Application Fee Payment

Please detach this sheet and take it along to make the payment. Jot down your 8-digit account number for application fee payment* here: ________________.

### Methods

1. By PPS (Payment by Phone Service)
2. By e-banking (HSBC/ Hang Seng Bank)
3. By ATM (Automatic Teller Machine)
4. By payment at a counter of any branch of Hang Seng Bank

If you are not in Hong Kong

5. By bank draft/ money order

#### Method 1 By PPS (Payment by Phone Service)

- PolyU merchant code: 77
- Call 18011 (English)/ 18013 (Cantonese) or visit PPS website (www.ppshk.com) to register your bill.
- Call 18031 (English)/ 18033 (Cantonese) or visit PPS website (www.ppshk.com) to pay your bill.
- Enter “77” as the “merchant code 商戶”.
- Enter the 8-digit “account number for application fee payment”* as the “debit note number 繳費單編號”.
- Enter $150 (for paper form/downloaded application) or $135 (for web application).
- Keep the reference number.

#### Method 2 By e-banking (HSBC/ Hang Seng Bank)

- Select “Banking 銀行服務”.
- Select “View & Pay Bill 查閱及繳付賬單”.
- Select “Pay Bill & Add Payee 繳費及加入商戶”.
- Select “Education Institutions 教育機構” as the “category 類別”.
- Select “THE HK POLYTECHNIC UNIVERSITY”.
- Select “Fees and Charges” as the “Bill Type 賬單類別”.
- Enter the 8-digit “account number for application fee payment”* as the “Bill (Payee) Account Number 賬單戶口號碼”.
- Enter $150 (for paper form/downloaded application) or $135 (for web application).
- Select “Pay Now 即時付款” or “Today 今天” as the payment date.
- Keep the reference number.

#### Method 3 By ATM (Automatic Teller Machine)

1. Select “Bill Payment 繳款”
2. Select “Education 專上學院”
3. Select “HK Polytechnic University 香港理工大學”
4. Enter “01” as the bill type 繳費
5. Enter the 8-digit “account number for application fee payment”* as the bill/account number.
6. Enter $150 (for paper form/downloaded application) or $135 (for web application).
7. Keep the receipt

* The “account number for application fee payment” must be the one assigned on-line to your web application OR the one appearing on the paper application form you are submitting/ have submitted. Otherwise, we will not be able to match correctly your fee payment to your application.
Appendix 1

Method 4  By payment at a counter of any branch of Hang Seng Bank
1. Pay $150 (for paper form/downloaded application) or $135 (for web application) to PolyU account, 280-277476-002.
2. Inform the teller of your 8-digit “account number for application fee payment”* as the “debit note number”.
3. Keep the receipt.

Method 5  By bank draft/money order (if you are not in Hong Kong)
1. Buy a bank draft or money order in the sum of HK$150 (for paper form/downloaded application) or $135 (for web application).
2. It should be payable to “The Hong Kong Polytechnic University”.
3. Write your name and “account number for application fee payment”* at the back of the bank draft or money order.
4. Send it to “The Admissions Office, Academic Secretariat, The Hong Kong Polytechnic University, Hung Hom, Hong Kong”.
5. Keep a copy of the bank draft/money order.

* The “account number for application fee payment” must be the one assigned online to your web application OR the one appearing on the paper application form you are submitting/have submitted. Otherwise, we will not be able to match correctly your fee payment to your application.