PolyU
Step-By-Step Guide
on Online Application
Submission

PolyU Step-By-Step Guide on Online Application Submission

<u>香港理工大學網上申請指南</u>

Steps for… 詳細步驟如下

A. Creating an Online Account via eAdmission

透過 eAdmission 建立線上帳戶

B. Selecting Programme / Scheme Choice(s)

選擇課程/組合課程

B.1. For local JEE (Chinese Mainland Joint Entrance Examination) applicants

(Residence type: Dependant Visa (First issued under 18)/Other Visa)

(Nationality: China)

以內地應屆高考生身分申請來港就讀的本地申請人

（即持有內地國籍及（18 歲以下首發）受養人簽證/其他簽證來港人士）

C. Completing High School Details and Other Qualifications

填寫高中資料與其他資歷

C.1. For local JEE (Chinese Mainland Joint Entrance Examination) applicants

(Residence type: Dependant Visa (First issued under 18)/Other Visa)

(Nationality: China)

以內地應屆高考生身分申請來港就讀的本地申請人

（即持有內地國籍及（18 歲以下首發）受養人簽證/其他簽證來港人士）

D. Inputting Results of GCE A-level **and** International Advanced Level as Main Qualification

填寫由 GCE A-Level **以及** International Advanced Level 成績作為「主要資歷」

E. Uploading Curriculum / Qualification that are Not Listed in eAdmission / Study@PolyU

上傳未列於 eAdmission / Study@PolyU 的課程/資歷

F. Completing "Other Experiences and Achievements" (optional)

填寫「其他經驗與成就」（可選填）

G. Completing "Special Talents Admission and Recognition Scheme (STARS)" (optional)

填寫「德藝計劃」申請（可選填）

H. Settling the Application Fee (final step to confirm your submission)
繳付申請費用（確認提交前最後一個步驟）

I. Amending Data after Submission of Application

提交申請後修改資料

J. Amending "Main Qualification for Admission"

修訂「主要入學資歷」

K. Combining and Minimizing PDF file

合併和壓縮 PDF 文件

Important Points to Note

重要事項

1. After submitting your application and settling the application fee, the choice status will automatically be changed to "Application being considered" in your online application. The programme offering departments will then consider your application based on your academic merits and non-academic achievements.

   提交申請並繳付申請費用後，您的申請狀態會自動變更為「申請正在考慮中」。提供相關課程的部門會根據您的學術和非學術成就考慮您的申請。

2. You will be notified by email if you are shortlisted for an interview/test. We will invite applicants to interviews (if any), consider applications and announce results on a regular basis.

   提供相關課程的部門會定期邀請申請人參加面試（如有），審議申請並公佈結果。如果您入圍面試/考試，我們會以電子郵件通知您。

3. If you are given an offer or a conditional offer, you will be informed via email/SMS. You may also login to your eAdmission account from time to time to check the progress of your application.

   如果您收到錄取通知或有條件錄取通知，我們會透過電子郵件/短訊通知您。您也可以不時登入您的 eAdmission 帳戶，查看您的申請進度。

4. If there is no news by late August, you should assume that your application is unsuccessful. No separate notification will be sent for unsuccessful cases.

   不成功的個案不會另行通知。如果到八月底您仍沒有收到消息，您應該假設您的申請不成功。

A. Creating an Online Account via eAdmission
透過 eAdmission 建立線上帳戶

1. Create an account by selecting "Sign Me Up!".

   選擇「Sign Me Up!」以建立帳戶。
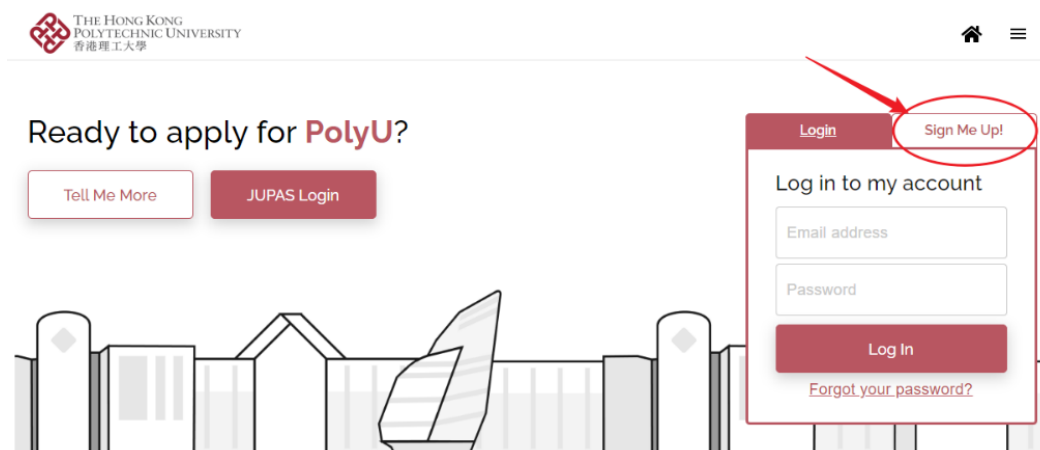
2. Enter your email address and confirm password.
   輸入您的電子郵件地址並確認密碼。

- *This email will be used for disseminating admission-related information and announcing application results. Please ensure that the email address entered is correct and check this email constantly.*
  您提供的電子郵件地址將用於接收入學相關資訊和收取申請結果。請確認輸入的電子郵件地址正確無誤，並經常檢查此電子郵件。
- *The password should contain at least 8 alphanumeric characters.*
  密碼應包含最少 8 個字母或數字字符。

3. This question will determine your local/ non-local status while studying at our University.

以下問題將決定您在本校就讀時所屬本地/非本地身份。

- *Local (non-JUPAS) student generally refers to those holding a Hong Kong Permanent Identity Card, or those with a dependant visa that was first issued when they were under 18, and applying with international qualifications.*
  本地（非聯招）學生一般是指持有香港永久性居民身份證，或獲發首次受養人簽證時未滿 18 歲，並以國際資歷申請的學生。

- *If you require a student visa to study in Hong Kong or have a dependant visa that was issued after you turned 18 years old, you are regarded as a non-local applicant.*
  如果您需要學生簽證來港就讀，或獲發首次受養人簽證時已年滿 18 歲，您會被視為非本地申請人。

- *The IANG (Immigration Arrangement for Non-local Graduates) entry permit is only applicable to students who have graduated with a Bachelor or above in Hong Kong. **Please do not select this category if you are applying for Undergraduate programmes.***
  IANG（非本地畢業生留港／回港就業安排）入境許可證只適用於在香港取得學士或以上學歷的畢業生。**如申請修讀學士學位課程，請勿選擇此類別。**

4. Input personal particulars and check the box to confirm the statements. After that, click "Sign Up".
輸入個人資料，並勾選確認聲明，然後點擊「註冊」。

- *Please insert your name as displayed on your HKID card or passport.*
  請依照您的香港身份證或護照上顯示的姓及名輸入。
- *For Nationality, please select the country/region as shown on your passport or travel document. Only select Hong Kong if you possess a valid HK Permanent ID/ HKSAR passport. If you are a dependant visa/ IANG/ student visa holder, please select the country of your passport used for applying such visa.*
  請根據您護照或旅行證件上顯示的國家/地區選擇國籍。如果您持有有效的香港永久性居民身份證/香港特別行政區護照，請選擇香港。若您持有受養人簽證/IANG/學生簽證，請選擇您申請此類簽證時所使用護照的國家/地區。

5. A system-generated email with verification code will be sent to your email address.
一封由系統生成並包含驗證碼的電子郵件會發送到您的電子郵箱。
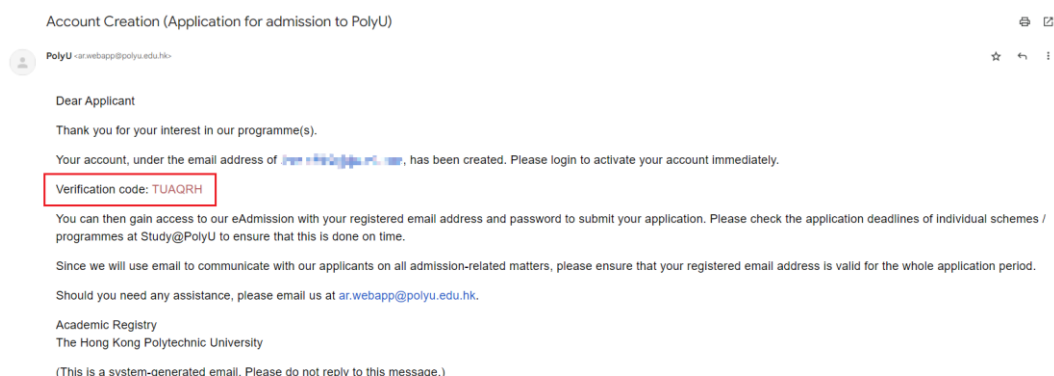
6. Enter the "Verification code" to activate your account.
   輸入「驗證碼」以啟動您的帳戶。

You need to verify your account first.

We can't wait to read your application! Before you can start your application, please activate your account by entering the verification code sent to your registered email address.
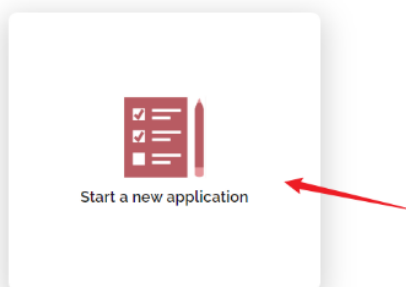
TUAQRH

Resend Code　　Verify My Account
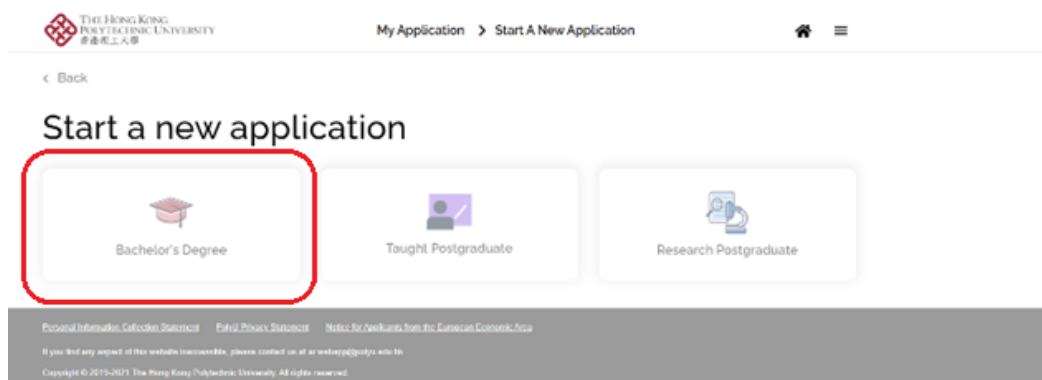
B. Selecting Programme / Scheme Choice(s)
選擇課程/組合課程

- *For local JEE (Chinese Mainland Joint Entrance Examination) applicants (Residence type: Dependant Visa (First issued under 18)/Other Visa)(Nationality: China), please skip to B.1.*
以內地應屆高考生身分申請來港就讀的本地申請人（即持有內地國籍及（18 歲以下首發）受養人簽證/其他簽證來港人士），請跳至步驟 B.1。

1. Click "Start a new application" to proceed with your application.
點擊「開始新申請」以繼續申請。

2. Click "Bachelor's Degree" and select your programme/scheme choice(s). You must also choose the main qualification you hold/will hold for applying for admission to our programmes/schemes.
點擊「學士學位」並選擇您的課程/組合課程。然後，請選擇您申請入讀時所持有/將持有的**主要資歷**。

3. Each applicant can submit ONE application with up to two programme/scheme choices. Upon submission of application, the programme/scheme choice(s) cannot be changed.
    每位申請人只可提交一份申請表，並選擇最多兩個課程/組合課程。遞交申請後將**不能更改**課程/組合課程。

4. If you wish to change your programme/scheme choice(s) before submitting your application, please click "Edit".
    如您希望在提交申請之前更改您的課程/組合課程選擇，請點擊「編輯」。

- *Once you have changed your programme/scheme choice(s), all application data entered and documents uploaded earlier may be removed. Please add them back accordingly.*
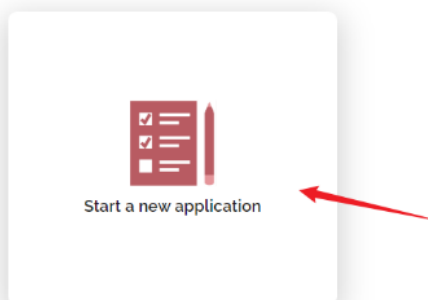   一旦您更改課程/組合課程選擇，請重新填寫之前輸入的所有申請資料和上傳文件。

B.1. **For local JEE (Chinese Mainland Joint Entrance Examination) applicants (Residence type: Dependant Visa (First issued under 18)/Other Visa) (Nationality: China)**
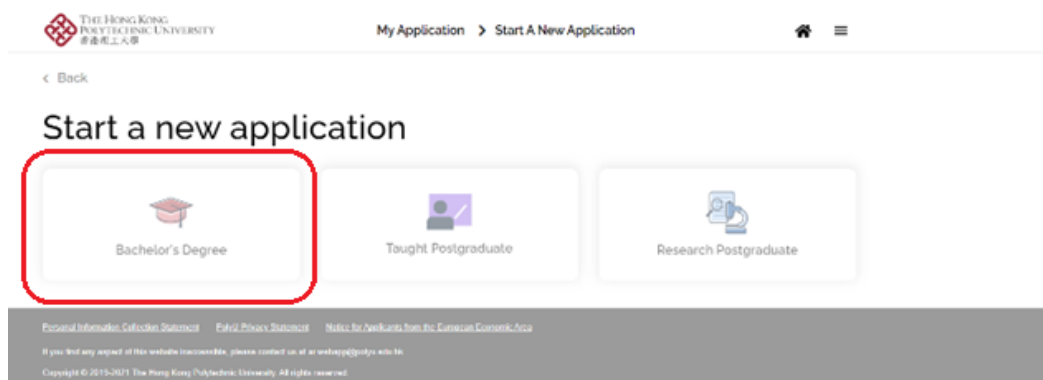以內地應屆高考生身分申請來港就讀的本地申請人
（即持有內地國籍及（18 歲以下首發）受養人簽證/其他簽證來港人士）

1. Click "Start a new application" to proceed with your application.
點擊「開始新申請」以繼續申請。

2. Click "Bachelor's Degree" and select your programme/scheme choice(s). You must also choose the main qualification you hold/will hold for applying for admission to our programmes/schemes.
點擊「學士學位」並選擇您的課程/組合課程。然後，請選擇您申請入讀時所持有/將持有的**主要資歷**。

3. Each applicant can submit ONE application with up to two programme/scheme choices. Upon submission of application, the programme/scheme choice(s) cannot be changed. For local JEE (Chinese Mainland Joint Entrance Examination) applicants, please refer to the picture below and fill in the application.

每位申請人只可提交一份申請表，並最多選擇兩個課程/組合課程。遞交申請後將**不能更改**課程/組合課程。本地申請人(內地應屆高考生)請參照下圖填寫申請表。

Entry Year

2025 Semester 1 (Sept 2025 Entry)	⌄

Mode of Study

◉ Full Time   ○ Part-time/Online

Will you take current year Chinese Mainland Joint Entrance Examinations (內地应届高考生)?

○ Yes   ◉ No

Are you applying for Senior Year Admission or to Top-up Programme? ⓘ

○ Yes   ◉ No

Did / Will you attend HKDSE examinations? ⓘ

○ Yes
◉ No. I declare that I have NOT taken / will not take any HKDSE examinations
Or HKDSE examination years listed about are not applicable to me

Programme Choice

Accounting and Finance (Accountancy / Accounting and Finance / Digital Finance and ...	⌄

Programme Choice *(Optional)*

-- Please Select --	⌄

Main Qualification for Application

Chinese High School Diploma with JEE (中國高考)	⌄

4. If you wish to change your programme/scheme choice(s) before submitting your application, please click "Edit".
如您希望在提交申請之前更改您的課程/組合課程選擇，請點擊「編輯」。

- *Once you have changed your programme/scheme choice(s), all application data entered and documents uploaded earlier may be removed. Please add them back accordingly.*
一旦您更改課程/組合課程選擇，請重新填寫之前輸入的所有申請資料和上傳文件。

C. **Completing High School Details and Other Qualifications**
填寫高中資料與其他資歷

- *For local JEE (Chinese Mainland Joint Entrance Examination) applicants (Residence type: Dependant Visa (First issued under 18)/Other Visa)(Nationality: China), please skip to C.1.*
以內地應屆高考生身分申請來港就讀的本地申請人（即持有內地國籍及（18 歲以下首發）受養人簽證/其他簽證來港人士），請跳至步驟 C.1。

1. Please enter the corresponding details in your online application. Click the "High school details required" panel to add your high school details (High school details are mandatory for input).
請填寫必要資料以完成申請。點擊「高中資料」面板以填寫您的高中學歷（必填）。

2. If your final results are not yet released at the time you complete the application, please update the result announcement date of the examination/qualification. Upon the release of result, please return to this section and update it and upload the transcript/supporting document.
如果您在填寫申請表時最終成績尚未公佈，請填上考試/資歷的成績公佈日期。在成績公佈後，請返回本欄更新並上傳成績單/證明文件。

3. Click the "… Exam result required" panel under "Qualification" to add details of other qualification(s) or high school/post-secondary qualification(s). For example, if the "Main Qualification for Application" you selected is "GCE A-level", please enter GCE A-level results under this panel.

點選「資歷」下的「考試成績」面板加入主要資歷的詳細資料（必填）。例如，您在選擇課程頁面中「主要資歷」一項選擇的是普通教育高級程度證書 (GCE A-level)，請在此面板下輸入 GCE A-level 的成績。

4. If you select Higher Diploma, Associate Degree, Bachelor's Degree or Other Post-Secondary Qualification as your "Main Qualification for Application", you are required to fill in post-secondary details and upload relevant documents apart from your high school qualification.

如果您選擇高級文憑、副學士學位、學士學位或其他專上學歷為您的「主要資歷」，請填寫「專上教育」面版，並上傳成績表及畢業證書。

The "Level of programme" under "Post-secondary details" section should also be the same as the one selected for "Main Qualification for Application".

「專上教育」面版中「課程等級」一項必須與選擇課程頁面中「主要資歷」相同。

- *International Baccalaureate (IB Diploma) and GCEAL/IAL are treated as high school qualifications only and not post-secondary qualifications.*
 IB Diploma 和 GCEAL/IAL 僅視為高中學歷，而非專上學歷。

5. If you have additional qualification(s) other than high school and "Main Qualification for Application", please click "+ Add" button and supplement the information.
如持有高中及「主要資歷」以外的其他資歷，請點選「＋新增」按鈕並補充資料。
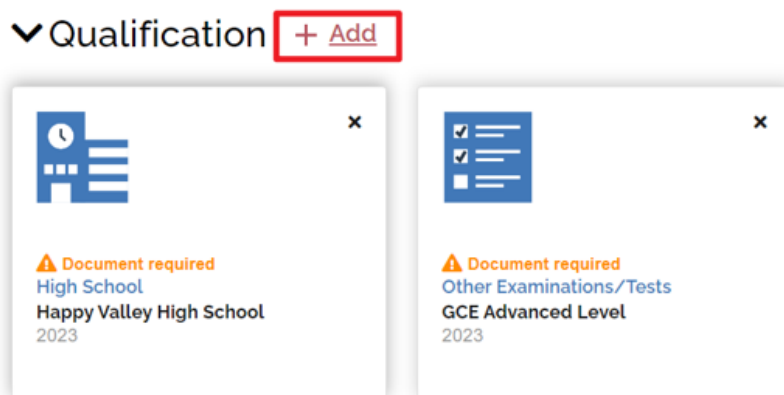
6. You may also add your English language test results such as IELTS or TOEFL by clicking "+ Add" button.
您也可以點擊「＋新增」按鈕，添加您的英語考試成績，例如 IELTS 或 TOEFL。
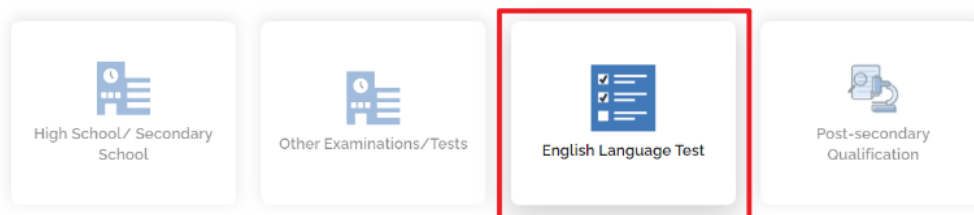
- *Upon adding the proficiency test results, please also upload the relevant documents for verification purpose.*
請同時上傳相關考試成績文件以進行驗證。

- *TOEFL iBT and IELTS tests are expected to be taken within the recent two years.*
TOEFL iBT 和 IELTS 考試成績有效期為 2 年。

7. While academic scholarship will be automatically considered based on your uploaded academic documents and interview performance, if you wish to be considered for the **Special Talents Admission and Recognition Scheme (STARS) scholarship**, please select "Yes" under the "Other Experiences and Achievements" section and upload awarding certificates before submitting your application.
學術獎學金會根據您上傳的學術文件和面試表現而自動考慮，但如果您希望參加德藝計劃**獎學金**，請在「其他經驗與成就」一欄中選擇「是」，並在遞交申請前上傳獲獎證書。

8. Continue to complete the remaining parts of the online application and click the "Review and Submit" button to check all data entered.
繼續填寫申請的其餘部分，然後點擊「檢閱並提交」按鈕以檢查所有已輸入的資料。

Review and Submit Application

Once you have completed the application form, you can click the "Review and Submit" button below to preview your application summary. As the information you entered in this online application will form the basis on which your application will be considered, you should make sure that it is complete and accurate. Otherwise, your chance of admission may be affected.

Upon submission, you are advised to print or save a copy of your application summary.

Review and Submit

9. Go through declarations and statements and then check the boxes before clicking "Submit Application".
閱讀聲明並勾選方格，然後點擊「提交申請」。

THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

My Application > Bachelor's Degree > Application Review

JS3080 Others	<Not yet uploaded>	--	
JS3569 Others	<Not yet uploaded>	--	
JS3569 Portfolio Information Sheet	<Not yet uploaded>	--	
Passport	add-quali.jpg	0.04 MB	27-Sep-2024 10:03:47
	Total File Size	0.15 MB	

Declaration and Submit

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

☐ I confirm that I read and understood the following relating to my personal data and information:-

○ for applicant from mainland China, [Personal Information Collection Statement for Applicant from People's Republic of China]
○ for applicant from EU country, [Notice for Application from the European Area]
○ for applicant from Hong Kong or other country/region, [Personal Information Collection Statement for Applicants]

Have you engaged an education agent to assist you with your application?
○ Yes
○ No

Back Submit Application

C.1. For local JEE (Chinese Mainland Joint Entrance Examination) applicants (Residence type: Dependant Visa (First issued under 18)/Other Visa) (Nationality: China)
以內地應屆高考生身分申請來港就讀的本地申請人
（即持有內地國籍及（18 歲以下首發）受養人簽證/其他簽證來港人士）

1. Please enter the corresponding details in your online application. Click "+ Add" button to add your high school details (High school details are mandatory for input).
   請填寫必要資料以完成申請。點擊「+ 新增」按鈕，以填寫您的高中學歷（必填）。

2. Enter "Current JEE Examinations" under "Name of Award/Qualification"
   在「證書/資歷名稱」下填上「Current JEE Examinations」。

3. Select "Others" under "Curriculum Country/Region" and "Curriculum".
在「課程國家/地區」和「課程」下選擇「Others」。
Then fill in your personal and JEE information under "Qualification details/Remarks.
然後在「資歷詳情/備註」下提供您的 1)內地居民身份証號碼(18-digit)、2)高考考卷所屬省市、3)考卷類別（文科/理科）及 4)高考考生號碼/准考證號碼。

Edit High School Qualification

✅ Basic Info ＞ 🔘 Curriculum ＞ ✅ Transcript

Curriculum Country/Region

Others ⌄

Curriculum

Others (Please give your curriculum details in the "Qualification Details/Remarks" secti... ⌄

Qualification Status

Will complete study before September 2025 ⌄

I will update Qualification Status and Exam Results on or before ⓘ

31-Jul-2025

GPA/Average Mark *(Optional)* ⓘ

e.g. 2.81 out of e.g. 4.0

Qualification Details/Remarks *(Optional)* ⓘ

i) Mainland ID number (内地居民身份证号码) (18-digit)
ii) Province/City of Offering Examination Paper (高考考卷所屬省市)
iii) Arts / Science(文科/理科)
iv) JEE Candidate Number (高考考生号/准考证号)

Previous   **Next**

• If your final results are not yet released at the time you complete the application, please update the result announcement date of the examination. Upon the release of result, please return and update this session.
如果您在填寫申請表時最終成績尚未公佈，請填上考試成績公佈日期。在成績公佈後，請返回本欄更新。

4. Upload your JEE admission form.
   上傳你的高考准考證。

Edit High School Qualification

⊘ Basic Info ＞ ⊘ Curriculum ＞ ⊖ Transcript

Please upload your latest transcript/certificate/official document with your predicted scores here.

Choose a file or drag it here

Previous   Save

5. You are also required to input your JEE results.
   您同時須填寫高考成績。請點擊「+ 新增」按鈕，以填寫您的高考成績（必填）。

∨ Qualification + Add

Add Qualification

High School/ Secondary School

Other Examinations/Tests

English Language Test

Post-secondary Qualification

6. Refer to the picture below and fill in the examination details.
根據下圖填上考試資料。

Add Examination Results

Curriculum Details

Others

Country/Region

China

Examination

Mainland JEE

Information about this examination *(if applicable)*

Please provide the examination details.

7. If your JEE result is announced, you should enter each subject's result, then upload the transcript.
如您的高考成績已公佈，您可以輸入各科成績，然後上傳成績單。

Examination Year

2025

Exam result announced?

◉ Yes   ○ No

Subject	Result

+ Add Result

Please upload relevant documents here.

Choose a file or drag it here

Save

8. If your final results are not yet released at the time you complete the application, please update the result announcement date. Upon the release of result, please return to this section and update it and upload the transcript.
如果您在填寫申請表時最終成績尚未公佈，請填上成績公佈日期。在成績公佈後，請返回本欄更新並上傳成績單。

9. You may also add your English language test results such as IELTS or TOEFL by clicking "+ Add" button.
您亦可以點擊「+ 新增」按鈕，新增您的英語考試成績，例如 IELTS 或 TOEFL。

- *Upon adding the proficiency test results, please also upload the relevant documents for verification purpose.*
  新增考試成績後，請同時上傳相關文件以進行驗證。
- *TOEFL iBT and IELTS tests are expected to be taken within the recent two years.*
  TOEFL iBT 和 IELTS 考試成績有效期為 2 年。

10. While academic scholarship will be automatically considered based on your uploaded academic documents and interview performance, if you wish to be considered for the **Special Talents Admission and Recognition Scheme (STARS) scholarship**, please select "Yes" under the "Other Experiences and Achievements" section and upload the required documents before submitting your application.
學術獎學金會根據您上傳的學術文件和面試表現而自動考慮，但如果您希望參加**德藝計劃獎學金**，請在「其他經驗與成就」一欄中選擇「是」，並在遞交申請前上傳獲獎證書。

11. Continue to complete the remaining parts of the online application and click the "Review and Submit" button to check all data entered.
繼續填寫申請的其餘部分，然後點擊「檢閱並提交」按鈕以檢查所有已輸入的資料。

12. Go through declarations and statements and then check the boxes before clicking "Submit Application".
閱讀聲明並勾選方格，然後點擊「提交申請」。

D. Inputting Results of GCE A-level and International Advanced Level as Main Qualification

填寫由 GCE A-Level 以及 International Advanced Level 成績作為「主要資歷」

1. Please select "GCE Advanced Level **and** International Advanced Level" Under "Main Qualification for Application" if you obtained / will obtain GCE AL / IAL results offered by different examination providers such as Pearson Edexcel, AQA or Cambridge Assessment International etc. Do NOT insert AS Level subjects and results under "GCE Advanced Level" and "International Advanced Level" panels.

    若您已取得/將取得由不同考試機構（如 Pearson Edexcel、AQA 或 Cambridge Assessment International 等）提供的 GCE A-Level 或 International Advanced Level 成績，請在 「主要資歷 」 下選擇 「GCE Advanced Level **and** International Advanced Level」。不要填寫 AS Level 的科目和成績。

2. Input the examination results separately by clicking different panels.
   點選不同面板，分別輸入考試成績。
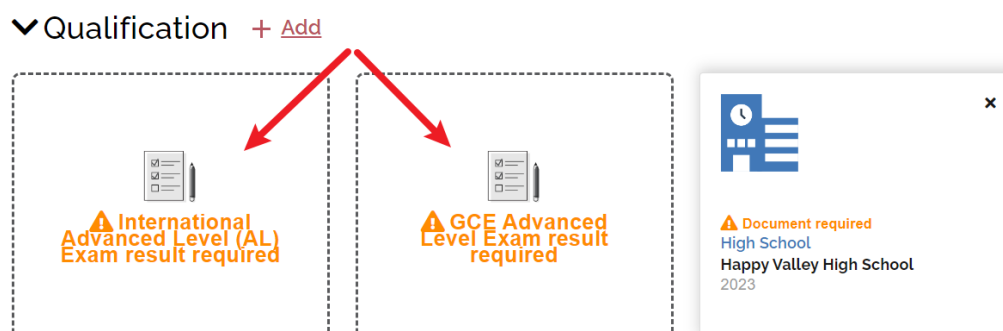
3. Please select the examination body and enter subjects taken and results attained. If the results are not yet announced, select the result announcement date under "I will update result by" and input predicted results. If your predicted results are not yet available, please leave the column "Predicted Result" blank and refer to the procedures in "Remarks" to provide us with the A-level predicted results.
   請選擇考試機構，並輸入所報考的科目和取得的成績。 如果成績尚未公佈，請選擇成績公佈日期，並輸入預測成績。如果您的預測成績尚未公布，請在「預測成績」一欄留空，並參閱「備註」中的程序，向我們提供 A-level 預測成績。

Remarks 備注:

- *You should ask your school to send us the predicted public examination results for our preliminary assessment by one of the following ways: (1) Fill in the "Academic Referee" section under eAdmission. A system-generated email will then be sent to your designated school counselor or referee. They are able to provide the predicted scores via the online system; or (2) Ask them to send us the relevant documents by email (ar.ugdirect@polyu.edu.hk) or by post (Academic Registry, The Hong Kong Polytechnic University, Kowloon, Hong Kong).*
  您應該要求您的學校將預測的公開考試成績寄給我們，以便我們進行初步評估，方法如下：(1) 填寫 eAdmission 下的「學術推薦人」一欄。系統會產生一封電子郵件，寄給您指定的學校顧問或推薦人。他們可透過網上系統提供預測分數；或 (2) 請他們透過電郵 (ar.ugdirect@polyu.edu.hk) 或郵遞 (香港九龍香港理工大學教務處) 將有關文件寄給我們。
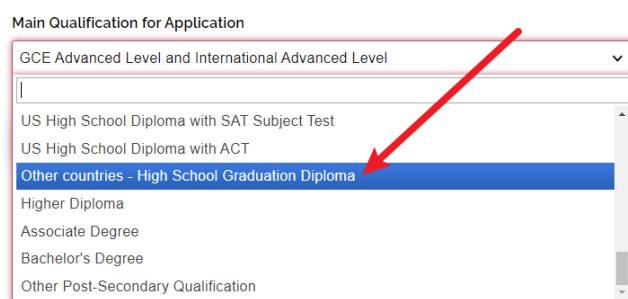
- *Once the results are available, please update the relevant sections of the online application form and upload the document(s) indicating your latest results.*
  一旦取得成績，請更新線上申請表的相關部分，並上傳顯示您最新成績的文件。

E. Uploading Curriculum/Qualification that are Not Listed in eAdmission/Study@PolyU
上傳未列於 eAdmission/Study@PolyU 的課程/資歷

1. If you have difficulty finding a qualification under "Main Qualification for Application" that could suitably describe the one you currently hold/will hold, please select "Other countries – High School Graduation Diploma".
如未能在「主要資歷」下找到您目前持有/將要持有的資歷，請選擇「其他國家 - 高中畢業文憑」。
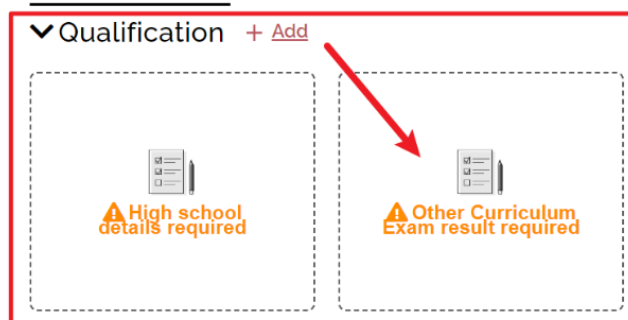
2. Fill in your high school details under the "Qualification" section. You are also required to provide other qualification/curriculum/examination. If you don't have other qualification/curriculum or sit other examination, please fill in your high school results in the "Other Curriculum Exam results required" panel.
在「資歷」一欄中填寫您的高中詳細資料，並提供其他資歷/課程/考試資料。如果您沒有其他資歷/課程或未曾參加其他考試，請點選「需提供其他課程考試成績」面板並填寫您的高中成績。

3. If your results are not yet available upon submission of your application, please select "No" under "Exam result announced" and indicate the result announcement date once they become available. After submission of your application, please login to your online account and upload the transcript/score report directly if you have obtained new qualifications or academic results.

如果您的成績在遞交申請時尚未公布，請在「已公布的考試成績」下選擇「否」，並註明成績公布日期。在成績公佈後，請返回本欄更新並上傳成績單。
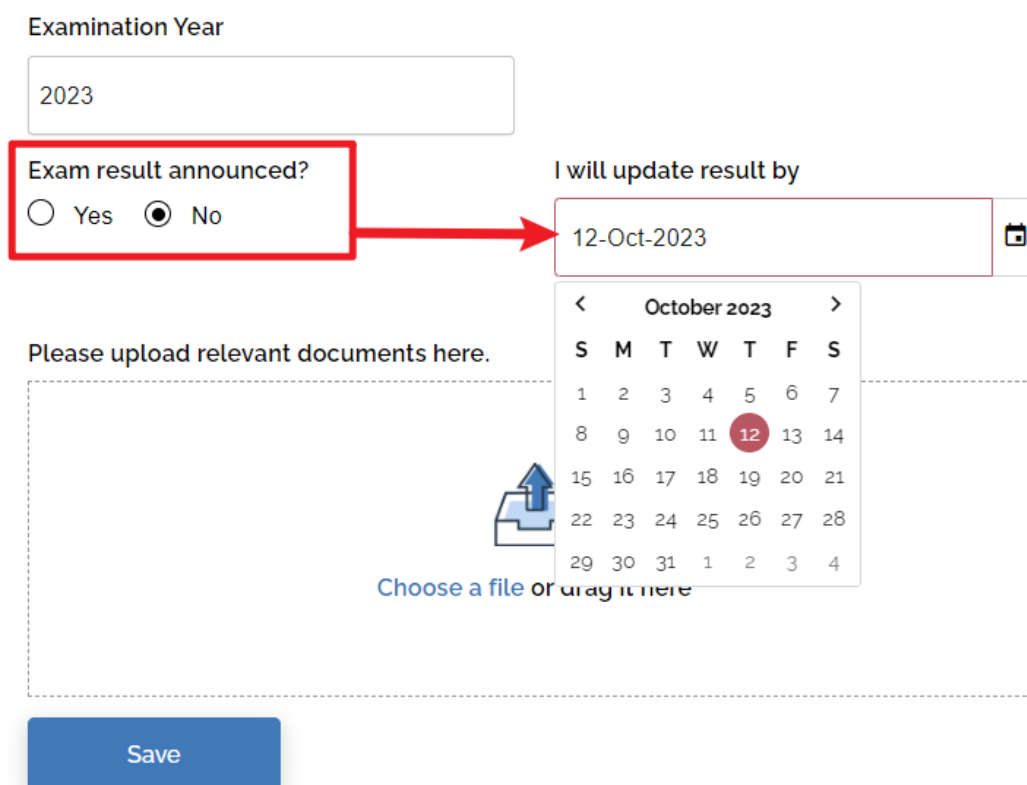
4. Once you enter details for "Curriculum Details", "Country/Region", "Examination" and "Examination Year" in "Other Curriculum Exam results required" panel and then click "Save", the information entered can't be changed.

在「其他課程考試成績」面板中輸入「課程詳細資訊」、「國家/地區」、「考試」和「考試年份」的詳細資訊後，點擊「儲存」，輸入的資料將無法變更。

5. If you wish to remove the qualification entered, please click "x" and then select "Delete". After that, please click on the "Other Curriculum Exam results required" panel and enter the qualification details again.
    如果您希望刪除輸入的資歷，請點擊「x」，然後選擇「刪除」，並重新點選「所需的其他課程考試成績」面板，輸入資歷詳細資料。
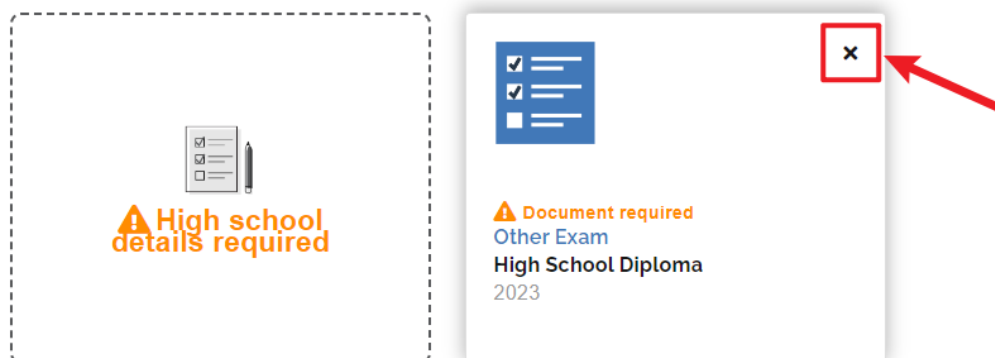
6. If you want to include your non-academic achievements in the application, please add them under "Other Experiences and Achievements". You can find more details about this section in parts F and G.
    如果您想在申請表中加入您的非學術成就，請在「其他經驗與成就」中加入。您可以在此指南的 F 和 G 部分找到有關這一部分的詳細資訊。

7. Add additional document under "Additional Document(s)" section.
   在「附加文件」一節中新增附加文件。

- *The maximum uploading capacity is 10 MB in total. Please click here for necessary* additional documents required for your selected programme(s)/scheme(s). You are strongly advised not to submit documents more than required.
  申請上傳總容量上限為 10 MB。請點擊*此處*以查看您所選的課程/組合課程所需的必要附加文件。請勿提交沒有被要求的文件。

8. Upon completion, please click "Review and Submit" to check all information and qualifications are entered correctly and documents uploaded before submitting your application.
完成後，請點擊「檢閱並提交」，檢查所有資料和文件是否正確並提交您的申請。

9. To understand our applicants better, please complete the survey and then click "submit".
為了更瞭解申請者，請完成問卷，然後點擊「提交」。

F. Completing "Other Experiences and Achievements" (optional)
填寫「其他經驗與成就」（可選填）

1. If you wish to add any awarding certificate of competition/activity, please click "+ Add" button beside "Other Experiences and Achievements". **No amendment is allowed** after submission of application.
如果您希望提供得獎比賽證書，請點選「其他經驗與成就」旁的「+ 新增」按鈕。**提交申請後不再予以更改。**

> Qualification + Add

> Other Experiences and Achievements + Add

Add Other Information

Add a competition or activity
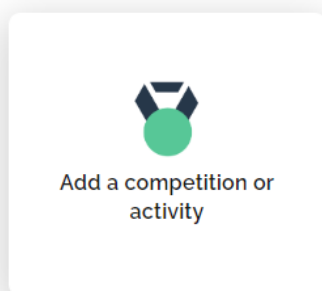
- *You are allowed to fill in a maximum of 3 records for this part.*
本部分最多填寫 3 項。

2. Select the appropriate competition/activity (Please select "Other" if you cannot find from the list provided) and fill in all the information as below.
請選擇適當的比賽/活動（若無法從提供的清單中找到，請選擇「其他」），並填寫下列所有資料。

Competition/Activity ⓘ
| Other ▾ |

From
| -- Please select -- ▾ |

To
| -- Please select -- ▾ |

Category
| -- Please select -- ▾ |

Participation Mode
| -- Please select -- ▾ |

Activity Nature
| -- Please select -- ▾ |

Role
| -- Please select -- ▾ |

Full Name of Competition/Activity
| e.g. International Mathematical Olympiad |

Level of Competition/Activity
| -- Please select -- ▾ |

Description ⓘ
| Details of the competition/activity, e.g. Volleyball competition in the All China University Games, Best Performance Award in the HK Youth Dance Competition |

Achievement
| -- Please select -- ▾ |

○ Individual   ○ Group

3. Upload awarding certificate of the competition/activity for verification purpose and click "Yes" if you would like to join the Special Talents Admission and Recognition Scheme (STARS). **No amendment is allowed after submission of application.**
上傳比賽/活動的得獎證書以作核實，如欲參加「德藝計劃」(STARS)，請按「是」。**提交申請後不再予以更改。**

Please upload relevant documents here. ⓘ

Choose a file or drag it here

Do you join Special Talents Admission and Recognition Scheme (STARS)?
○ Yes
○ No

4. You are required to input the reference website of the competition/activity, if you join the Special Talents Admission and Recognition Scheme (STARS).
您必須輸入比賽活動的官方網站以便參加「德藝計劃」。

Do you join Special Talents Admission and Recognition Scheme (STARS)?"

◉ Yes

Activity Reference Website

> https://www.oxfam.org.hk/tc

○ No

G. Completing "Special Talents Admission and Recognition Scheme (STARS)" (optional)
填寫「德藝計劃」申請（可選填）

1. For those who have chosen to join Special Talents Admission and Recognition Scheme (STARS), they have to submit awarding certificates under section of "Other Experiences and Achievements", and also required to complete the section of "Special Talents Admission and Recognition Scheme (STARS)". **No amendment is allowed after submission of application.**
   參加「德藝計劃」人士，除了於「其他經驗與成就」提交得獎證書外，亦必須額外填寫「德藝計劃」部份。**提交申請後不再予以更改。**

2. Click the "STARS Self-Description" panel to fill in relevant information. Please complete this section in English. A guideline is also provided for how to write the self-description (300-500 words).
   請以英文填寫「德藝計劃自我描述」部分。有關 300-500 字自我描述，我們會提供撰寫指引。

3. Please input information about the School Principal as STARS referee and upload PolyU STARS School Principal Reference Form under the "STARS School Principal" panel. The Form is system-generated and applicant has to collect School Principal's signature and School chop for verification purpose.

請在「德藝計劃校長推薦」部分中填上校長資料，並上傳香港理工大學德藝計劃校長推薦信以進行驗證。香港理工大學德藝計劃校長推薦信根據申請人填寫的得獎比賽及校長資料由系統自動生成。因此，上傳前申請人必須獲得就讀學校校長的簽署及校印，以證明獲得獎項真確無誤。

4. Please click "+ Add" button beside "Special Talents Admission and Recognition Scheme (STARS)" if you would like to add more referee.

如欲加入多於一位推薦人，請按「德藝計劃」旁邊的「+ 加入」按鈕。

5. STARS application has to be submitted along with the PolyU online application form. Any addition and/or amendment **request will not be allowed** after application submission.

「德藝計劃」必須與香港理工大學本地申請人表格一併遞交。提交申請後，任何**更改資料或其後提出申請「德藝計劃」不會受理**。

H. Settling the Application Fee (final step to confirm your submission)
繳付申請費用（確認提交前最後一個步驟）

1. Please mark down your unique application number for future communication with PolyU and click "Go to Payment Page".
   請記下您的申請編號，以便日後與理大聯絡，然後按「前往付款頁面」。

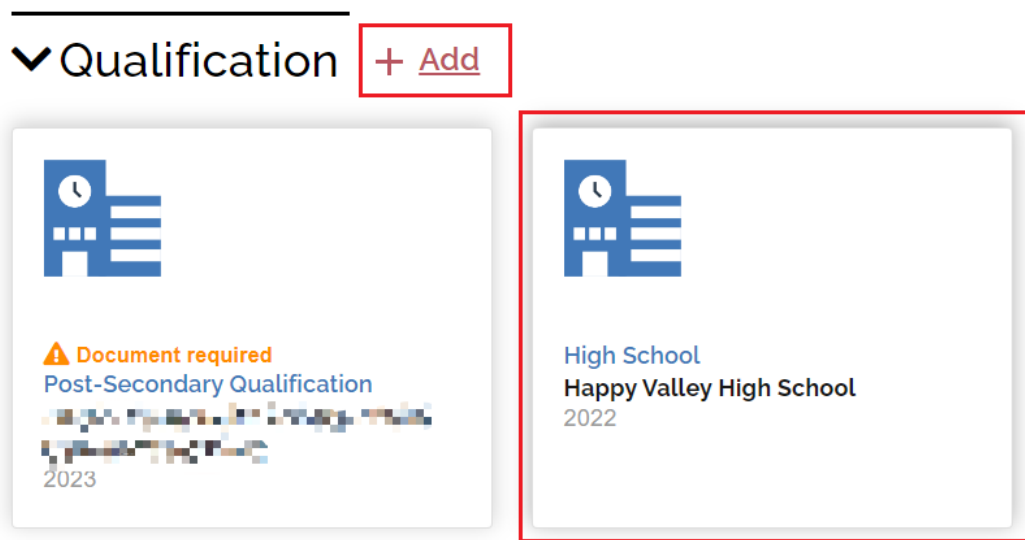   # You have submitted your application!

   ## Your application number is 231031429.

   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 then cancel your application when the payment status is overdue.
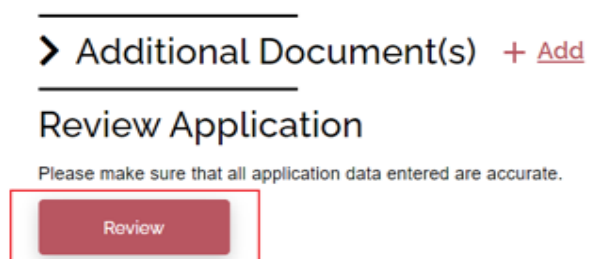
   Go to Payment Page

2. Refer to your debit note for payment methods and settle the application fee (HK$450) before the payment deadline. Please note that your application will **only be processed AFTER** the application fee is received.
   請參閱您的收款單了解付款方法，並在付款截止日期前繳付申請費（港幣 450 元）。請注意，只有在**收到申請費之後**，您的申請才會被處理。

   Finance Office

   THE HONG KONG POLYTECHNIC UNIVERSITY 香港理工大學

   Student Account System

Application No.:	231031429	Applicant Name:	

   Debit Note #1 of 1

   Fee to be paid

Debit Note No./Bill No.:		Academic Year/Semester:	2023/1
Payment Deadline:		Payment Status:	Not Paid
		Net Amount to be Paid (HKD)	**450.00**

   Fee details

Application Fee			450.00
		Total Fee (HKD)	**450.00**

- *We strongly advise applicants to settle the payment by credit card (Visa/ Mastercard/ UnionPay). It normally takes around 5-7 days to update the payment status if you pay the fee by other payment methods such as telegraphic transfer, flywire or bank draft.*
我們強烈建議申請人使用信用卡（Visa/ Mastercard/銀聯）付款。如果您使用其他付款方式（如電匯、飛線電匯或銀行匯票）支付費用，通常需要大約 5-7 天才能更新付款狀態。

I. Amending Data after Submission of Application
修訂「主要入學資歷」

Updating your Personal Particulars
更新您的個人資料

1. Click the icon on the upper right-hand corner of the page, then press "Update Personal Details".
   點擊頁面右上角的圖示，然後按「更新個人資料」。
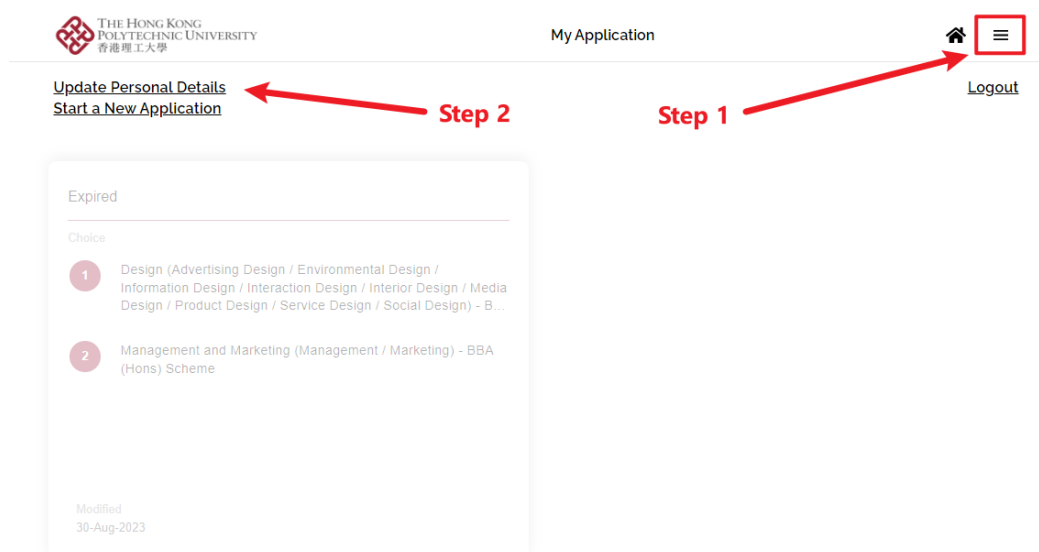
2. Update personal information such as address, phone number or change password.
   更新個人資料，例如地址、電話號碼或變更密碼。

- *Some particulars input earlier can't be changed including name, email address, date of birth, identity number and nationality. Please write to us via email at ar.ugdirect@polyu.edu.hk if you wish to update any of the details.*
  某些已輸入的資料無法變更，包括姓名、電子郵件地址、出生日期、身份號碼和國籍。如果您希望更新以上資料，請發電郵至 ar.ugdirect@polyu.edu.hk 。

3. Upon completion, please click "change" and then press "Yes" to confirm submission.
   完成後，請點擊「變更」，然後按「是」確認提交。
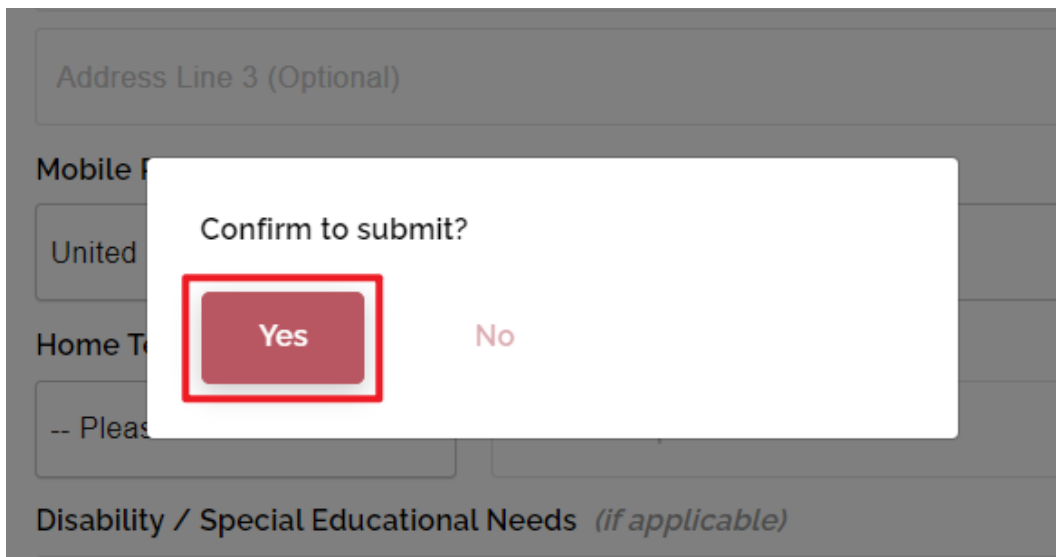
4. The personal particulars have been saved.
   個人資料已儲存。

Updating Academic/Non-academic Qualifications and Other Details
更新學術/非學術資歷及其他詳細資料

5. Login to your online account via eAdmission (www.polyu.edu.hk/admission) and click on the panel.
透過 eAdmission (www.polyu.edu.hk/admission) 登入您的帳戶，然後點擊面板。

6. Click the icon on the upper right-hand corner of the page, then press "Application Overview".
點擊頁面右上角的圖示，然後按「申請總覽」。

7. You would be able to click on the "panel" to update data or press "+ Add" button to add new qualifications.
    您將可點選「面板」更新資料，或按「+ 新增」按鈕新增資歷。

8. Upon completion, please click "Review" to final check the updated details.
    完成後，請點擊「檢閱」以檢查更新的詳細資料。

9. If any of the input data should be amended, please click "Edit".
   如果需要修改任何輸入資料，請點擊「編輯」。

10. The updated data will be saved automatically after logging out the system.
    登出系統後，更新的資料會自動儲存。

J. Amending "Main Qualification for Admission"
修訂「主要入學資歷」

1. Click "Edit" under "Programme Choice" section.
   點擊「課程選擇」部分下的「編輯」。

2. Unselect the incorrect qualification and choose the right one under "Main Qualification for Application".
   重新在「主要資歷」中選擇正確的主要入學資歷。

3. All application data you entered earlier may be removed after clicking "Save".
   點擊「儲存」後，您之前輸入的所有申請資料會被移除。
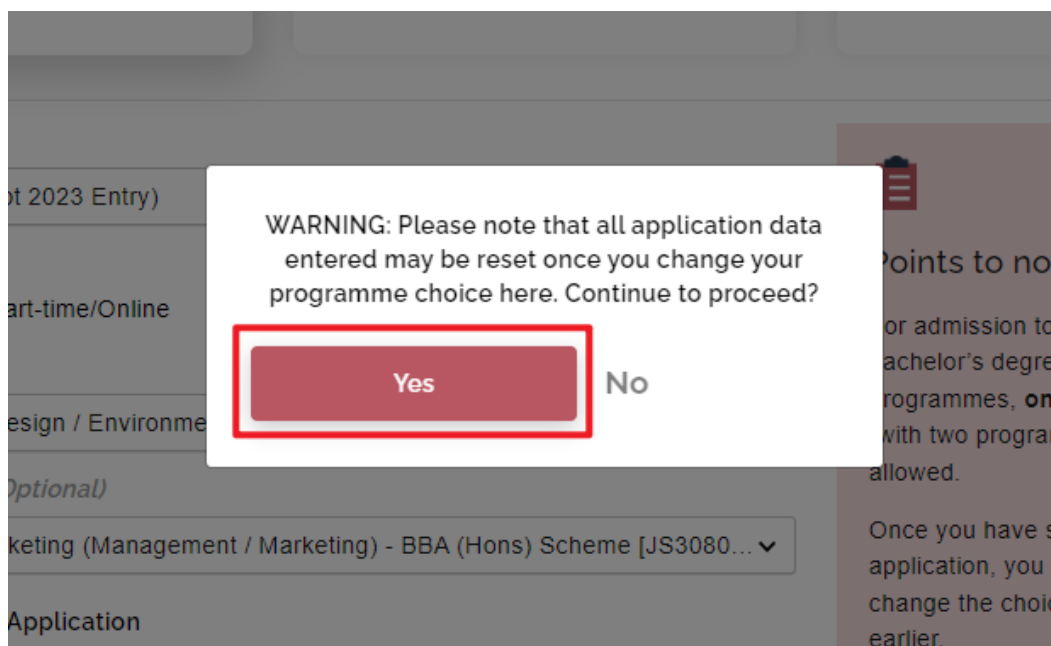
4. The main qualification has been updated. Please input all data and upload supporting documents again.
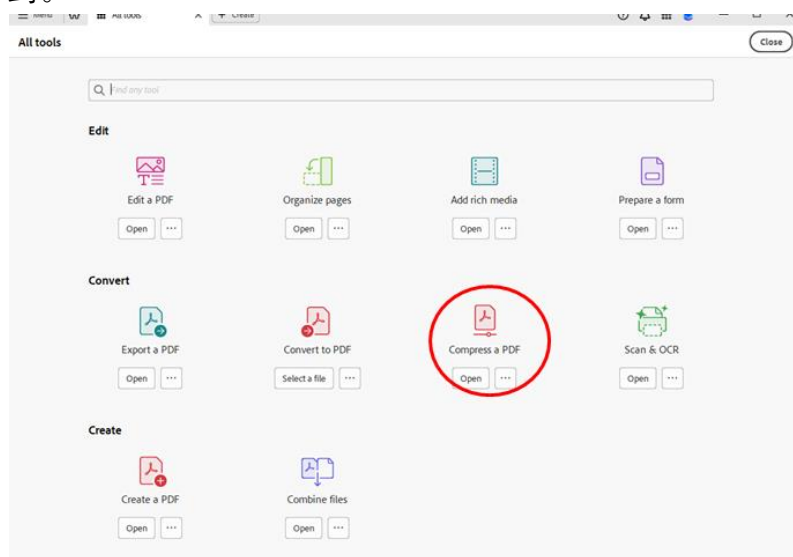   更正後，請重新輸入所有資料並上傳證明文件。
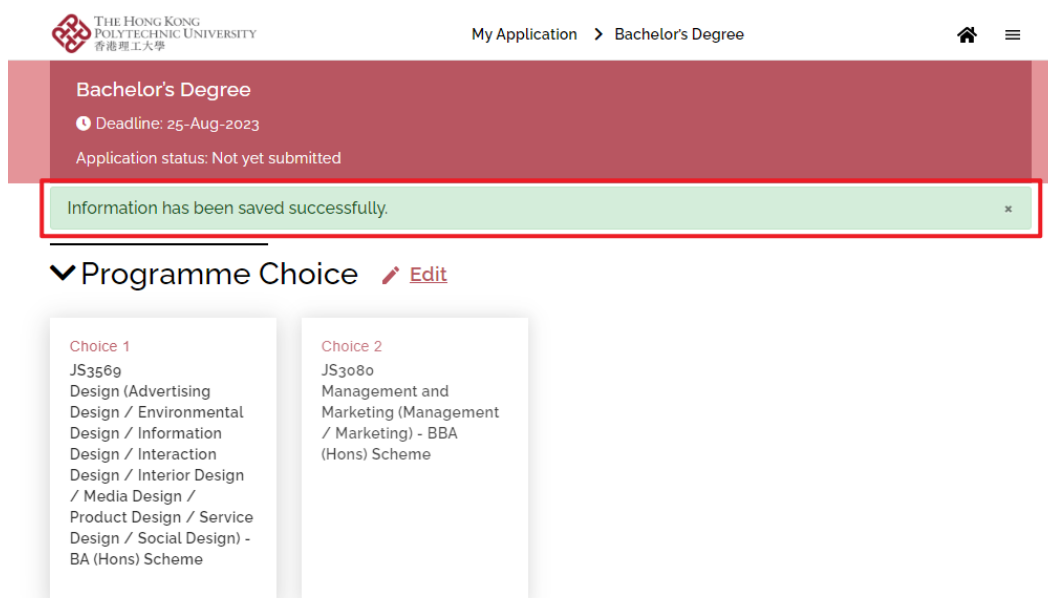
K. Combining and Minimizing PDF file
合併和壓縮 **PDF** 文件
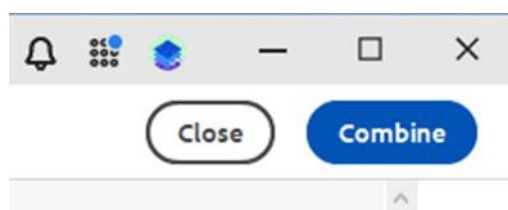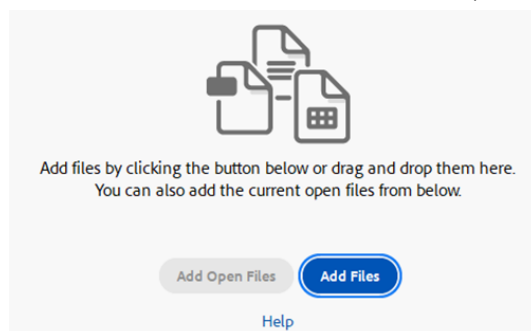
Combine PDF files
合併 PDF 文件

- ***Option 1: Use Adobe Acrobat's combine function.***
  選項 1：使用 Adobe Acrobat 的合併功能。

  - To find the file combine function, we need to open the "Combine files" tool. The tool can be found under the Tools tab, in the Create subsection.
    開啟「合併檔案」工具。該工具可以在「工具」標籤下的「建立」分節中找到。

  - Add the files you want to combine. Then click "Combine" and save the file.
    新增要合併的檔案。然後按一下「合併」並儲存檔案。

- ***Option 2: Use Online Resources and Freewares***
  選項 2：使用線上資源與免費工具

  - Search "combine PDF files online" in your browser, and you'll find many online resources at your service.
    (e.g. https://www.adobe.com/hk_en/acrobat/online/merge-pdf.html)
    在瀏覽器搜索「線上合併 PDF 文件」，你會發現有許多線上資源可供使用。
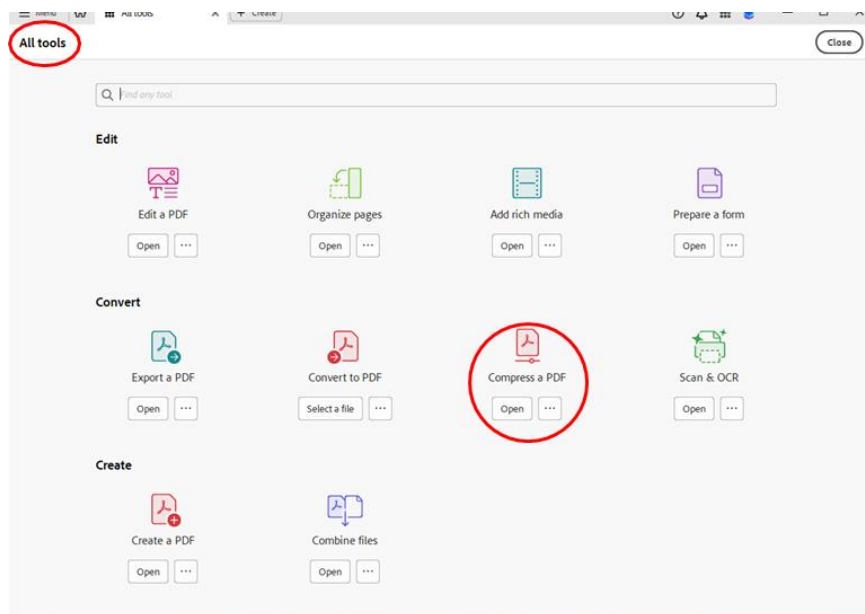   （例如 https://www.adobe.com/hk_en/acrobat/online/merge-pdf.html ）

Minimizing PDF files
壓縮 PDF 文件

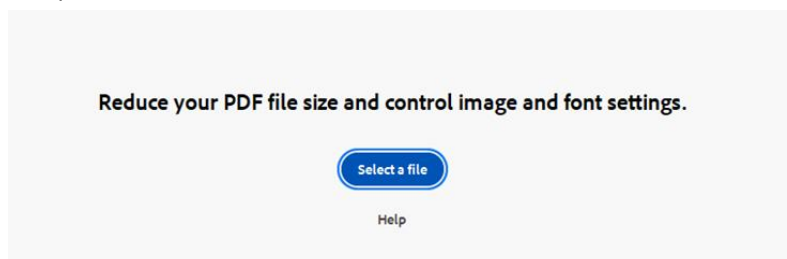- ***Option 1: Use Adobe Acrobat's compression function.***
  選項 1：使用 Adobe Acrobat 的壓縮功能。

  - To find the file compression function, we need to open the "Compress a PDF' tool. The tool can be found under the Tools tab, in the Convert subsection.
   需要開啟「壓縮 PDF」工具。該工具可在標籤下的「轉換」分節中找到。

  - Select a file.
    選擇文件

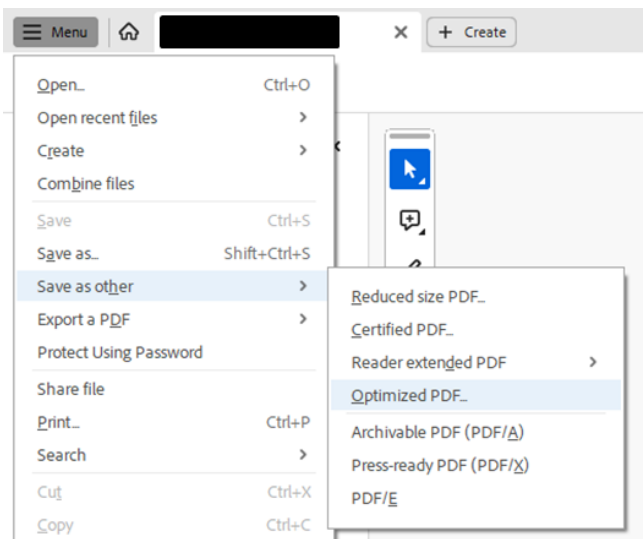- Click "Reduce File Size" and save the file.
 點擊「減小檔案大小」並儲存檔案。

REDUCE FILE SIZE

 Single file

 Multiple files

- ***Option 2: Use Adobe Acrobat's PDF Optimizer***
  選項 2：使用 Adobe Acrobat 的 PDF 優化程式

  - Open your PDF in Acrobat, click Menu, Save as Other, and then Optimized PDF.
    在 Acrobat 中開啟您的 PDF，點擊功能表、另存為，然後按一下優化 PDF。

  - Select the checkbox next to a panel (e.g. Images, Fonts), and then select options in that panel.
    - 選取面板旁邊的選項框(例如圖片、字型)，然後在該面板中選取選項。
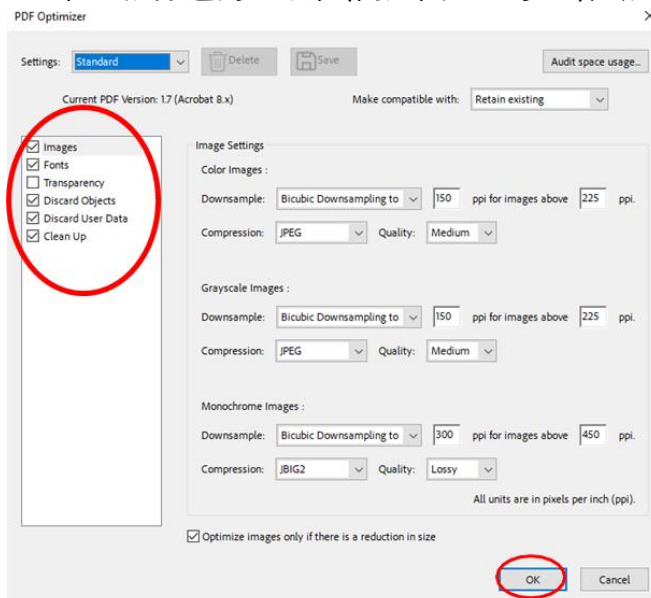
- ***Option 3: Use Online Resources and Freewares***
  選項 3：使用線上資源與免費工具

  - Search "compress PDF online" in your browser, and you'll find many online resources at your service.
    (e.g. https://www.adobe.com/hk_en/acrobat/online/compress-pdf.html)
    在瀏覽器中搜尋「線上壓縮 PDF」，您會發現有許多線上資源為您服務。
    (例如 https://www.adobe.com/hk_en/acrobat/online/compress-pdf.html)