

PolyU

Step-By-Step Guide on Online Application Submission

PolyU

Academic 教務處
Registry



PolyU Step-By-Step Guide on Online Application Submission



Steps for...

- A. Creating an Online Account via eAdmission
 - B. Selecting Programme / Scheme Choice(s)
 - C. Completing High School Details and Other Qualifications
 - D. Inputting Multiple Results of GCE A-level and International Advanced Level
 - E. Uploading Curriculum / Qualification that are Not Listed in eAdmission / Study@PolyU
 - F. Completing "Other Experiences and Achievements" (optional)
 - G. Completing "Special Talents Admission and Recognition Scheme (STARS)" (optional)
 - H. Settling the Application Fee
 - I. Amending Data after Submission of Application
 - J. Amending "Main Qualification for Admission"
-

Important Points to Note

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

A. Creating an Online Account via eAdmission

1. Create an account by selecting “Sign Me Up!”.

The screenshot shows the PolyU eAdmission homepage. At the top left is the PolyU logo and name. At the top right are home and menu icons. The main heading is "Ready to apply for PolyU?". Below it are two buttons: "Tell Me More" and "JUPAS Login". A red arrow points to the "Sign Me Up!" button, which is circled in red. Below the buttons is a stylized illustration of the PolyU campus. On the right side, a login modal is open, showing fields for "Email address" and "Password", a "Log In" button, and a link for "Forgot your password?".

2. Enter your email address and confirm password.

The screenshot shows the account creation form. At the top left is the PolyU logo and name. At the top right are home and menu icons. Below the header is a navigation bar with three tabs: "Account Info" (selected), "Identity Document", and "Personal Info". The main form has three sections: "Email Address" with a text input field, "Password" with a text input field and a note "(Min. 8 alphanumeric characters)", and "Confirm Password" with a text input field. Below these fields is a "Next" button and a link "Already have an account?". On the right side, there is a pink box titled "Points to note" containing text about JUPAS applicants and a link to login.

- *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.*
- *The password should contain at least 8 alphanumeric characters*


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


Account Info


Identity Document

Personal Info

What kind of identity document will you hold at the commencement of your study at PolyU?


HK Permanent ID Card


Student Visa


Others

Back

Next

- *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.*
- *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.*
- *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.***

4. Input personal particulars and check the box to confirm the statements. After that, click “Sign Up”.


Account Info

Identity Document

Personal Info

Surname

Given Name

 Please provide your Given Name as printed in your identity card/passport.


Name in Chinese, as stated in your Identity Card (if applicable)

Gender

Date of Birth

☐ Male

☐ Female



Nationality (Country/Region)

Hong Kong

Hong Kong ID Card Number

Address

Mobile Number

Home Telephone Number (if applicable)

Disability / Special Educational Needs (if applicable)

-- Please Select --

-- Please select --

-- Please select --

-- Please Select --

☐ 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](#).

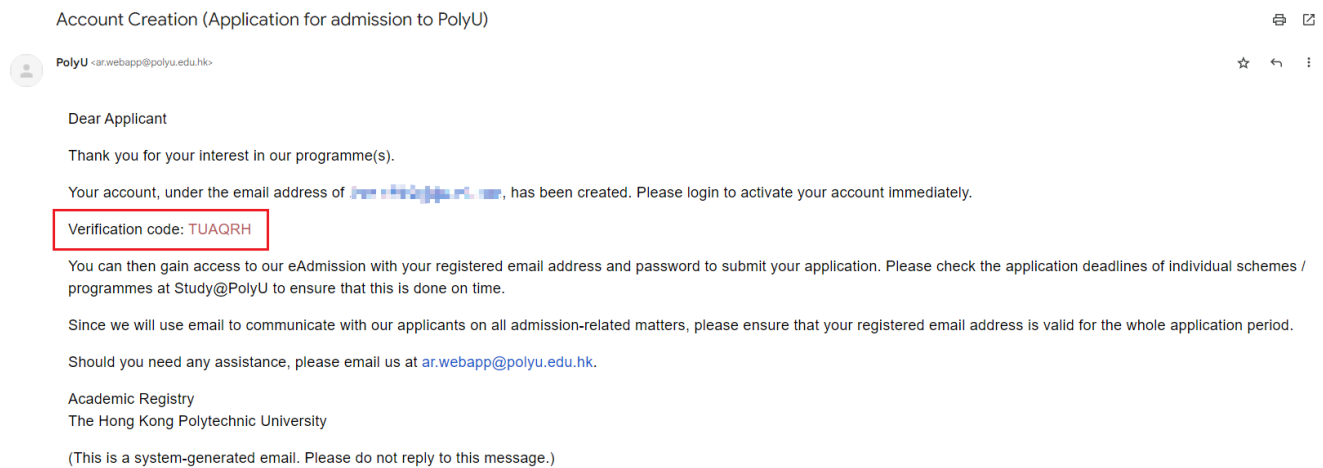
Back

Sign Up

- *Please insert your name as displayed on your HKID card or passport.*
- *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.*

3

5. A system-generated email with verification code will be sent to your email address.



6. Enter the “Verification code” to activate your account.

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.

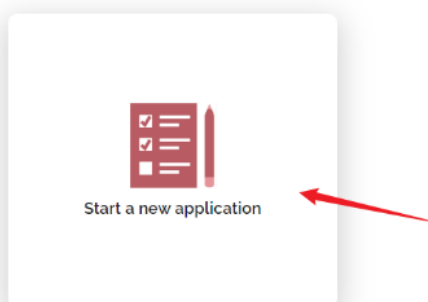
[Resend Code](#) Verify My Account

B. Selecting Programme / Scheme Choice(s)

1. Click “Start a new application” to proceed with your application.



Welcome to PolyU Online
Application Platform!
Let's start your **new application**
below.



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.

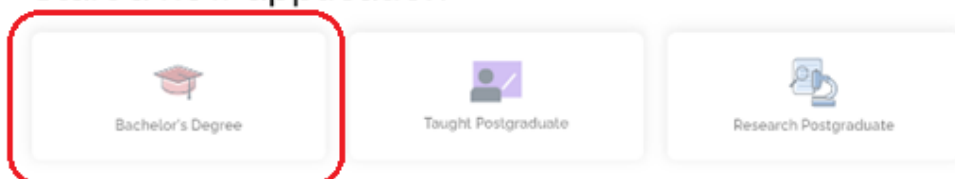


My Application > Start A New Application



< Back

Start a new application



[Personal Information Collection Statement](#) [PolyU Privacy Statement](#) [Notice for Applicants from the European Economic Area](#)

If you find any aspect of this website inaccessible, please contact us at webapp@polyu.edu.hk

Copyright © 2015-2021 The Hong Kong Polytechnic University. All rights reserved.

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.

Edit Programme Choice

Bachelor's Degree Taught Postgraduate

Entry Year
2023 Semester 1 (Sept 2023 Entry)

Mode of Study
☒ Full Time ☐ Part-time/Online

Programme Choice
Design (Advertising Design / Environmental Design / Information Design / Interaction D...)

Programme Choice (Optional)
Management and Marketing (Management / Marketing) - BBA (Hons) Scheme [JS3080...]

Main Qualification for Application
Higher Diploma

Save

4. If you wish to change your programme/scheme choice(s) before submitting your application, please click “Edit”.

THE HONG KONG POLYTECHNIC UNIVERSITY
My Application > Bachelor's Degree

Bachelor's Degree
Deadline: 25-Aug-2023
Application status: Not yet submitted

▼ Programme Choice [Edit](#)


Choice 1
JS3569
Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - BA (Hons) Scheme

Choice 2
JS3080
Management and Marketing (Management / Marketing) - BBA (Hons) Scheme


- 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.


C. Completing High School Details and Other Qualifications

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).

 My Application > Bachelor's Degree

▼ Qualification + Add


High school details required



GCE Advanced Level Exam result required

Previous Save

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

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.

 My Application > Bachelor's Degree > Edit Qualification

Edit High School Qualification


Basic Info > Curriculum > Transcript

Curriculum Country/Region
Any country - International Baccalaureate (IB) ▼

Curriculum
International Baccalaureate (IB) ▼


▲ Please provide IB points in Examination Results Section.

Qualification Status
Will complete study before September 2023 ▼


I will update Qualification Status and Exam Results on or before 

< August 2023 >

S	M	T	W	T	F	S
30	31	1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31	1	2

Value 

e.g. 4.0

marks (Optional) 

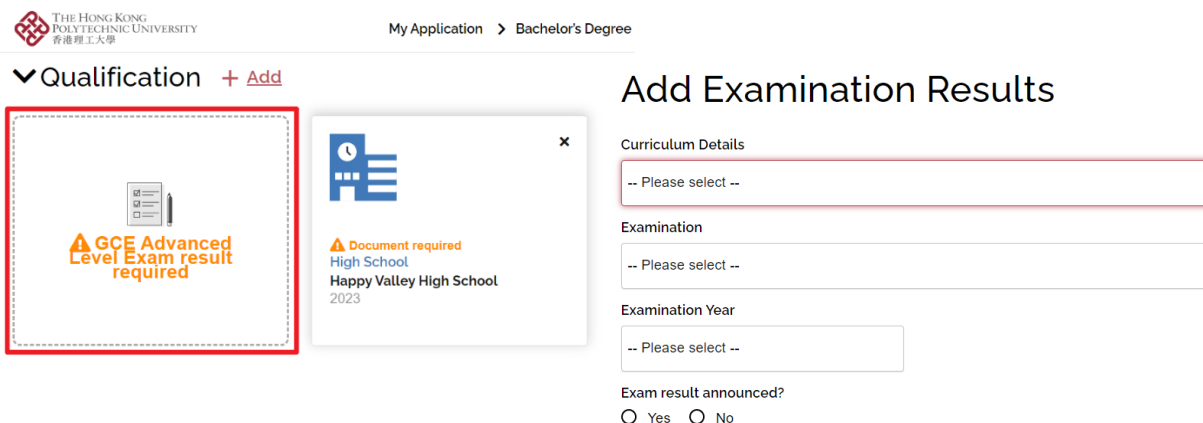
marks

Points to note

Upon admission, you will be required to ask your high school / institution (except for PolyU) to send the certified true copy of your certificates and original of your official transcripts directly to our University by email or by express post. Failure to do so or any discrepancies found may lead to nullification of your offer and registration in our University.

To ensure legibility of the uploaded files, please click [here](#) for details on the format of uploaded files.

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/AS level results under this panel.



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

My Application > Bachelor's Degree

▼ Qualification + Add

⚠ GCE Advanced Level Exam result required

⚠ Document required
High School
Happy Valley High School
2023

Add Examination Results

Curriculum Details
-- Please select --

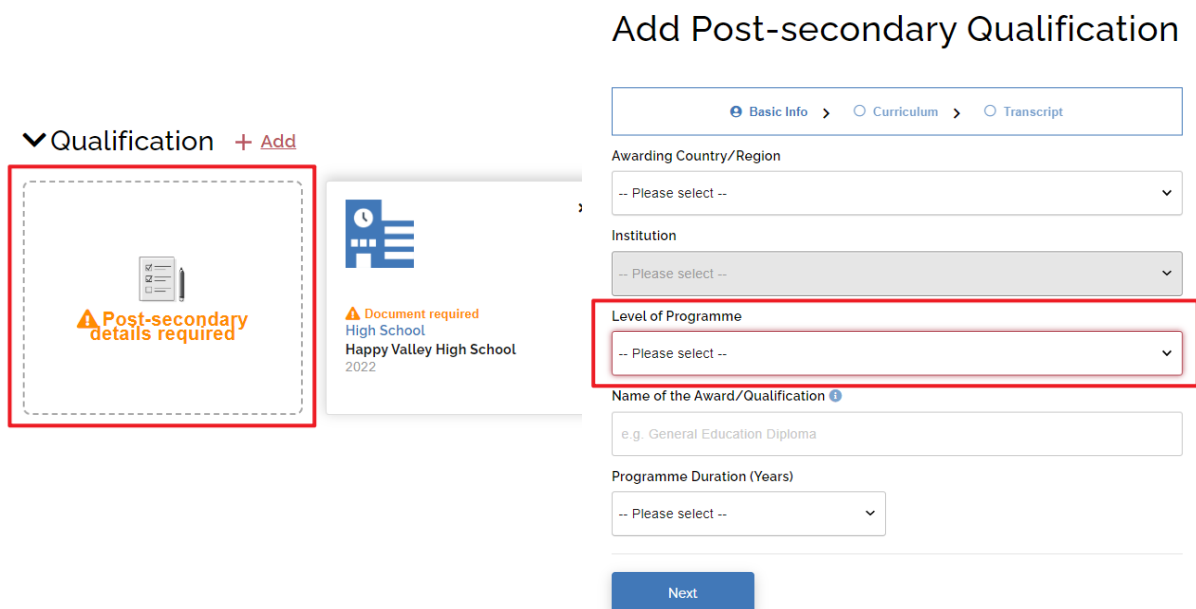
Examination
-- Please select --

Examination Year
-- Please select --

Exam result announced?
☐ Yes ☐ No

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.

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



THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

My Application > Bachelor's Degree

▼ Qualification + Add

⚠ Post-secondary details required

⚠ Document required
High School
Happy Valley High School
2022

Add Post-secondary Qualification

Basic Info > Curriculum > Transcript

Awarding Country/Region
-- Please select --

Institution
-- Please select --

Level of Programme
-- Please select --

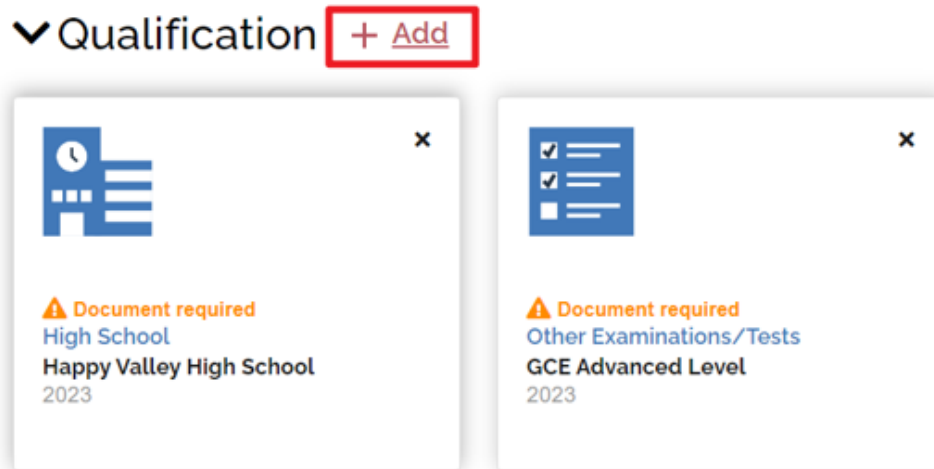
Name of the Award/Qualification ⓘ
e.g. General Education Diploma

Programme Duration (Years)
-- Please select --

Next

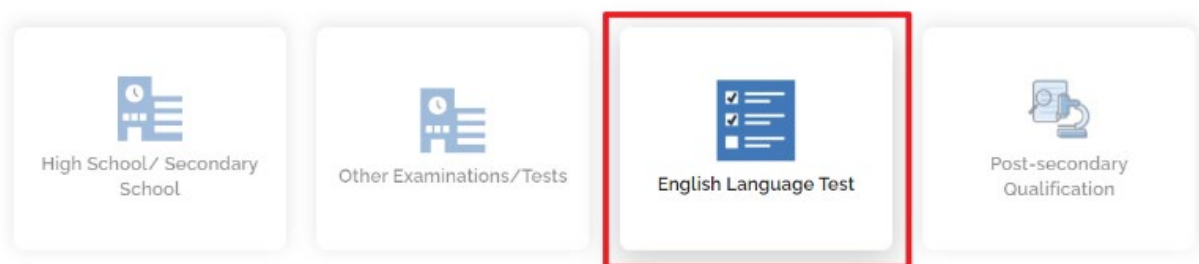
- *International Baccalaureate (IB Diploma) and GCE AL are treated as high school qualifications only and not post-secondary qualifications.*

5. If you have additional qualification(s) other than high school and “Main Qualification for Application”, please click “+ Add” button and supplement the information.



6. You may also add your English language test results such as IELTS or TOEFL by clicking “+ Add” button.

Add Qualification



- Upon adding the proficiency test results, please also upload the relevant documents for verification purpose.
- TOEFL iBT and IELTS tests are expected to be taken within the recent two years.

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 the required documents before submitting your application.

8. Continue to complete the remaining parts of the online application and click the “Review and Submit” button to check all data entered.

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”.



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

[My Application](#) > [Bachelor's Degree](#) > [Application Review](#)



✓ Uploaded Document(s)

Description	File Name	File Size	Upload Date (HKT)
2023 Happy Valley High School	<Not yet uploaded>	--	
2023 GCE Advanced Level	<Not yet uploaded>	--	
JS3080 Others	<Not yet uploaded>	--	
JS3569 Others	<Not yet uploaded>	--	
JS3569 Portfolio Information Sheet	<Not yet uploaded>	--	

Declaration and Submit

- ☒ 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 registration with The Hong Kong Polytechnic University (PolyU).
- ☒ I confirm that I read and understood the “[Personal Information Collection Statement \(PICS\)](#)” of PolyU and “[Notice for Application from the European Area](#)”.

[Back](#)

[Submit Application](#)

D. Inputting Multiple Results of GCE A-level and International Advanced Level

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. Please insert A-Level and AS Level subjects and results separately, do not include AS Level results when filling in the summary table under “GCE Advanced Level” and/or “International Advanced Level” heading.

Entry Year
2023 Semester 1 (Sept 2023 Entry) ▼

Mode of Study
☒ Full Time ☐ Part-time/Online

Programme Choice
Design (Advertising Design / Environmental Design / Information Design / Interaction D... ▼

Programme Choice (Optional)
Management and Marketing (Management / Marketing) - BBA (Hons) Scheme [JS3080... ▼

Main Qualification for Application
GCE Advanced Level ▼
-- Please select --
GCE Advanced Level
International Advanced Level
GCE Advanced Level and International Advanced Level
International Baccalaureate®
Australian Tertiary Admission Rank (ATAR)
Australia (Queensland) Overall Position (OP)

2. Input the examination results separately by clicking different panels.

▼ Qualification + Add

International Advanced Level (AL) Exam result required

GCE Advanced Level Exam result required

Document required
High School
Happy Valley High School
2023

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.

Add Examination Results

Curriculum Details

British Patterned

Examination

International Advanced Level (AL)

Exam Board

Pearson Edexcel (Edexcel)

Examination Year

2023

Exam result announced?

☐ Yes ☒ No

I will update result by

30-Aug-2023



Subject

Accounting

-- Please select --

-- Please select --

-- Please select --

-- Please select --

-- Please select --

Predicted Result

-- Please select --

-- Please select --

A*

A

B

C

D

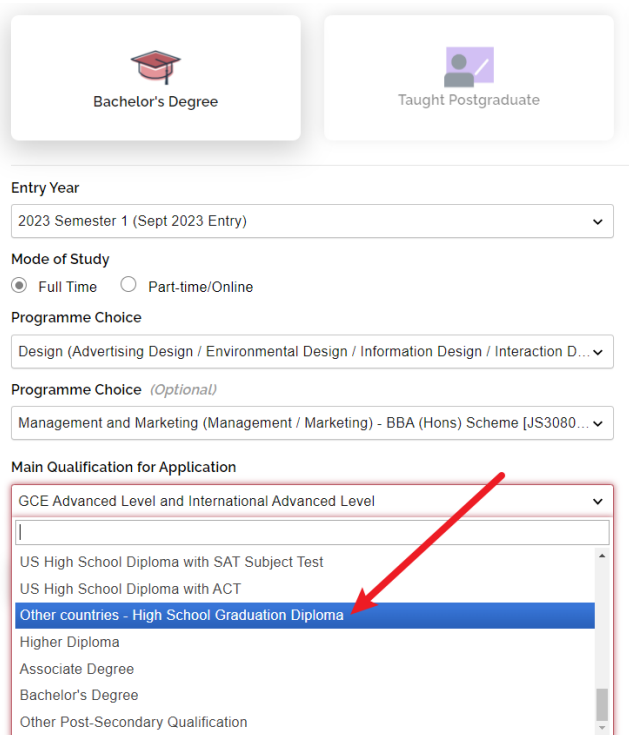
E

Remarks:

- 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.intl@polyu.edu.hk) or by post (Academic Registry, The Hong Kong Polytechnic University, Kowloon, Hong Kong).
- Once the results are available, please update the relevant sections of the online application form and upload the document(s) indicating your latest results.

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

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”.



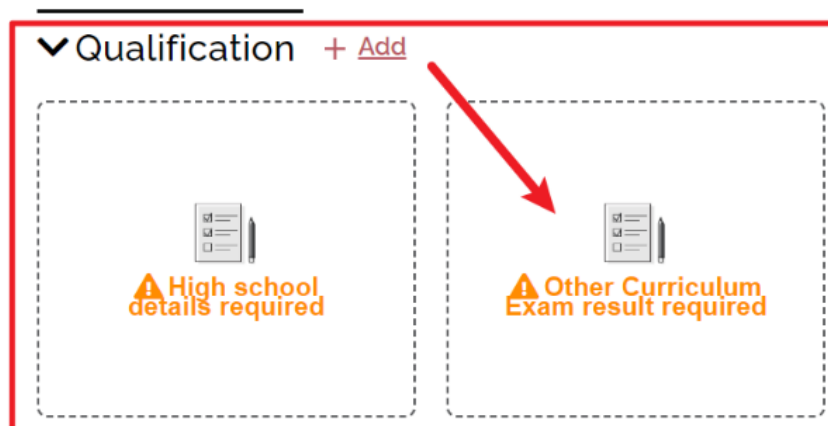
The screenshot shows the application form with the following fields:

- Bachelor's Degree** (icon: graduation cap)
- Taught Postgraduate** (icon: person with pencil)
- Entry Year**: 2023 Semester 1 (Sept 2023 Entry)
- Mode of Study**: ☒ Full Time ☐ Part-time/Online
- Programme Choice**: Design (Advertising Design / Environmental Design / Information Design / Interaction D...)
- Programme Choice (Optional)**: Management and Marketing (Management / Marketing) - BBA (Hons) Scheme (JS3080...)
- Main Qualification for Application**: GCE Advanced Level and International Advanced Level

The dropdown menu for "Main Qualification for Application" is open, showing the following options:

- US High School Diploma with SAT Subject Test
- US High School Diploma with ACT
- Other countries - High School Graduation Diploma** (highlighted with a red arrow)
- Higher Diploma
- Associate Degree
- Bachelor's Degree
- Other Post-Secondary Qualification

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 click on the “Other Curriculum Exam results required” panel and fill in your high school results.



The screenshot shows the "Qualification" section with a red border. It contains two panels:

- High school details required** (icon: document with pencil)
- Other Curriculum Exam result required** (icon: document with pencil)

A red arrow points to the "Other Curriculum Exam result required" panel.

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.

Examination Year

2023

Exam result announced?

☐ Yes ☒ No

I will update result by

12-Oct-2023

Please upload relevant documents here.

Choose a file or drag it here

Save

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.

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.

▼ Qualification + Add

High school details required

Document required
Other Exam
High School Diploma
2023

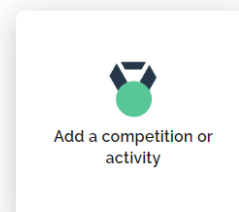
x

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.

Add Other Information

> Qualification + [Add](#)

> Other Experiences and Achievements + [Add](#)



7. Add additional document under “Additional Document(s)” section.

> Qualification + [Add](#)

> Other Experiences and Achievements + [Add](#)

> Additional Document(s) + [Add](#)

Add Additional Document

Type of Documents

-- Please select --

Please upload your additional document(s) here.



Choose a file or drag it here

Save

Save & Add

- 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.

8. Upon completion, please click “Review and Submit” to check all information and qualifications are entered correctly and documents uploaded before submitting your application.

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](#)



✓ Uploaded Document(s)

Description	File Name	File Size	Upload Date (HKT)
2023 Happy Valley High School	<Not yet uploaded>	--	
2023 GCE Advanced Level	<Not yet uploaded>	--	
JS3080 Others	<Not yet uploaded>	--	
JS3569 Others	<Not yet uploaded>	--	
JS3569 Portfolio Information Sheet	<Not yet uploaded>	--	

Declaration and Submit

- ☒ 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 registration with The Hong Kong Polytechnic University (PolyU).
- ☒ I confirm that I read and understood the “[Personal Information Collection Statement \(PICS\)](#)” of PolyU and “[Notice for Application from the European Area](#)”.

[Back](#)

[Submit Application](#)

9. To understand our applicants better, please complete the survey and then click “submit”.

Please take a couple minutes to fill in the survey.

Survey

How did you get to know about the study opportunities at PolyU?

- | | |
|--|---|
| <input type="checkbox"/> PolyU websites | <input type="checkbox"/> Other websites (e.g. Yahoo, Google, etc) |
| <input type="checkbox"/> Social network (e.g. Facebook, WeChat, etc) | <input type="checkbox"/> Friends |
| <input type="checkbox"/> Family / relatives | <input type="checkbox"/> PolyU students |
| <input type="checkbox"/> PolyU alumni | <input type="checkbox"/> School counselors |
| <input type="checkbox"/> Education agents | <input type="checkbox"/> Education fairs |
| <input type="checkbox"/> Magazines | <input type="checkbox"/> Newspapers |
| <input type="checkbox"/> Visits by PolyU representatives | <input type="checkbox"/> Visits to PolyU |

How would you rate the "user-friendliness" of the Study@PolyU website?

- ☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory ☐ Poor

How would you rate the "usefulness" of the Study@PolyU website?

- ☐ Excellent ☐ Good ☐ Satisfactory ☐ Not Satisfactory ☐ Poor

Any comments and suggestions on the Study@PolyU website?

- ☐ Yes ☐ No

Submit

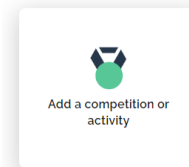
F. Completing “Other Experiences and Achievements” (optional)

1. If you wish to add any competition/activity before submitting your application, please click “+ Add” button beside “Other Experiences and Achievements”.

Add Other Information

> Qualification + Add

> Other Experiences and Achievements + Add



- You are allowed to fill in a maximum of 5 records for this part.

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.

Competition/Activity ⓘ

Other ▼

From To

-- Please select -- ▼ -- 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 relevant document(s) of the competition/activity for verification purpose and click “Yes” if you would like to join Special Talents Admission and Recognition Scheme (STARS).

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. If applicants choose “Yes”, they should select the relevant STARS area (Select more than one area if appropriate) and input the reference website of the activity.

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

☒ Yes

STARS Area

☐ Sports
☐ Arts and Culture
☐ Leadership and Community Services
☐ STEM
☐ Entrepreneurship and Others

Activity Reference Website

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

- *For those who have chosen “Sports” as the STARS area, they should also fill in “Sports Talent”.*

STARS Area

☒ Sports
☐ Arts and Culture
☐ Leadership and Community Services
☐ STEM
☐ Entrepreneurship and Others

Activity Reference Website

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

Sports Talent

eg.Swimming,running,etc

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

1. For those who have chosen to join Special Talents Admission and Recognition Scheme (STARS), they are also required to complete information at the part under “Other Experiences and Achievements”, including (i) STARS self-description and (ii) STARS referee(s).

➤ Other Experiences and Achievements + [Add](#)

➤ Special Talents Admission and Recognition Scheme (STARS) + [Add](#)



A dashed rectangular box containing a checklist icon with a pencil and the text "⚠ STARS Self Description Required".



A dashed rectangular box containing a checklist icon with a pencil and the text "⚠ STARS Referee Required".

2. Relevant applicants are required to fill in STARS self-description within 300-500 words in English. Guideline is provided for how to write the self-description.

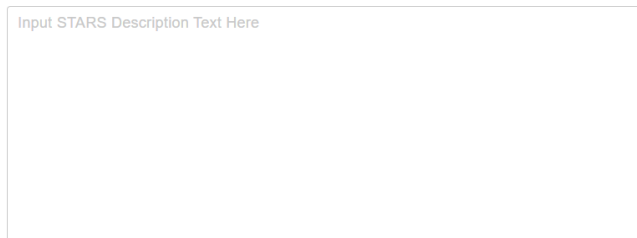


A dashed rectangular box containing a checklist icon with a pencil and the text "⚠ STARS Self Description Required". A red arrow points from the bottom left towards the text.

STARS Description

300-500 words English Self-Description([Guideline:Click here](#)).

Input STARS Description Text Here




A large rectangular text input area for the STARS description.

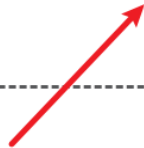
Submit

3. Please enter the corresponding details about the referee and upload relevant document(s) for verification purpose in your online application.

Referee Content



⚠ STARS Referee Required



Title

-- Please select --

First Name

e.g. Chan

Given Name

e.g. Tai Man

Institution/Organisation

e.g. The Hong Kong Polytechnic Universit

Position

e.g. Professor

Country/Region Code

-- Please select --


Area Code

-

Phone No.

Email Address ?

Please upload relevant documents here. ?



Choose a file or drag it here

Save

Save & Add

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

➤ Special Talents Admission and Recognition Scheme (STARS) + Add

- *You are allowed to fill in a maximum of 3 records for this part.*

H. Settling the Application Fee (final step to confirm your submission)

1. Please mark down your unique application number for future communication with PolyU and click “Go to Payment Page”.

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.

Finance Office

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學



Student Account System



Application No.: 231031429Applicant 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

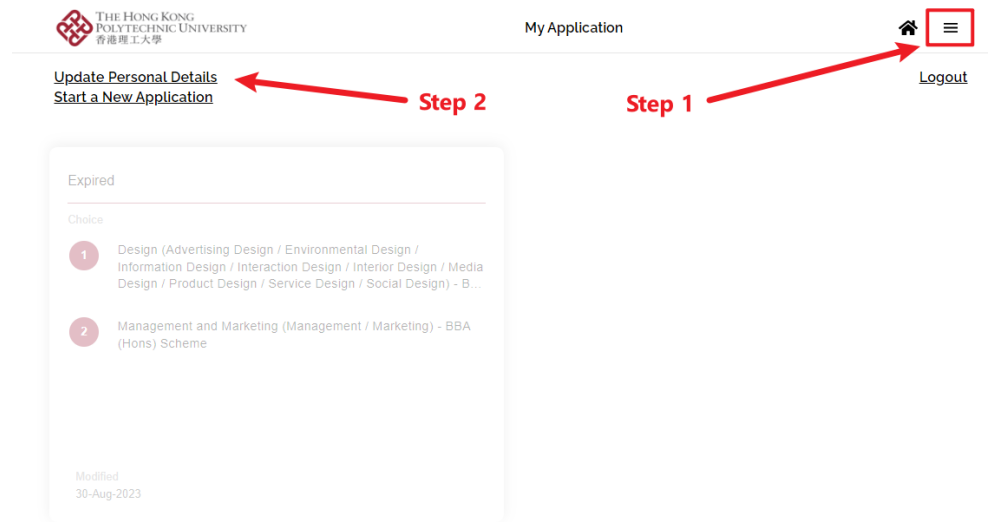
Application Fee	450.00
Total Fee (HKD)	450.00

- 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.

I. Amending Data after Submission of Application

Updating your Personal Particulars

1. Click the icon on the upper right-hand corner of the page, then press “Update Personal Details”.



2. Update personal information such as address, phone number or change password.

Update Personal Details

Email Address

[Change Password](#) ▼

Current Password

New Password

Confirm New Password

Surname

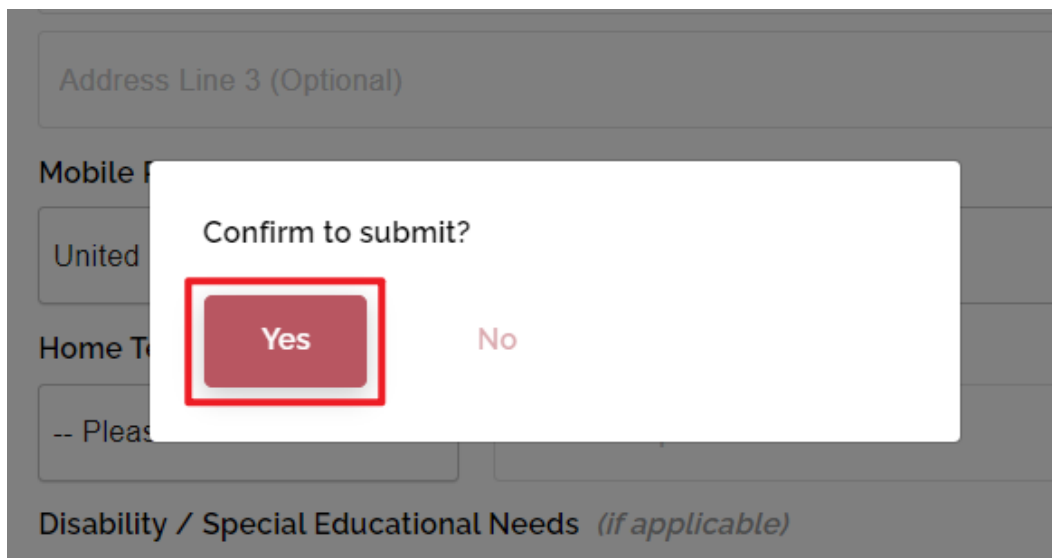
Given Name

Please provide your Full Name in English as printed in your identity card/passport. If you don't have a "Surname" or "Given Name", please enter "-".

Name in Chinese, as stated in your Identity Card (if applicable)

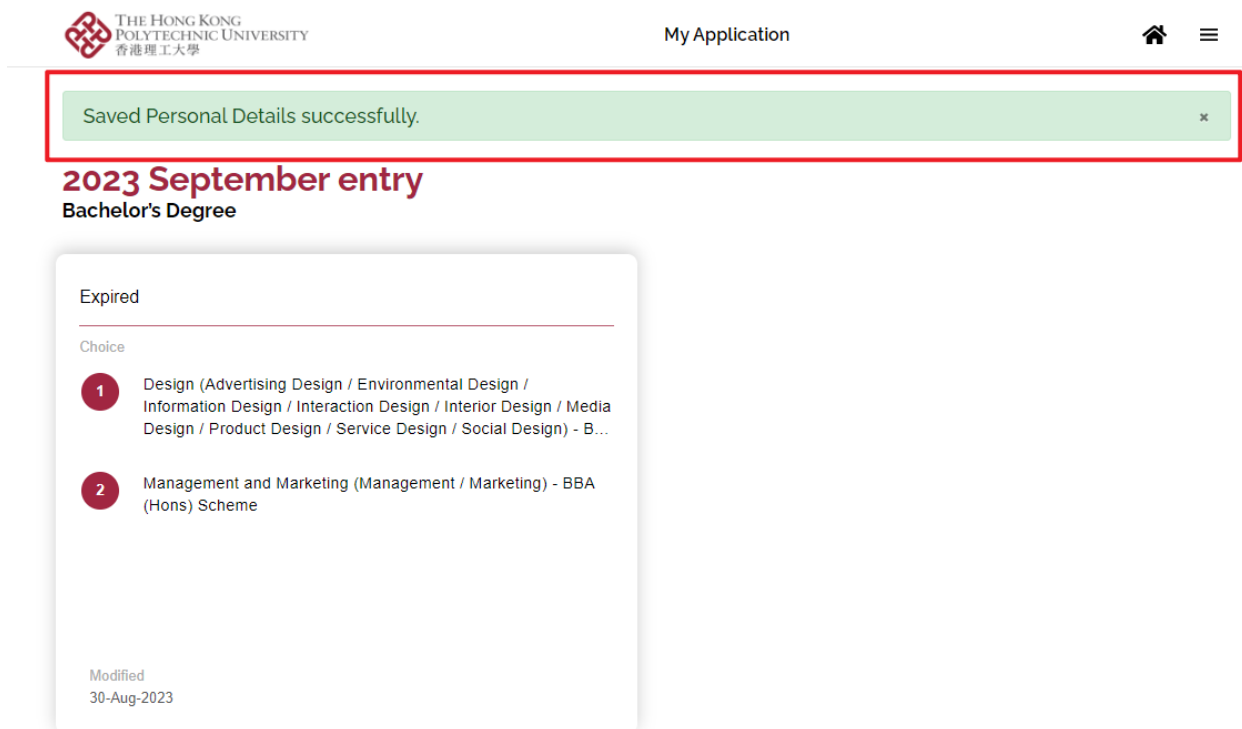
- Some particulars input earlier can't be changed including name, email address, date of birth, identity number and nationality. Please write to us via email at ar.intl@polyu.edu.hk if you wish to update any of the details.

3. Upon completion, please click “change” and then press “Yes” to confirm submission.



A screenshot of a web form with a modal dialog box on top. The dialog box is titled "Confirm to submit?" and contains two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border. The background form is partially visible, showing fields for "Address Line 3 (Optional)", "Mobile", "United", "Home T", and "Disability / Special Educational Needs (if applicable)".

4. The personal particulars have been saved.



A screenshot of a web application interface. At the top, there is a header with the logo of The Hong Kong Polytechnic University, the text "My Application", and navigation icons. Below the header, a green success message bar states "Saved Personal Details successfully." with a close button. Below this, the text "2023 September entry" and "Bachelor's Degree" is displayed. A white box titled "Expired" contains a list of choices. The first choice is "Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - B..." and the second choice is "Management and Marketing (Management / Marketing) - BBA (Hons) Scheme". At the bottom of the box, it says "Modified 30-Aug-2023".

Updating Academic/Non-academic Qualifications and Other Details

5. Login to your online account via eAdmission (www.polyu.edu.hk/admission) and click on the panel.

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

My Application

2023 September entry
Bachelor's Degree

No: 231031429

Choice

- 1 Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - B...
- 2 Management and Marketing (Management / Marketing) - BBA (Hons) Scheme

Modified
31-Aug-2023

6. Click the icon on the upper right-hand corner of the page, then press “Application Overview”.

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

Step 2

Step 1

[Application Overview](#)
[Review Application](#)
[Review Survey](#)

[Logout](#)

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](#)

7. You would be able to click on the “panel” to update data or press “+ Add” button to add new qualifications.


▼ Qualification

+ Add




⚠ Document required

Post-Secondary Qualification



2023



High School

Happy Valley High School

2022

8. Upon completion, please click “Review” to final check the updated details.

> Additional Document(s)


+ Add

Review Application



Please make sure that all application data entered are accurate.

Review

9. If any of the input data should be amended, please click “Edit”.


THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

My Application > Application Review









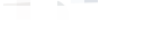



 

Review My Application [Edit](#)

Application No. 231031429

 [Print Friendly](#)

▼ Personal Information

Email Address		Name	
Gender		Nationality (Country/Region)	
Date of Birth		Passport	
Identity Document Type		Address	
Mobile Number		Contact Number	
Disability		Disability Details	


▼ Programme Choice

International



International Admission

Choice	Programme(s) applied	Code	Entry Year
1	Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - BA (Hons) Scheme	JS3569	September 2023
2	Management and Marketing (Management / Marketing) - BBA (Hons) Scheme	JS3080	September 2023

10. The updated data automatically be saved after logging out the system.

THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

My Application > Application Review

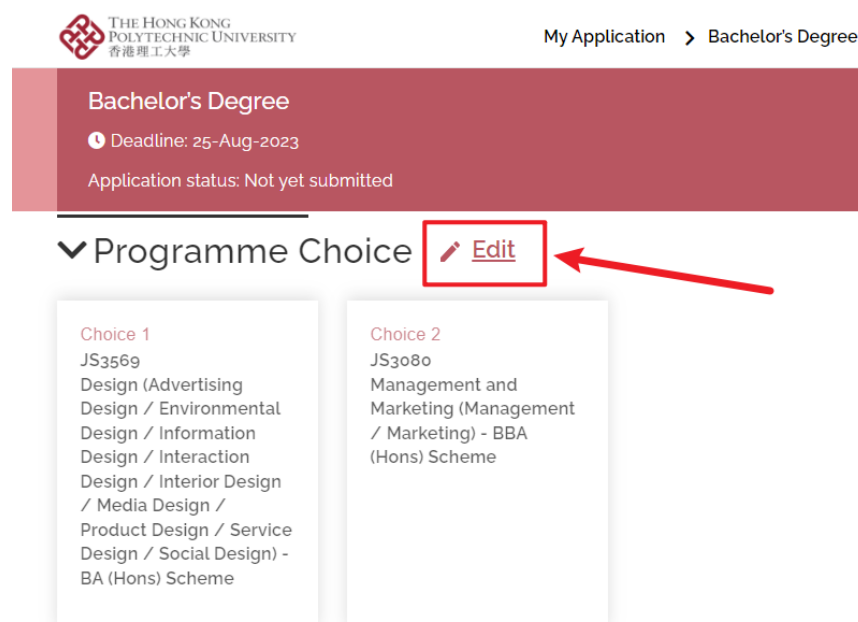
[Application Overview](#)
- [Update Personal Details](#)
- [Add Qualification](#)
- [Add Experience](#)
- [Add Additional document](#)
[Review Application](#)
[Review Survey](#)

[Logout](#)

Email Address	yh-rhys.chin@polyu.edu.hk	Name	TEST 123
Gender	Female	Nationality (Country/Region)	United States
Date of Birth	27-Feb-2002	Passport	5484880UA
Identity Document Type	STUDENT VISA	Address	test123 , United States
Mobile Number	(1)0491 572 983	Contact Number	
Disability	---	Disability Details	---

J. Amending “Main Qualification for Admission”

1. Click “Edit” under “Programme Choice” section.



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學

My Application > Bachelor's Degree

Bachelor's Degree
Deadline: 25-Aug-2023
Application status: Not yet submitted

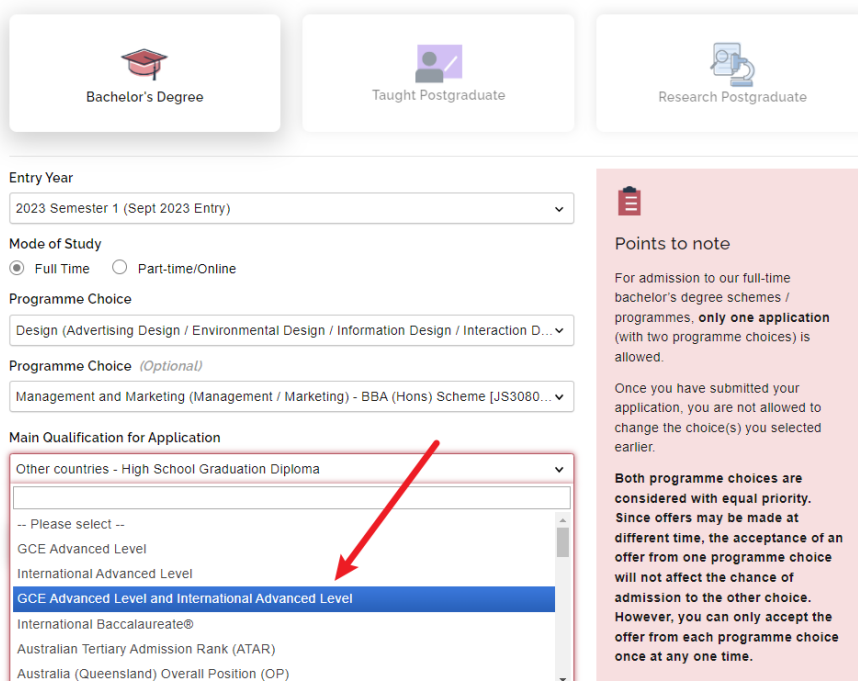
▼ Programme Choice [Edit](#)

Choice 1
JS3569
Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - BA (Hons) Scheme

Choice 2
JS3080
Management and Marketing (Management / Marketing) - BBA (Hons) Scheme

2. Unselect the incorrect qualification and choose the right one under “Main Qualification for Application”.

Edit Programme Choice



Bachelor's Degree Taught Postgraduate Research Postgraduate

Entry Year
2023 Semester 1 (Sept 2023 Entry)

Mode of Study
☒ Full Time ☐ Part-time/Online

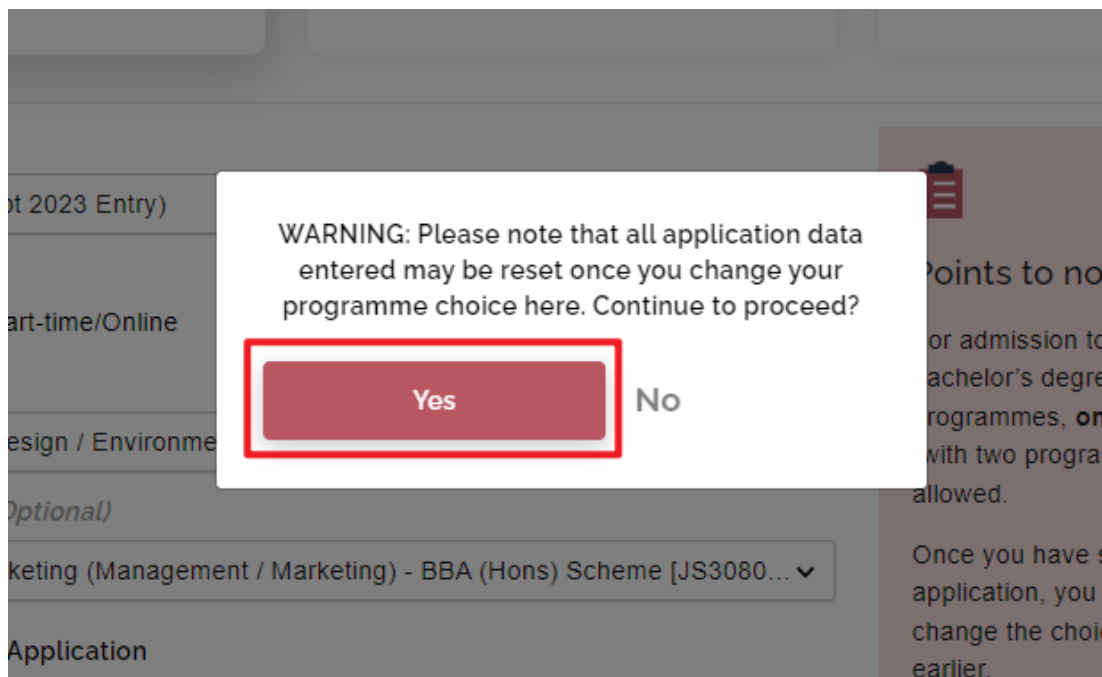
Programme Choice
Design (Advertising Design / Environmental Design / Information Design / Interaction D...

Programme Choice (Optional)
Management and Marketing (Management / Marketing) - BBA (Hons) Scheme [JS3080...

Main Qualification for Application
Other countries - High School Graduation Diploma
-- Please select --
GCE Advanced Level
International Advanced Level
GCE Advanced Level and International Advanced Level
International Baccalaureate®
Australian Tertiary Admission Rank (ATAR)
Australia (Queensland) Overall Position (OP)

Points to note
For admission to our full-time bachelor's degree schemes / programmes, **only one application** (with two programme choices) is allowed.
Once you have submitted your application, you are not allowed to change the choice(s) you selected earlier.
Both programme choices are considered with equal priority. Since offers may be made at different time, the acceptance of an offer from one programme choice will not affect the chance of admission to the other choice. However, you can only accept the offer from each programme choice once at any one time.

3. All application data you entered earlier may be removed after clicking “Save”.



4. The main qualification has been updated. Please input all data and upload supporting documents again.

