after 1993 as PolyU will retrieve your post-secondary qualification from its own records. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Remove

Awarding Country/Region
Hong Kong

Awarding Institution
PolyU - The Hong Kong Polytechnic University/Hong Kong Polytechnic

Please specify here ⓘ

Level of Award
Bachelor's degree

Name of Programme/Award ⓘ
Bachelor of Engineering (Honours)in Electrical Engineering

Programme Duration (years)
4

Medium of Instruction
English

Qualification Status
○ Graduated ● Will complete study before September 2019 ○ Will comp...

☑ I will update qualification status and results on or before 31-Jul-2019 (DD-MMM-YYYY, e.g. 01-JUL-2019) ⓘ

Award / Cumulative GPA or Average Mark ⓘ
[ ] out of [ ]

Please upload your latest transcript/certificate here. For undergraduate applicants, please provide your latest predicted scores, if applicable. Please also upload the academic transcript explanation notes of the grading systems (課程總點與等級換算關係表) and other relevant information on your transcript. You NEED NOT SUBMIT more documents than required as non-required documents will not be considered by departments. Submitting excessive documents may unnecessarily prolong the time for assessing your application.

Upload

> **If your qualification / examination results are not available at the moment, please tick the box and indicate the date on which your results will become available.**

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2. Education – Post-secondary Qualifications

▼ Post-secondary Qualifications

1. Enter ALL of your post-secondary qualifications obtained from institution in Hong Kong and regions other than Chinese Mainland.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself.
3. PolyU will get results directly from some institutions. Please click here for details.
4. You are not required to upload the relevant transcript/certificate and other relevant documents for qualifications awarded by PolyU in or after 1993 as PolyU will retrieve your post-secondary qualification from its own records. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Remove

Country of Study
Hong Kong

Institution
PolyU - The Hong Kong Polytechnic University/Hong Kong Polytechnic

Please specify here

Level of award
Bachelor's degree

Name of Programme / Award
Bachelor of Engineering (Honours) in Electrical Engineering

Programme Duration (years)
4

Broad Discipline
Engineering

Medium of Instruction
English

Qualification Status
● Graduated with award ○ Will graduate before September 2015 ○ Will graduate in/after September 2015 ○ Withdrawn/ Not Yet Comple...

Year of Award 2014 **Award of Classification** First Class Honours

Please upload relevant transcript/certifi... ...quired documents will not be considered by departments. Submitti... ...your application.

Upload

If you cannot update your results here, please...

Add Qualification

> **Upload the softcopies of your supporting document**

> **Click the "Add Qualification" button when you possess more than one post-secondary qualifications**

2. Education – Post-secondary Qualifications (Chinese Mainland)

Please read the following instructions before you fill in the name of your Awarding Institution:

Awarding Institution (Please select the institution name, if applicable, from the pull down menu. If your awarding institution is not on the list, a branch campus or an independent campus of the listed institutions, you are required to fill in the institution name in the box below.

Please input latest GPA (e.g. 3.5 out of 4) or Mark (e.g. 85 out of 100) as recorded in your transcript.
Please leave this field blank if such value is not available or not shown in your transcript.

2. Education – Post-secondary Qualifications (Chinese Mainland)

If your qualification / examination results are not available at the moment, please tick the box and indicate the date on which your results will become available.

2. Education – Post-secondary Qualifications (Chinese Mainland)

▼ Post-secondary Qualifications (Chinese Mainland)

1. Enter ALL of your post-secondary qualifications obtained from institutions in Chinese Mainland. If your academic programme is delivered in the Chinese Mainland but leads to an overseas or Hong Kong award (e.g. the awards obtained from The University of Nottingham Ningbo China and The Beijing Normal University-Hong Kong Baptist University United International College), you should input your qualification in the above "Post-secondary Qualifications" section instead.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself.
3. To certify your degree qualification, please also indicate whether you have/will have the Academic Credential (毕业证书) and Degree Certificate (学士学位证书) and upload both of the certificates (if any), together with the softcopies of your transcripts for each qualification/examination attained. For final year students, you are required to confirm with your current institution whether you will be able to obtain both certificates at the end of your study.

Remove

Awarding Institution (Please select the institution name, if applicable, from the pull down menu. If your awarding institution is not on the list, a branch campus or an independent campus of the listed institutions, you are required to fill in the institution name in the box below. 请从下拉列表选择你就读或毕业的院校。例如：南京财经大学。若表内没有语言院校名联又或你就读或毕业的院校是表列院校的分校或独立学院，请务必于下列空格填写院校名称。例如：南京财经大学红山学院。)

三亚学院 Sanya University

Level of Award
Bachelor's degree ▼

Name of Programme/Award (e.g. Bachelor of Engineering in Civil Engineering)
Bachelor of Engineering in Civil Engineering

Programme Duration (years)
4 ▼

Broad Discipline   For other Discipline, please specify here.
Engineering ▼

Medium of Instruction
Chinese ▼

If your qualification title is not in English or Chinese, please add an English description in brackets. Please also upload the transcript and its English official translation.

Qualification Status
○ Graduated with award ● Will graduate before September 2019 ○ Will graduate after September 2019 ○ Withdrawn

☑ I will have Academic Credential (毕业证书) View Sample
☑ I will have Degree Certificate (学位证书) View Sample
☑ I will update qualification status and results on or before 31-Jul-2019 (DD-MMM-YYYY, e.g. 01-JUL-2019)

Average Mark / Cumulative GPA
3.5 out of 5.0

Please upload your latest transcript/cer... ...ores, if applicable. Please also upload the academic transcript explana... ...ation on your transcript. You NEED NOT SUBMIT more documents tha... ...tting excessive documents may unnecessarily prolong the time for...

Upload the softcopies of your supporting documents.

Click the "Add Qualification" if you possess more than one post-secondary qualifications

Upload

Add Qualification

---

2. Education – English Exams

▼ English Exams

1. Select the English Examination you have taken or will be taking and you are allowed to enter the result of only one sitting for the same examination. If you attain a better result later, you may update the result by logging into this system again.

-- Please Select -- ▼ Add Exam Result

▼ Other Exams

1. Select the Other Examination you have taken or will be taking and you are allowed to enter the result of only...
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself. If y... result, you may send an email, together with the soft copy of the result concerned, to update us.

-- Please Select --

Pick the appropriate English exam type and click the "Add Exam result" button

Preview Before Submission   Save   ◄ ►

2. Education – English Exams

If the result is not yet released, check this box and you will be able to uncheck it when you obtain the result

Upload the softcopies of your supporting document

Click the "Add Qualification" button when you possess more than one English exam results

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2. Education – English Exams

To update the English exam result after submission, please click the application number.

2. Education – English Exams

2. Education – English Exams

2. Education – Other Exams

▼ English Exams

1. Select the English Examination you have taken or will be taking and you are allowed to enter the result of only one sitting for the same examination. If you attain a better result later, you may update the result by logging into this system again.

-- Please Select --

Pick the appropriate Other exam type and click the "Add Exam result" button

▼ Other Exams

1. Select the Other Examination you have taken or will be taking and you are allowed to enter the result of only one sitting for the same examination.
2. After submitting the application, you will not be able to amend any of your past qualifications by yourself. If you choose to enter a past result and later attain a better result, you may send an email, together with the soft copy of the result concerned, to update us.

-- Please Select -- ▼ | Add Exam Result

Preview Before Submission   Save   ◄ ►

---

2. Education – Other Exams

▼ Other Exams

1. Select the Other Exam... only one sitting for the same examination.
2. After submitting the app... . If you choose to enter a past result and later attain a better result, you may send an...

If the result is not yet released, check this box and you will be able to uncheck it when you obtain the result

Graduate Management Admission Test

☑ Examination result not yet announced
I will update result by 01-Jul-2015   (D...
Exam Year   2015

Total Score	Verbal	Qua...

Upload the softcopy of your supporting document

Click the "Add Exam Result" button when you possess more than one qualifications

Please upload relevant transcript/certificate her... ...d documents will
not be considered by departments. Submitting e...   ...ssing... application.   Upload

-- Please Select -- ▼ Add Exam Result

Preview Before Submission   Save   ◄ ►

3. Other Information

Other Information

Professional Qualifications

1. Enter the professional qualification(s) that you hold. Please list them in reverse chronological order.
2. To ensure legibility of the uploaded files, please click here for details on the format of uploaded files.
3. Upload scanned copy of your certificates and supporting documents for each qualification attained. Upon admission, please ask your professional body to provide us with the certified true copy of your certificates and original of your official supporting documents directly to our University. Failure to do so or any discrepancies found may lead to nullification of your offer and registration in our University.

Year of Award	Field of Profession	Name of Awarding Body	Professional Qualification	Details for Other Information

Add Professional Qualification

> Input details of "Professional Qualifications".

Additional Documents

1. Additional documents r... considered by departme... required for your progra...
2. You can only upload ON... documents into ONE fil...
3. To ensure that the uploaded files are clear, only ... are supported. The file name allows only alphabe...

...nts as non-required documents will not be ...ation. Click here for details on documents ...ved for each application. Please group your

> Upload additional documents (other than those in support of your academic qualifications) required by each programme here

Others - (05001-FD)   Upload   (Compulsory)

Supplementary Form - (05001-FD) Click here / Download   Upload   (Compulsory)

> If you do not have any other information, click the "►"button below to proceed to next page.

Preview Before Submission   Save   ◄ ►

---

4. Employment

Employment

1. A maximum of 8 records of your work experience are allowed.
2. Upload relevant employer's recommendation/certificate of service if required. Click here for details on documents required for your programme(s).
3. You can only upload ONE file (resize to less than 1 MB) for all employment records. A maximum upload capacity of 3MB is allowed for each application. Please group your documents into ONE file before uploading. Click here for "Instructions on uploading documents".
4. To ensure that the uploaded files are clear, only PDF and JPG files are supported. The file name allows only alphabets and numbers AND WITHOUT any space.

From	To	Present	Mode of Employment	Field of Employment	Name of Organization	Job Position

Add Working Experience

Please upload relevant documents here. You NEED NOT SUBMIT more documents than required as non-required documents will not be considered by departments. Submitting excessive documents may unnecessarily prolong the time for assessing your application.   **Upload**

Total years of full-time work experience   Year(s) 0 Month(s)

Total years of full-time work experience (after obtaining first degree)   Year(s) 0 Month(s)

> Upload the softcopies of your supporting document

Preview Before Submission   Save   ◄ ►

5. Uploaded Documents

Uploaded Documents

▼ Summary of Uploaded Documents

Summary of documents that you have uploaded or you need to upload

Preferred file size per file : smaller than 1MB
Maximum Upload Capacity : 3MB
Please refer to the following summary to upload the required supporting documents.
Non-local applicants for undergraduate programmes: The Scholarship Application Form is optional. You need to upload a completed form only if you wish to be considered for an entry scholarship (once only under the section "Additional Documents", even if you have two programme choices).
For qualifications still pending current year results, you are allowed to update the relevant qualification and upload the relevant documents after application submission.

Section	Document Type	File Name	File Size	Upload Date (HKT)	Remarks
Education - Post-Secondary Qualification	Transcript / Certificate	testing01.jpg	0.01MB	08-Dec-2014 14:56:41 HKT	2014 Bachelor's degree
Education - Post-Secondary Qualification (Chinese Mainland)	Transcript / Certificate	testing02.JPG	0.01MB	08-Dec-2014 15:07:02 HKT	2014 Bachelor's degree
Education - English Qualifications	Transcript / Certificate	<Not yet uploaded>	--		2015 International English Language Testing System
Education - Other Qualifications	Transcript / Certificate	<Not yet uploaded>	--		2015 Graduate Management Admission Test

This system supports .pdf and .jpg file only.

Preview Before Submission   Save   ◄ ►

6. Declaration

Declaration

☐ I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will lead to disqualification of my application for admission to and resultant registration with The Hong Kong Polytechnic University (PolyU).

☐ I confirm that I have read and understood the "Personal Information Collection Statement (PICS)" of PolyU.

Preview Before Submission   Save   ◄ ►

Read the declaration details and check the two boxes to authorize PolyU to use your personal data in support of your admission application

7. Survey

Complete the survey before submitting your application

8. Preview Application Information before Submission

Preview the application information before submission

8. Preview Application Information before Submission

Application Summary

Print Friendly | Edit | Submit

▼ Personal Information

Name: AR TPG PROD Local Test Acc (本地授課試試) | Gender: Male
Nationality (Country/Region): Hong Kong | Date of Birth
Passport: 12345678 | Email Address
Contact Number: (852)23330600 | Mobile Number
Address: M1201, Polytechnic University. Hong Kong | Disability Needs
Personal Homepage URL: http://www51.polyu.edu.hk/eprospectus/tpg | Disability Needs Detail

Do you have a Hong Kong Permanent Identity Card?

Do you have a Hong Kong Identity Card showing "the right to land" in Hong Kong?

Do you have a valid dependant visa which allows you to stay and study in Hong Kong at the commencement of your study AND the dependant visa was issued when you were below 18 years old? — No

Do you have an entry permit for Immigration Arrangements for Non-local Graduates (IANG) which allows you to stay and study in Hong Kong at the commencement of your study? — No

Do you have "one-way permit (單程證)" for entry to Hong Kong", "entry visa/entry permit for quality migrants" or "entry visa/entry permit for capital investment entrants" which allows you to stay and study in Hong Kong at the commencement of your study? — No

Do you have a work permit which allows you to work in Hong Kong and study in Hong Kong at the commencement of your study? [Excluding graduates staying in Hong Kong under the "Immigration Arrangements for Non-local Graduates" (IANG)] — No

You have confirmed that you have a Hong Kong **Permanent** Identity Card.
You are considered as a local applicant and you do not need a student visa to study in Hong Kong.

The levels of tuition fees for local and non-local students are different for some programmes. If your status changes from non-local to local or vice versa after you submit your application, any offers made under the initial admissions scheme may be cancelled and your application will be considered in competition with other eligible applicants under the subsequent admissions scheme. Any fees paid will not be refunded. It is therefore important for you to indicate your visa status correctly. If you have any doubt or need to correct your visa status, please contact the Academic Registry by email

▼ Programme Choice

September 2019 Entry

Choice	Programme Title	Code	Choice Status	Details	Notice
1	Engineering Doctorate - EngD (Mixed-mode Full-time)	05001-FD	Not yet submitted		

Please review carefully the inputted information and make sure that all relevant sections are completed before clicking "Submit" button.

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8. Preview Application Information before Submission

▼ Education

Post-Secondary Qualification

Awarding Country/Region: Hong Kong
Awarding Institution: PolyU - The Hong Kong Polytechnic University/Hong Kong Polytechnic | Institution Name: [Not applicable]
Level of Award: Bachelor's degree | Name of Programme/Award: Bachelor of Engineering
Programme Duration: 4 | Medium of Instruction: English
Broad Discipline: Engineering | Other Discipline: [Not applicable]
Status: Graduated
Award Year: 2014 | Award Classification: First Class Honours
Award / Cumulative GPA or Average Mark: 3.5 out of 4.0

English Language Test

International English Language Testing System (IELTS)

Test Date	Overall Band Score	Listening	Reading	Writing	Speaking
Jan 2019	6.5	6.5	7.0	6.5	7.0

▼ Summary of Uploaded Documents

Section	Document Type	File Name	File Size	Upload Date (HKT)	Remarks
Education - Post-Secondary Qualification	Transcript / Certificate	testing.pdf	0.03MB	10-Jan-2019 11:08:53 HKT	2014 Bachelor's degree
Education - English Language Test	Transcript				
Application - Additional Documents	Ot				
Application - Additional Documents	Supplem				

▼ Declaration

☑ I declare that the information given in support of this application is accurate and complete, and that any misrepresentation will lead to disqualification of my application for admission to and resultant registration with The Hong Kong Polytechnic University.

☑ I confirm that I have read and understood the "Personal Information Collection Statement (PICS)" of PolyU and "Notice for Applicants from the European Economic Area".

Print Friendly | Edit | Submit

To amend the information before submission, please click "Edit" button and refer to relevant sections for amendments.

Application Number

Application No. (XXXXXXXXX)

After submitting the application, you will receive a 9-digit application number immediately

> **Payment Reminder**

Your application number is XXXXXXXXX

You can now proceed to the Payment Page to settle your application fee. Please make sure your application fee is properly settled before the specified payment deadline. Otherwise, your application will not be further processed. We will accordingly cancel your application when the payment status is "Overdue".

Go to Payment Page

Payment

> **Payment Reminder**

Your application number is XXXXXXXXX

You can now proceed to the Payment Page to settle your application fee. Please make sure your application fee is properly settled before the specified payment deadline. Otherwise, your application will not be further processed. We will accordingly cancel your application when the payment status is "Overdue".

Go to Payment Page

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

Finance Office 財務處

Application No.: XXXXXXXXX
Applicant Name: XXXXXXXXX XXXXXXXXX

Debit Note

Fee to be paid

Debit Note No./Bill No.	XXXXXXXXX
Academic Year/Semester	2015/1
Payment Deadline	27-Feb-2015
Payment Status	Not Paid
Net Amount to be Paid (HKD)	**450.00**

Fee details

Application Fee	450.00
Total Fee (HKD)	450.00

Select one of the payment methods and settle the application fee accordingly

Pay now by Visa / Master / UnionPay Card
Pay now by Online PPS
Pay by other payment methods

FO reference: 08-Dec-2014

Note on Payment
Please pay your fee on or before the payment deadline specified in each debit note. If you are issued more than one debit notes, ALL the debit notes have to be settled as stated above. You can check your payment status here 2 working days after your payment. The Hong Kong Polytechnic University reserves the right to reject any late or wrong payment.

Close

Application Summary

Once submitting an application, you will be directed to this Summary page whenever you login to the eAdmission again. Updated application results will be posted here.

eAdmission

Personal Information Collection Statement Home Change Password Help Logout

Welcome PROD Test Non Local [Edit]

Make a New Application

Taught Postgraduate

September 2015 Entry

Click the 'Application No.' to browse to your application information

Application No. 150056104

Application Status Submitted
Application Fee Not Paid [Details]
Submission Date 08-Dec-2014 15:42:59 HKT

Choice	Programme Title	Code	Choice Status	Details	Notice
1	Applied Mathematics For Science And Technology (Actuarial And Investment Science) - MSc (Full-time)	63022-AIM	Offered a place		

"Choice Status" shows whether your application has been successfully submitted.

Payment Status

Your payment status will be updated to "Paid" within 7 working days upon successful settlement of the application fee.

C) Frequently Asked Questions (FAQ)

Before Application Submission

After Application Submission

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Before Application Submission

1. How can I get information on programmes and admission?
Please visit our Study@PolyU website for details of our admissions policies, programmes on offer and their entrance requirements, and other admission-related information before you submit an application. Once you have selected a suitable programme, you are encouraged to apply as early as possible since our academic departments will consider applications on a rolling basis until all the places are filled.

2.   How can I apply?
Submit your application online via Study@PolyU.

3.   How much is the application fee?
Local applicants: HK$350
Non-local applicants: HK$450

Please note that other than the specified application fee, you are not required to pay any money to any persons in connection with your application.

4.   Should I submit additional/supporting documents?
You are required to upload your transcript(s)/certificate(s) in support of your qualifications and other documents (including official English translation if your documents are not in English) as specifically required for your programme choices when you submit your application. Please check the details at our Study@PolyU website (select "Applying to PolyU" at the top menu bar > click the "Additional Documents Required" section).

Failure to complete the online application form properly and failure to submit the required documents may affect your chances of admission. Upon admission, you will be required to produce the original award certificates and transcripts of study, if appropriate, in support of all the qualifications and results claimed in your application. Failure to do so or any discrepancies found between the documents you provide and the application data you entered in your online application form may lead to nullification of your offer. Fees paid will not be refunded.

You NEED NOT submit more documents than required as non-required documents will not be considered by departments. The academic department concerned may, in the selection process, approach you for clarification of your qualifications.

5.   Should I submit documents to programme host departments directly?
No. Please submit them together with your online application form. Please note that you are not allowed to update most of the application data, in particular those related to your qualifications after the submission of an application. It is therefore important for you to make sure that all application data are entered properly.

6.   What is the format of supporting documents to be uploaded?
Please ensure your document conforms to the following specifications:

- PDF format is preferred.
- PDF files must not have a digital signature.
- File name should only contain letters and numbers (without space between letters and numbers).
- Do not include password protection, as we will not be able to open the file.
- Scanning in 300 dpi resolution is recommended.
- Scan in black and white.
- Ensure that your full name appears on all uploaded documents.
- Uploaded documents must be legible. Ensure that all critical and identifying marks and information are legible; for transcripts, these include the institution's name and grading scheme, your name, the names of your courses and the grades you have received.
- Files may not exceed 5 MB each (5000 Kbytes).
- Page orientation: please make sure that the scanned document orientation matches the original. For example, transcripts that are printed vertically (portrait) should be scanned so that they appear in portrait format. Transcripts printed horizontally (landscape) should appear in landscape format.
- Do not upload all of your supporting documents as one file! The qualification or result selected for

upload must match the document uploaded.

- Create one single electronic file per checklist item per submission. If your document contains more than one page, please ensure that the pages are contained and uploaded within a single electronic file and they are in the correct order.
- Preview each document because you cannot edit or delete them once they are submitted. It may take a few seconds to upload your document(s). Note that during busy periods the delay may be considerably longer.

7. **What should I do if my academic documents are not in English?**

Please provide officially translated copies of the documents in addition to copies of the original documents; otherwise your application may not be considered.

8. **What should I do if my results are not yet available when I submit my application?**

Please indicate the date when your results will become available by filling out the "Update Result Date". You are then required to log into your eAdmission account to update your results on or before the date which you have specified. You are only allowed to update your result **ONCE**.

9. **What should I do if I want to apply for admission to more than one programme?**

Multiple applications are allowed for applicants seeking admission to our taught postgraduate programmes. You can make another application under the same account after you have submitted one application.

10. **What should I do if I want to apply for credit transfer?**

You are not required to specify this when you submit your application. The departments concerned will decide if credit transfer can be granted based on your qualifications. The total credits you are required to study will be shown on your Notice of Offer if you are given a study place.

11. **Can I apply for re-admission?**

If you have withdrawn from a programme of study at PolyU without completing the withdrawal procedures or have been required to withdraw in the previous academic year, you will not be considered for re-admission to the same programme in this academic year. Any fees paid will not be refunded. You are however still eligible to apply for admission to other programmes.

12. **How will PolyU use the information collected from my application?**

All information we collect from your application form will only be used for processing your application for admission to our programmes and for statistical and research purposes. Please refer to the Personal Information Collection Statement of PolyU for details.

13. **Does PolyU recognize past English examination (TOEFL/IELTS) results?**

PolyU did not specify the expiry year for the English qualifications, so normally TOEFL/ IELTS scores obtained more than 2 years ago should still be valid to support your admission application. Having said of the above, our academic departments still have the discretion to consider/not to consider any English qualifications obtained in years ago. In this connection, you are always encouraged to take relevant English examination again in supporting your application. You may also contact the academic department to find out if they have specific requirements on it.

14. **Does PolyU accept UKVI IELTS for applying TPg programmes?**

The contents and format for both IELTS and IELTS UKVI tests are actually the same. The UKVI number is for reference of the UK Government only. Therefore, you can continue using your IELTS UKVI result to apply for admission to our taught postgraduate programmes.

After Application Submission

15. How can I settle my application fee?

You will see a payment reminder page after you have submitted your application. You can go directly to the "Payment Page" to settle your application fee immediately. Alternatively, you can log into your eAdmission account before the payment deadline to settle the fee at a later stage. For details of the payment methods, please click here.

It normally takes 2 working days to transfer the payment record to PolyU. Please make sure that your application fee is properly settled before the specified payment deadline. Otherwise, your application will not be further processed. We will accordingly cancel your application when the payment status is "Overdue". (Please log into your eAdmission account to check whether the payment status has been updated to "Paid" after you have settled the fee.)

16. Is the application fee refundable?

The application fee is not refundable.

17. What should I do if I want to submit additional/supporting documents after application submission?

You are not allowed to submit further documents after application submission, except for documents which are not yet available at the time you submit your application. Please scan the documents and log into your eAdmission account for the upload. You may refer to Q.6 for the requirements of uploaded documents.

Please, however, note that **you NEED NOT submit more documents than required as non-required documents will not be considered by departments**. You should check the supporting documents specifically required by individual programmes at our Study@PolyU website (select "Applying to PolyU" at the top menu bar > click the "Additional Documents Required" section).

18. How can I verify my application data?

Please log into your eAdmission account to verify your application data. If you cannot find your application data, you should contact us immediately (please quote your application number in all your correspondences with PolyU).

As the information you entered in the online application form will form the basis on which your application will be considered, you should make sure that it is complete and accurate. Otherwise, your chances of admission may be affected, and any offer made will also be withdrawn if it is based on incomplete and inaccurate application data.

19. How can I update my application data?

Most of the data which you have entered, including the programme choice(s), cannot be changed once your application has been submitted. You can however log into your eAdmission account to update some data relating to your personal particulars or your work experience. If you have indicated that your results are not yet available by filling out the "Update Result Date", you are allowed to update your results **ONCE** on or before the date specified.

To update application data, Please click your application number in eAdmission system and use "Edit" function on the top of the Application Summary page to update your latest English exam result / latest academic result and replace the report / transcript under "Education" tab page. (Untick the box for "Examination result not yet announced" beforehead if you had indicated an update result date when submitting your application)

Applicants are able to add new employment record and replace the employment documents under "Employment" tab page. However, applicants are not allowed to amend the original employment record.

20. How can I know my application result?

You will be notified by email if you are shortlisted for interview/test. If you are given an offer or a conditional offer, you will be informed via email/SMS. You may also log into your eAdmission account from time to time to

check the progress of your application.

If there is no news by early September (for September entry) or mid-January (for January entry), you can assume that your application is unsuccessful. No separate notification will be sent for unsuccessful cases.

21. **What should I do to accept an offer or a conditional offer?**
You should

- indicate your acceptance and settle the registration fee or tuition fee before the "last day for payment" displayed in the Notice of Offer; and
- register at PolyU on the programme registration date as indicated on the Notice of Offer. (For conditional offer, you need to complete the procedures for meeting the conditions stated in the Notice of Offer before you come to register.)

Otherwise the place will be offered to another applicant.

22. **What should I do to accept another offer from PolyU after I have paid the tuition fees for an earlier offer?**
Please contact us (email: ar.tpg@polyu.edu.hk; enquiry hotline: 2333 0600) to transfer the fees already paid for the earlier offer to the other offer. This arrangement only applies if both programmes lead to PolyU awards.

23. **Can I enrol on two programmes at the same time?**
Students are not allowed to enrol concurrently on two full-time/sandwich programmes whether or not one of the programmes is offered by another institution. Except for programmes which do not lead to any formal award, students are not allowed to enrol concurrently on a full-time/sandwich programme and a part-time programme, or more than one part-time programmes, including those offered by another institution without any approval from the Head of your academic Department.

24. **Is the tuition fee paid refundable?**
All fees paid will not be refunded except in the case of programme cancellation. However, for new students who are admitted to government-funded programmes and apply for withdrawal of study before the start of a semester, exceptional arrangement will be made to refund the tuition fee paid after deducting the registration fee.

25. **When will the offer of a programme marked with "subject to approval" be confirmed?**
You can assume that the offer is confirmed unless you are separately notified of its non-approval.

26. **What if the programme I have applied for is cancelled?**
In that case, both the tuition fee and application fee (if you have only one programme choice) paid will be refunded to you.

27. **How can I complete the meet condition(s) procedure?**
For meeting condition(s), please return to the Online Notice of Offer page via eAdmission to complete the procedures for "Meeting Conditions" when you have acquired the relevant qualifications on or before the "Meet Condition Date".

1. Please press "Next" in Meeting conditions section in the Online Notice of Offer.

2. Indicate you have met the stated conditions/are unable to meet the conditions.

3. Update your record in the section(s) below
   a. Post-secondary Qualifications (Please update the following items if you have met the condition:)
      i. Change the status from "Final year study" to "Graduated"
      ii. Update the Year of Award, Award of Classification and your final Award/ Cumulative GPA or Average Mark

b. Post-secondary Qualifications (Chinese Mainland) (Please update the following items if you have met the condition:)
    i. Change the status from "Final year study" to "Graduated"
    ii. Update the Year of Award and your Average Mark/ Cumulative GPA
    iii. Indicate if you have Academic Credential and Degree Certificate

c. English Exams
d. Other Exams

4. Replace / add supporting document for the corresponding record
5. Before clicking "Submit", please make sure that you have completed the procedures above.

Please group your documents (i.e. transcript and/or certificate) into ONE file in support of each of your qualification/examination before uploading and ensure the total uploaded file size is less than 5 MB and 2MB per file.

The academic department concerned will update the Conditional Offer Status for you in due course after confirming the given condition has/has not been fulfilled. The department may approach you for clarification of your qualifications where necessary. If you have completed procedures above, you can login to your eAdmission account from time to time to check your conditional offer status.

D) Contact Us

Communication Channel	Details
Telephone Enquiry Hotlines / E-mail Enquiry Addresses	**Applicants of Taught Postgraduate programmes** (852) 2333 0600 / ar.tpg@polyu.edu.hk
Fax	(852) 2334 6671
In Writing	Academic Registry The Hong Kong Polytechnic University Hung Hom Kowloon