

Notice to all PolyU students except those of CyberU

Dear Student,

Input Your Bank Account Number for Receipt of Fees Refund and Payments from the University

Please be informed that from time to time you may receive fees refund, scholarship and other payments from the University. All such payments will be arranged through the bank's auto-pay service. Hence, you are required to provide your local bank account number to the Finance Office through the Student Account Information System via the University Portal (myPolyU) under "myProfile" (<https://www29.polyu.edu.hk/fostudacc/>) as soon as possible. The University will only be able to make prompt payment/refund to you after you have input or updated your bank account number. The guidelines for input of bank account number are given in Appendix 1.

To prevent illegal access to your personal student account data, please remember to log out from the Student Account Information System after you have completed the process.

To login the Student Account Information System, you have to input your Student No. and your private PIN, which can be created/ changed by yourself at the following webpage.

For PolyU students : AS's Student Page <http://www.polyu.edu.hk/student>

For SPEED students : my.SPEED <https://www18.polyu.edu.hk/myspeed/jsp/reg/resetPin.jsp>

For HKCC students : My HKCC <https://www18.polyu.edu.hk/spdreg/script/spdresetpin>

For security reason, you are strongly advised not to disclose your PIN to your friends or other third parties.

Finance Office
The Hong Kong Polytechnic University

Appendix 1 – Guidelines for Input of Local Bank Account Number

1. The local bank account numbers are minimum 10 and maximum 15 digits as shown below:

Bank code (3 digits)* + Branch code (3 digits) + Bank account number (4-9 digits)

*The list of Bank code of local banks is as follows:

LOCAL BANK	BANK CODE
American Express Bank Ltd.	011
Asia Commercial Bank Ltd.	028
Bangkok Bank Public Co., Ltd.	049
Bank of America (Asia) Ltd.	009
Bank of America, National Association	055
Bank of China	012
Bank of Communications	027
Fubon Bank (Hong Kong) Limited	015
Bank of Nova Scotia	076
Bank of Tokyo-Mitsubishi Ltd.	047
Banque Nationale De Paris	056
Barclays Banks PLC	074
Chekiang First Bank Ltd.	044
China & South Sea Bank Ltd.	026
China State Bank Ltd.	033
Chiyu Banking Corp. Ltd.	039
Chung Khiaw Bank Ltd.	053
Citibank	001
Citibank N A	250
Citic Ka Wah Bank Ltd.	018
Dah Sing Bank Ltd.	040
DBS Bank (Hong Kong) Ltd.	016
First Pacific Bank Ltd.	017
Fortis Bank Asia HK	029
Fubon Bank (Hong Kong) Limited	128
Hang Seng Bank Ltd.	024
HK & Shanghai Banking Corp. Ltd.	004
Hong Kong Chinese Bank Ltd.	051
Hong Kong Metropolitan Bank Ltd.	062
Hua Chiao Commercial Bank Ltd.	064
Jian Sing Bank Ltd.	073
JP Morgan Chase	007
Kincheng Banking Corp.	030
Kwangtung Provincial Bank	019
Liu Chong Hing Bank Ltd.	041
Mevas Bank	021
Nanyang Commercial Bank Ltd.	043
Oversea-Chinese Banking Corp. Ltd.	022
Overseas Union Bank Ltd.	057
Po Sang Bank Ltd.	070

Sanwa Bank Ltd.	068
Shanghai Commercial Bank Ltd.	025
Sin Hua Bank Ltd.	031
Standard Chartered Bank	003
Sumitomo Bank Ltd.	065
Tai Sang Bank Ltd.	061
Tai Yau Bank Ltd.	038
The Dai-Ichi Kangyo Bank Ltd.	143
The National Commercial Bank Ltd.	036
Union Bank of Hong Kong Ltd.	072
United Chinese Bank Ltd.	042
United Overseas Bank Ltd.	071
Wing Hang Bank Ltd.	035
Wing Lung Bank Ltd.	020
Yien Yieh Commercial Bank Ltd.	014

2. Steps for Input of Local Bank Account Number:



Student Account Information

Please enter your Student Number, P.I.N. and then click the "Login" button to access the facilities under the Student Account Information System. (Note: Please do not attempt to access the account of other students.)

Student No.:

NetPassword:

P.I.N.:

Login with your Student No.,
NetPassword and PIN

Reminders :

- To prevent illegal access to your personal student account data, please remember to close all web browsers before leaving the PC terminals.
- For security reason, if your P.I.N. is the same as the first 6 numeric digits of your HKID number, you have to change your P.I.N. via the on-line Access under Academic Secretariat webpage in the University Portal (myPolyU).

This application is best viewed with 800 x 600 resolution, using Microsoft Internet Explorer 6.0 or above

The screenshot shows the 'Fee Payment Information' page. The sidebar menu on the left includes: Cancelled Debit Note/Dishonoured Payment Enquiry, Application for Reimbursement of IELTS Test Fee, Payment to Student, Refund to Student, **Create/Update Bank Account** (circled in red), Cancel/Close Bank Account, Request Hard Copy of Debit Note, and Log Out. A red box with an arrow points to the 'Create/Update Bank Account' link, labeled '(1) Click'. The main content area displays the following information:

Fee Payment Information

Student No. : 01900165D
 Name : TEST_01900165D_AADWICAAQAAAMYLAAC_123456
 Programme-Stream : 71011-GER
 Programme Title : BA (HONS) LANGUAGE STUDIES WITH BUSINESS


The following debit note(s) is/are currently outstanding for your payment. If you wish to make e-payment now, please click the Hang Seng Banking or HSBC icon. For PPS, please click PPS icon or visit the PPS website at <https://www.pps.hk.com>. If you have already settled the outstanding debit note(s) within 2 working days, please ignore this payment reminder. (Note: PolyU reserves the right to reject late payment.)

Hang Seng e-Banking logo and online@hsbc text are visible.

Outstanding Debit Note Information

Year	Semester	Debit Note No.	Issue Date	Payment Due Date	HK\$	Detail	Remarks	Pay by PPS (online)
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[Cancelled Debit Note/Dishonoured Payment Enquiry](#)
[Application for Reimbursement of IELTS Test Fee](#)
[Payment to Student](#)
[Refund to Student](#)
[Create/Update Bank Account](#)
[Cancel/Close Bank Account](#)
[Request Hard Copy of Debit Note](#)
[Log Out](#)



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

[Guidelines - How to input your bank account](#)

Input Bank Account for Autopay

Student No. : 01900165D
Name : TEST_01900165D_AADWICAAQAAAMYLAAAC_123456
Programme-Stream : 71011-GER
Programme Title : BA (HONS) LANGUAGE STUDIES WITH BUSINESS

Bank Name :
(Note: Scroll down to choose Bank and the system will fill in your Bank Code below.)


Bank Account No. for Autopay : -
(Note: Do not amend your Bank Code filled in by the system in the first box. You only need to input Branch Code & Bank A/C No. of min-10 to max-12 digits without space/hyphen in the second box.)

Bank Account Name :
(Note: Your Bank Account Name should be the same as your student name.)

Important Notes :

(2) Scroll down

[Cancelled Debit Note/Dishonoured Payment Enquiry](#)
[Application for Reimbursement of IELTS Test Fee](#)
[Payment to Student](#)
[Refund to Student](#)
[Create/Update Bank Account](#)
[Cancel/Close Bank Account](#)
[Request Hard Copy of Debit Note](#)
[Log Out](#)



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Input Bank Account for Autopay

Student No. : 01900165D
Name : TEST_01900165D_AADWICAAQAAAMYLAAAC_123456
Programme-Stream : 71011-GER
Programme Title : BA (HONS) LANGUAGE STUDIES WITH BUSINESS

Bank Name :
(Note: Scroll down to choose Bank and the system will fill in your Bank Code below.)


Bank Account No. for Autopay : -
(Note: Do not amend your Bank Code filled in by the system in the first box. You only need to input Branch Code & Bank A/C No. of min-10 to max-12 digits without space/hyphen in the second box.)

Bank Account Name :
(Note: Your Bank Account Name should be the same as your student name.)

Important Notes :

(3) Choose Bank

[Cancelled Debit Note/Dishonoured Payment Enquiry](#)
[Application for Reimbursement of IELTS Test Fee](#)
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[Refund to Student](#)
[Create/Update Bank Account](#)
[Cancel/Close Bank Account](#)
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Input Bank Account for Autopay

Student No. : 01900165D
Name : TEST_01900165D_AADWICAAQAAAMYLAAAC_123456
Programme-Stream : 71011-GER
Programme Title : BA (HONS) LANGUAGE STUDIES WITH BUSINESS

Bank Name :
(Note: Scroll down to choose Bank and the system will fill in your Bank Code below.)


Bank Account No. for Autopay : -
(Note: Do not amend your Bank Code filled in by the system in the first box. You only need to input Branch Code & Bank A/C No. of min-10 to max-12 digits without space/hyphen in the second box.)


Bank Account Name :
(Note: Your Bank Account Name should be the same as your student name.)

Important Notes :

(4) System will fill in the corresponding Bank code for you.

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THE HONG KONG POLYTECHNIC UNIVERSITY
 香港理工大學


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Input Bank Account for Autopay

Student No. : 01900165D
Name : TEST_01900165D_AADWICAAQAA
Programme-Stream : 71011-GER
Programme Title : BA (HONS) LANGUAGE STUDIES WITH BUSINESS

Bank Name :
(Note: Scroll down to choose Bank and the system will auto-populate)


Bank Account No. for Autopay :
(Note: Do not amend your Bank Code filled in by the system. A/C No. of min-10 to max-12 digits without space)

Bank Account Name :
(Note: Your Bank Account Name should be the same as your Bank Name)

Important Notes :


(5) Input Bank Account No. including branch code as per your bank book (min-10 digits & max-12 digits), then press "Submit" button to send out the data. You may press "Reset" button to clear all data for re-input.

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[Application for Reimbursement of IELTS Test Fee](#)
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[Log Out](#)



(6) Click (OK) to confirm

[Cancelled Debit Note/Dishonoured Payment Enquiry](#)
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[Cancel/Close Bank Account](#)
[Request Hard Copy of Debit Note](#)
[Log Out](#)


THE HONG KONG POLYTECHNIC UNIVERSITY
 香港理工大學

Input Bank Account for Autopay

This message is an acknowledgement of receipt of your input/change of bank account information maintained with PolyU. Please note that from now on, the following bank account will be used to make fees refund and/or payment due to you.

Student No. : 01900165D
Name : TEST_01900165D_AADWICAAQAAAMYLAAAC_123456
Programme-Stream : 71011-GER
Programme Title : BA (HONS) LANGUAGE STUDIES WITH BUSINESS
Bank Name : Hang Seng Bank Ltd.
Bank Account No. for Autopay : 024-123456789012
Bank Account Name : TEST_01900165D_AADWICAAQAAAMYLAAAC_123456
Latest Creation / Update Time : 23-JUN-2005 15:12

Thank you for using our web-site to update your bank account information.

(7) Log out the System

Notes:

- (1) If the bank account no. is incorrect, please repeat steps 2 to 6 to correct your input.
- (2) You will also receive an email notice confirming the bank account is updated.
- (3) When refund/ payment are made to your bank account by autopay, you will receive an email notice of payment from Finance Office.