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.

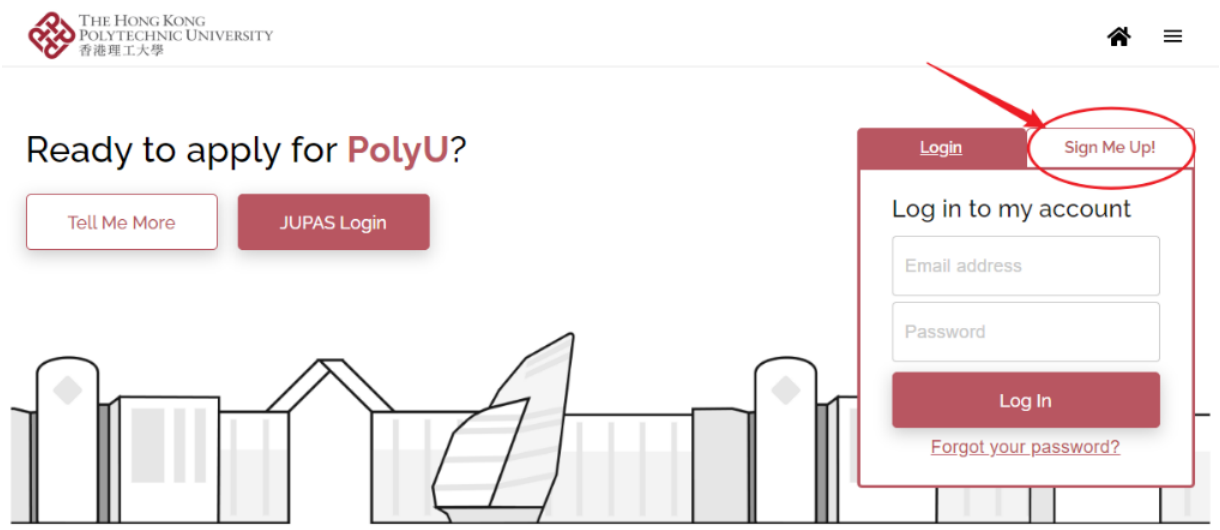
2. You will be notified by email if you are shortlisted for an interview/test. We will invite applicants to interviews (if any), consider applications and announce results on a regular basis.

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.

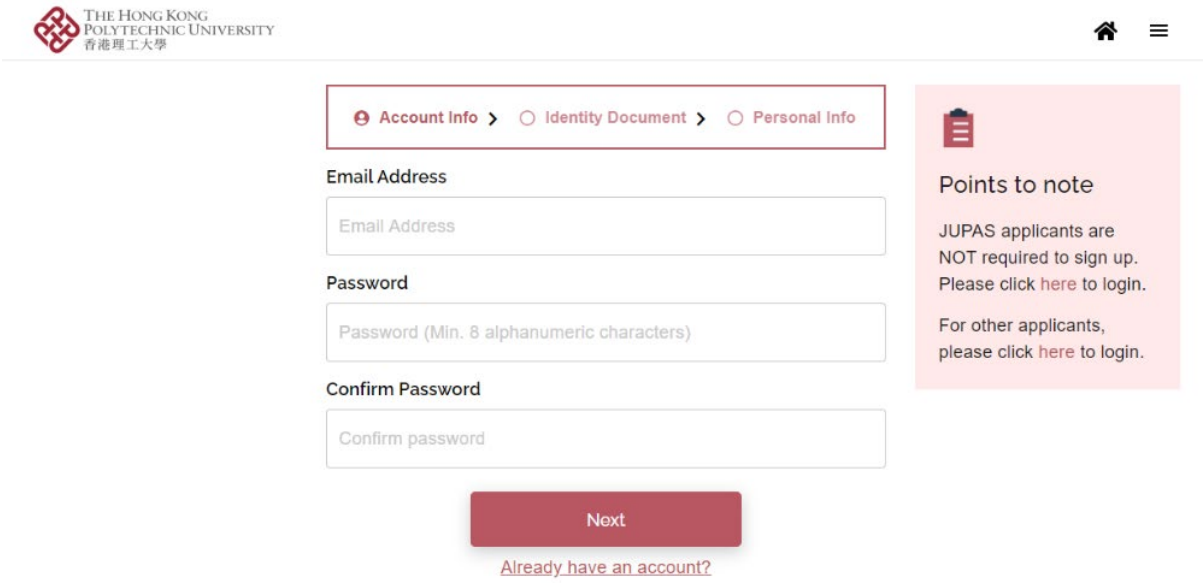
4. If there is no news by late June, you should assume that your application is unsuccessful. No separate notification will be sent for unsuccessful cases.

A. Creating an Online Account via eAdmission

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

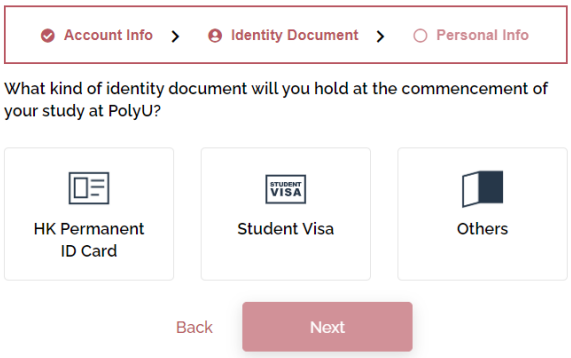


2. Enter your email address and confirm password.



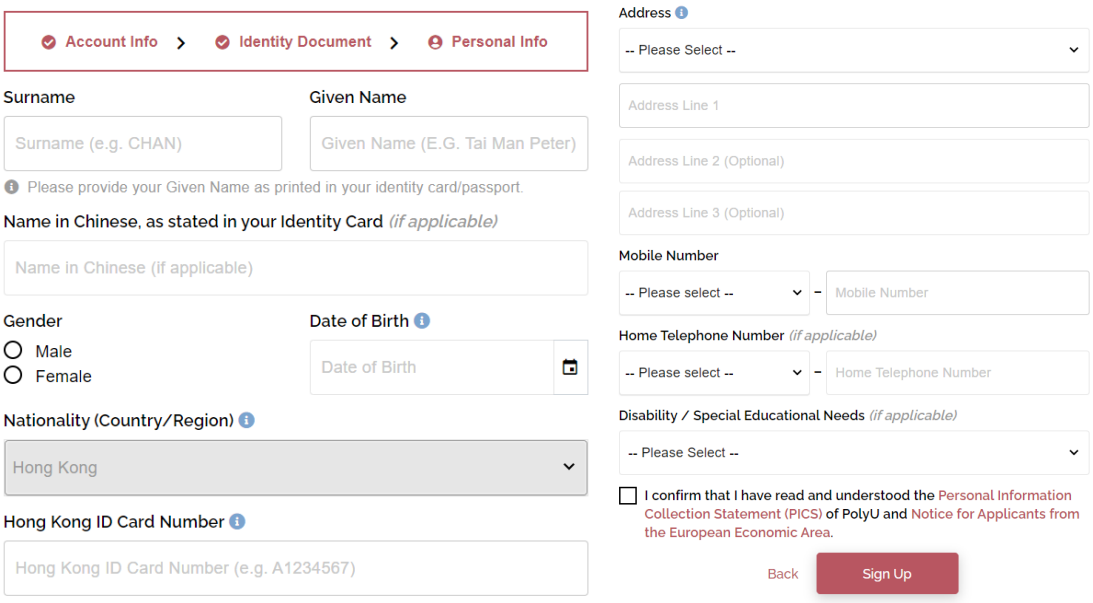
- *This email will be used for disseminating admission-related information and announcing application results. Please ensure that the email address entered is correct and check this email constantly.*
- *The password should contain at least 8 alphanumeric characters*

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



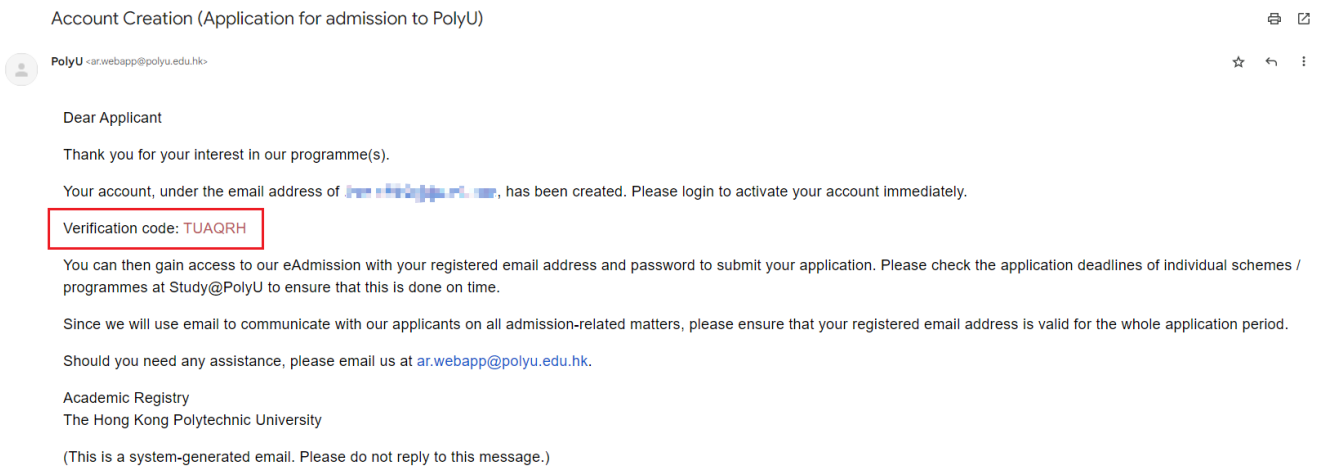
- *Local (non-JUPAS) student generally refers to those holding a Hong Kong Permanent Identity Card, or those with a dependant visa that was first issued when they were under 18, and applying with international qualifications.*
- *If you require a student visa to study in Hong Kong or have a dependant 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".



- *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.

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



Account Creation (Application for admission to PolyU)

PolyU <ar.webapp@polyu.edu.hk>

Dear Applicant

Thank you for your interest in our programme(s).

Your account, under the email address of [redacted], has been created. Please login to activate your account immediately.

Verification code: TUAQRH

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

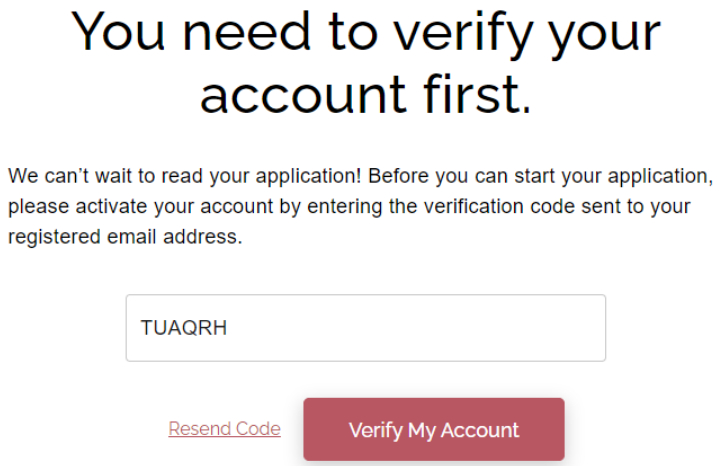
Since we will use email to communicate with our applicants on all admission-related matters, please ensure that your registered email address is valid for the whole application period.

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

Academic Registry
The Hong Kong Polytechnic University

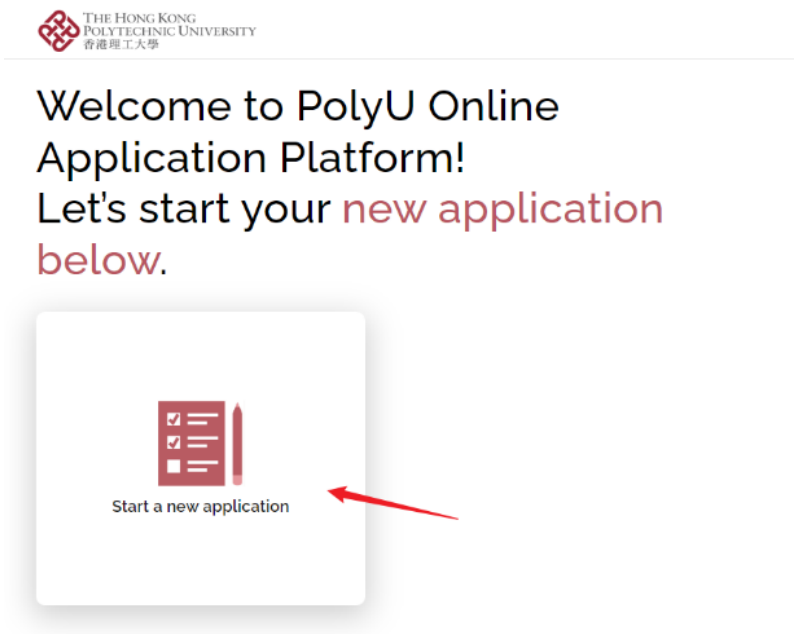
(This is a system-generated email. Please do not reply to this message.)

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

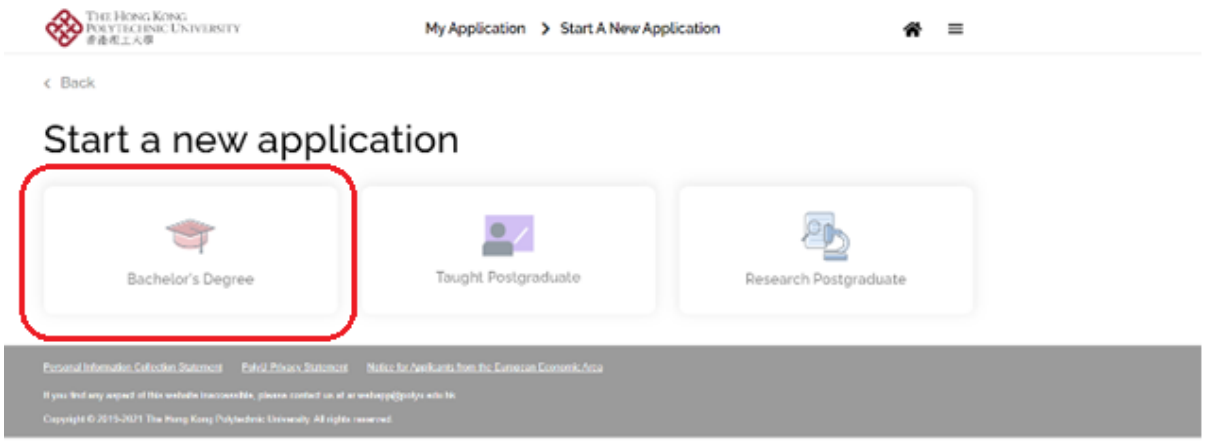


B. Selecting Programme / Scheme Choice(s)

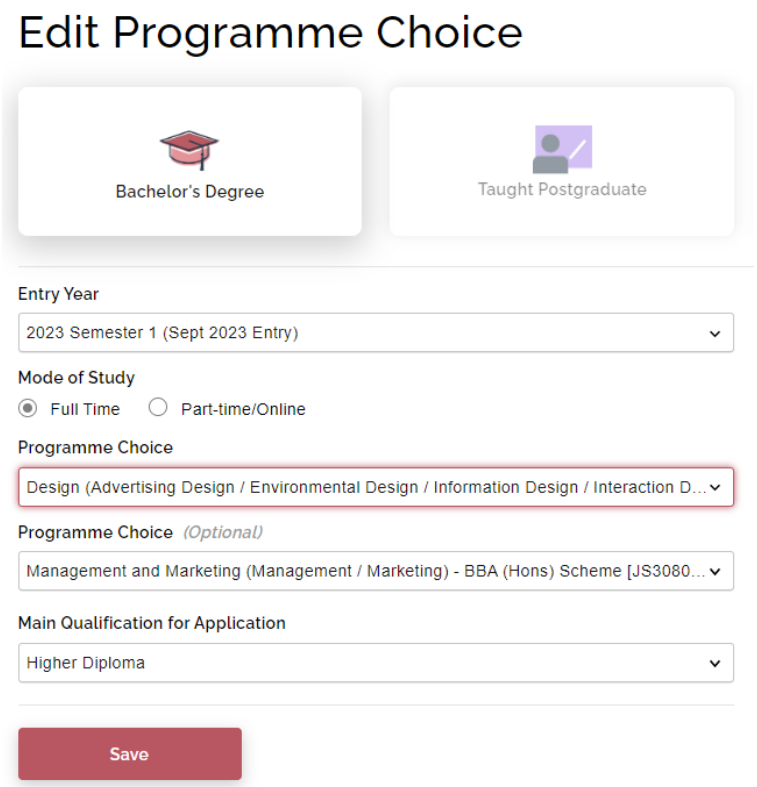
1. Click “Start a new application” to proceed with your application.



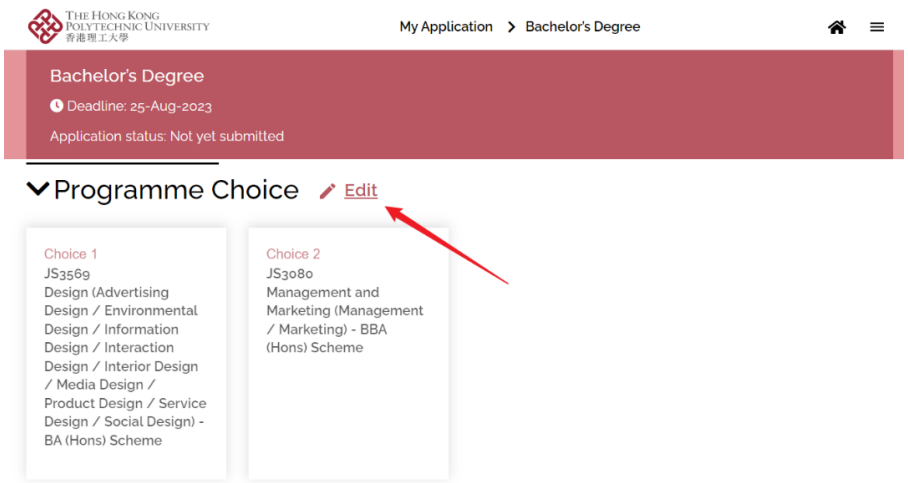
2. Click “Bachelor’s Degree” and select your programme/scheme choice(s). You must also choose the main qualification you hold/will hold for applying for admission to our programmes/schemes.



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.



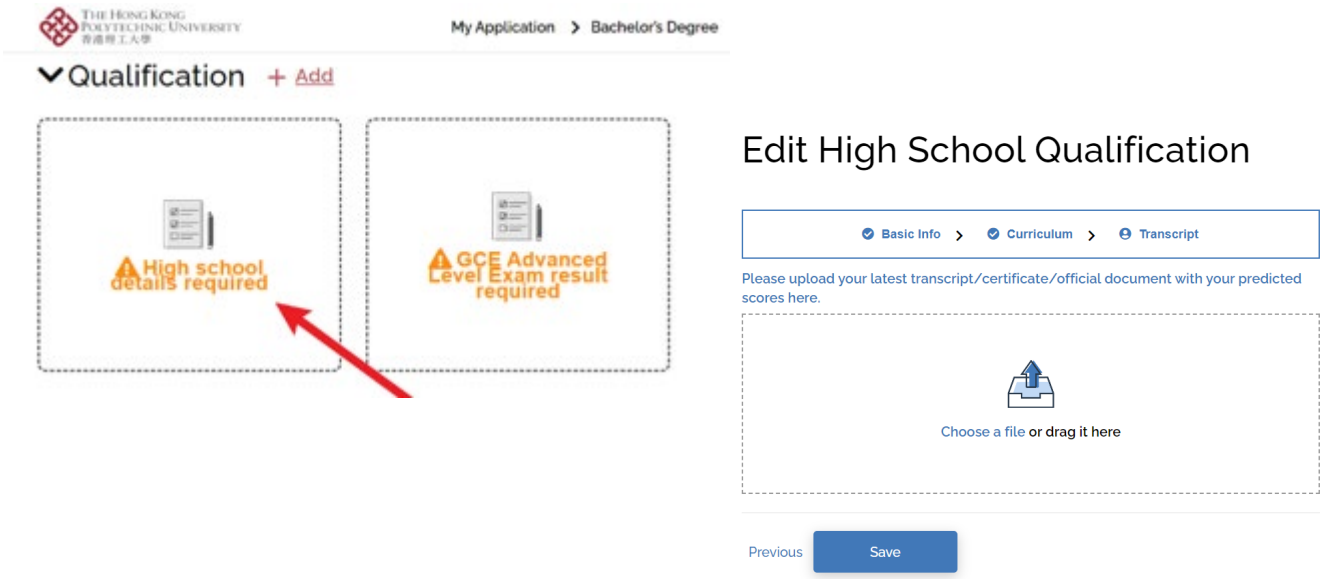
4. If you wish to change your programme/scheme choice(s) before submitting your application, please click “Edit”.



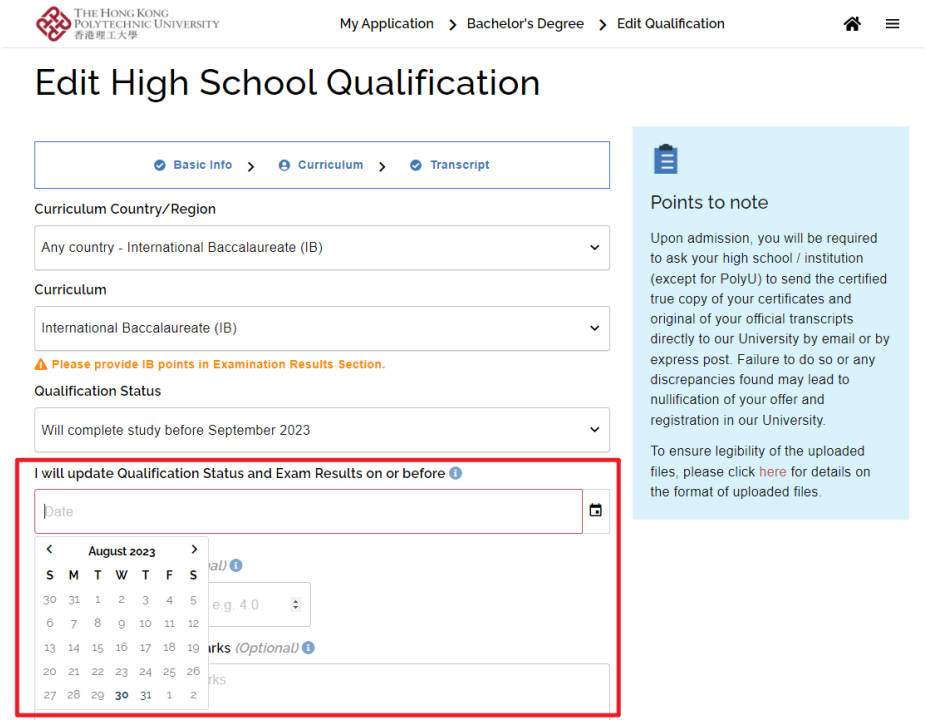
- *Once you have changed your programme/scheme choice(s), all application data entered and documents uploaded earlier may be removed. Please add them back accordingly.*

C. Completing High School Details and Other Qualifications

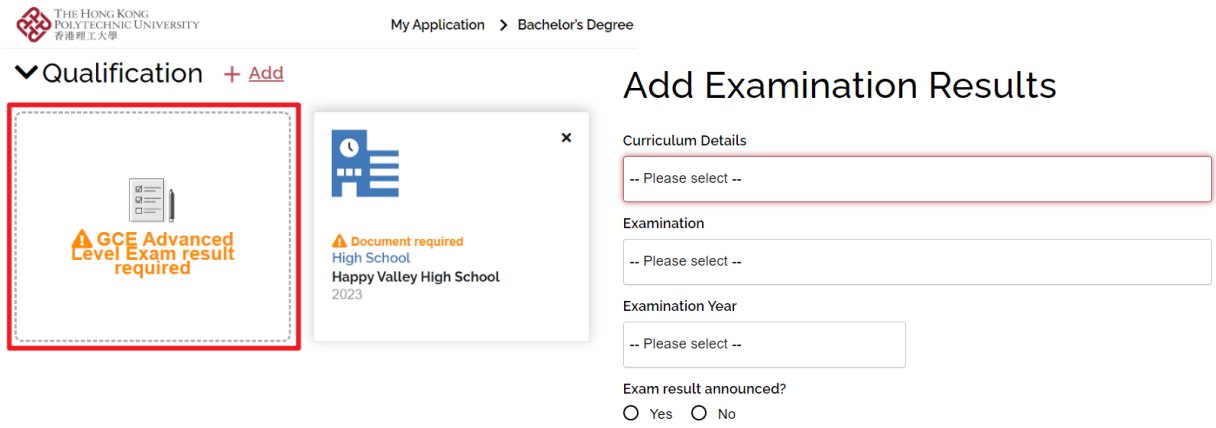
1. Please enter the corresponding details in your online application. Click the “High school details required” panel to add your high school details (High school details are mandatory for input).



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.

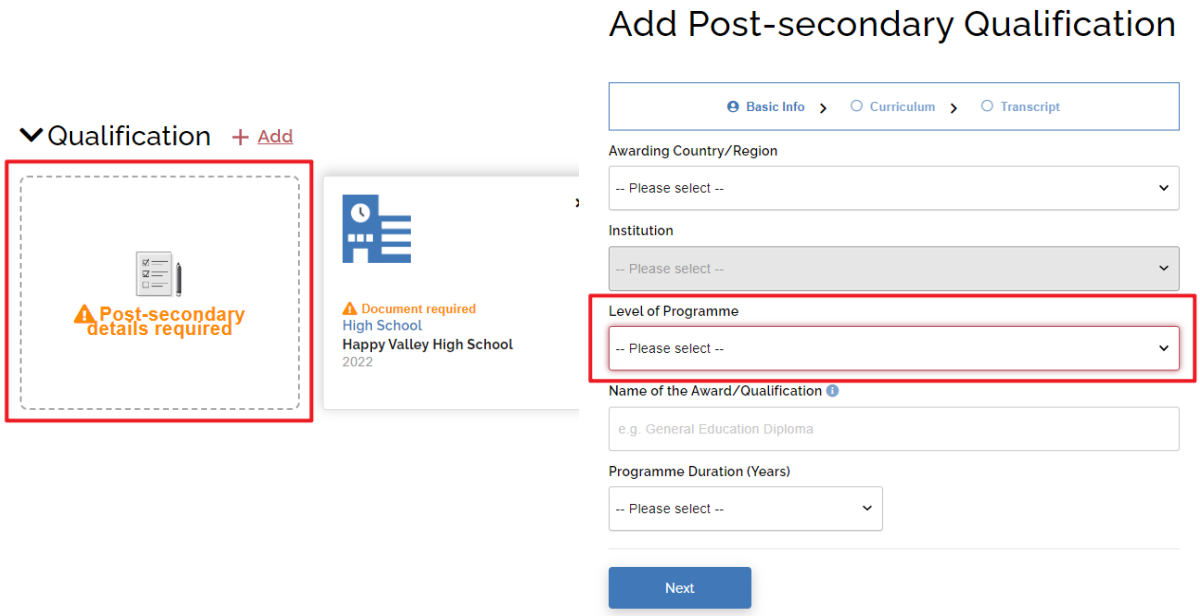


3. Click the "… Exam result required" panel under "Qualification" to add details of other qualification(s) or high school/post-secondary qualification(s). For example, if the "Main Qualification for Application" you selected is "GCE A-level", please enter GCE A-level/AS level results under this panel.



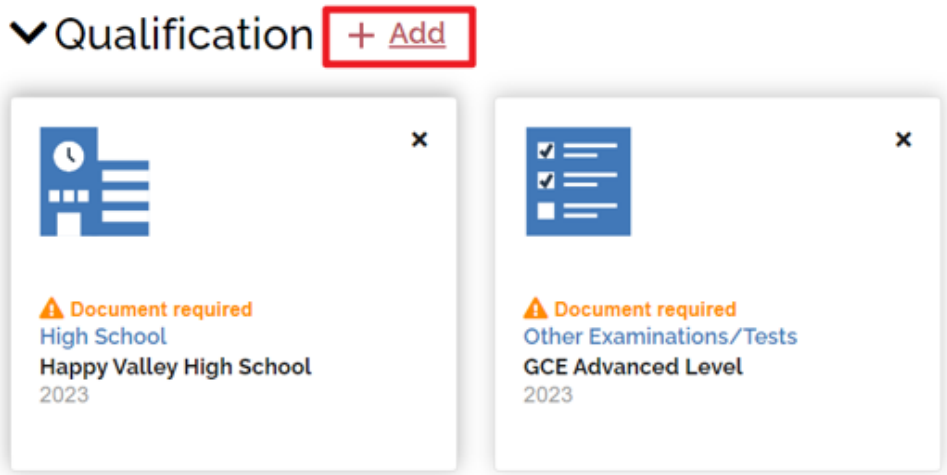
4. If you select Higher Diploma, Associate Degree, Bachelor's Degree or Other Post-Secondary Qualification as your "Main Qualification for Application", you are required to fill in post-secondary details and upload relevant documents apart from your high school qualification.

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

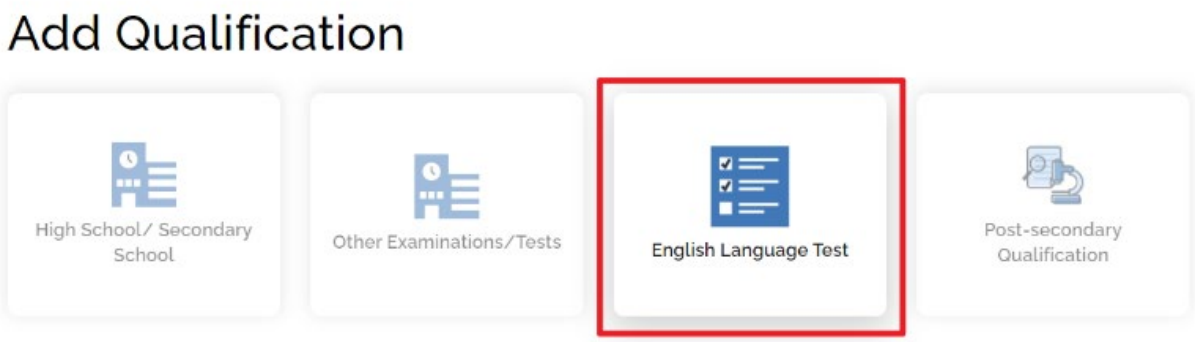


- *International Baccalaureate (IB Diploma) and GCE AL are treated as high school qualifications only and <u>not</u> post-secondary qualifications.*

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



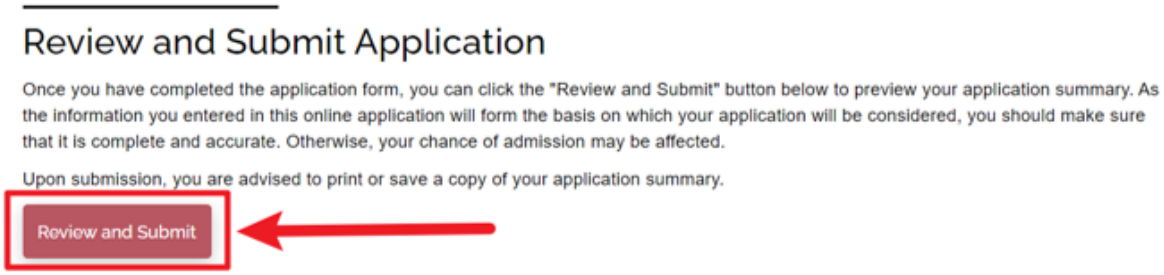
6. You may also add your English language test results such as IELTS or TOEFL by clicking “+ Add” button.



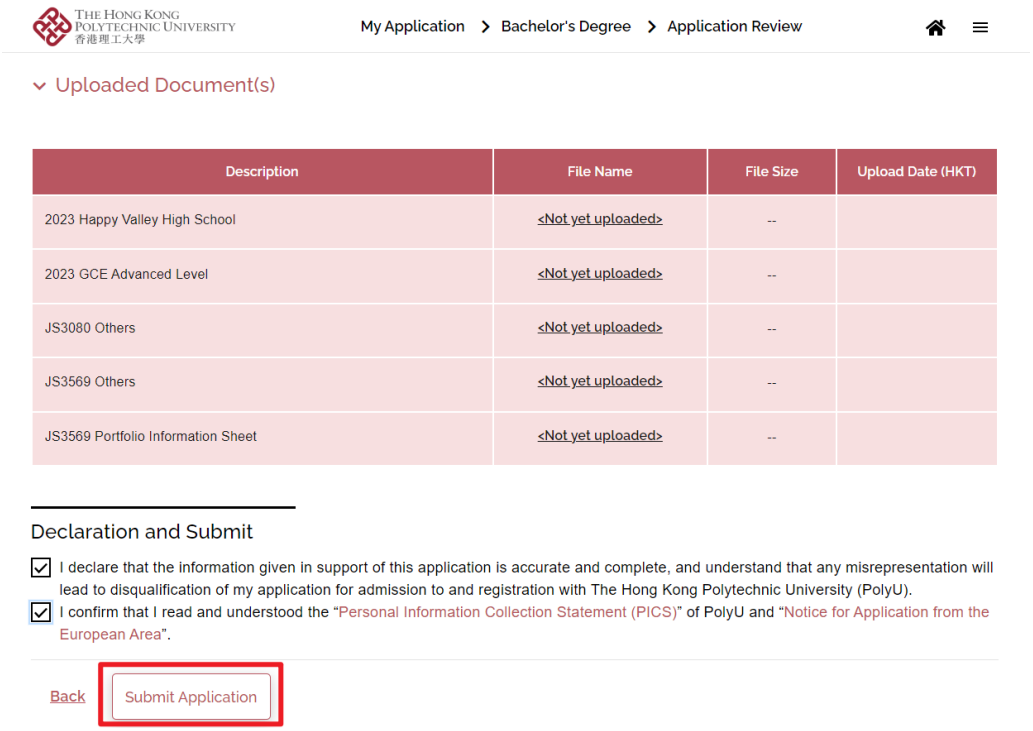
- *Upon adding the proficiency test results, please also upload the relevant documents for verification purpose.*
- *TOEFL iBT and IELTS tests are expected to be taken within the recent two years.*

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.

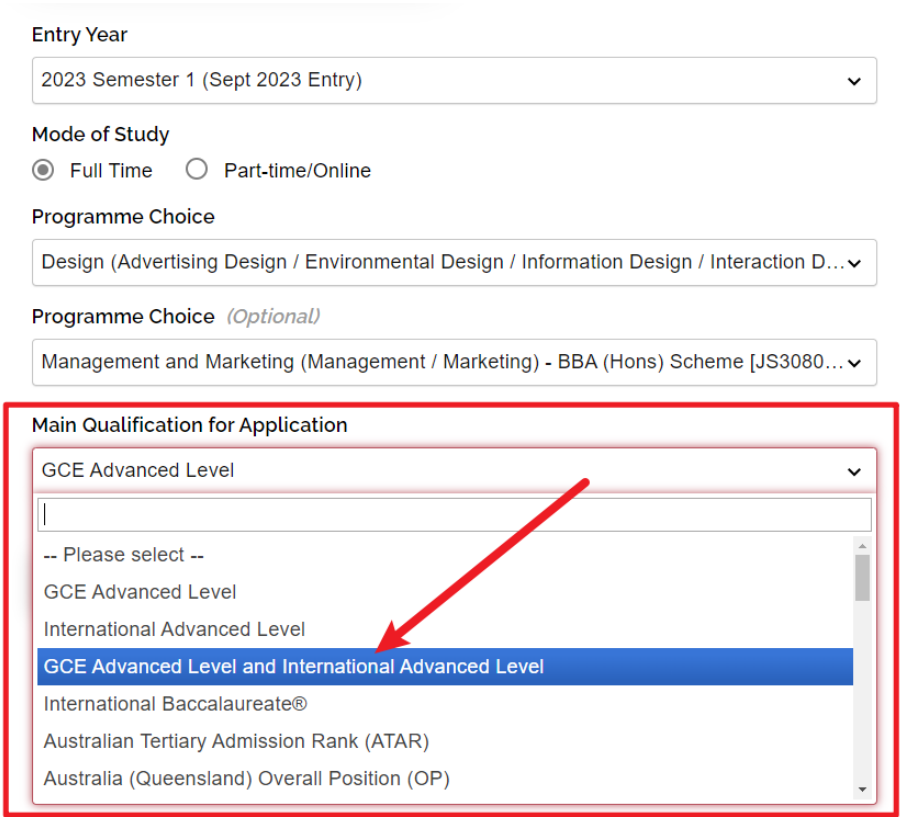


9. Go through declarations and statements and then check the boxes before clicking “Submit Application”.



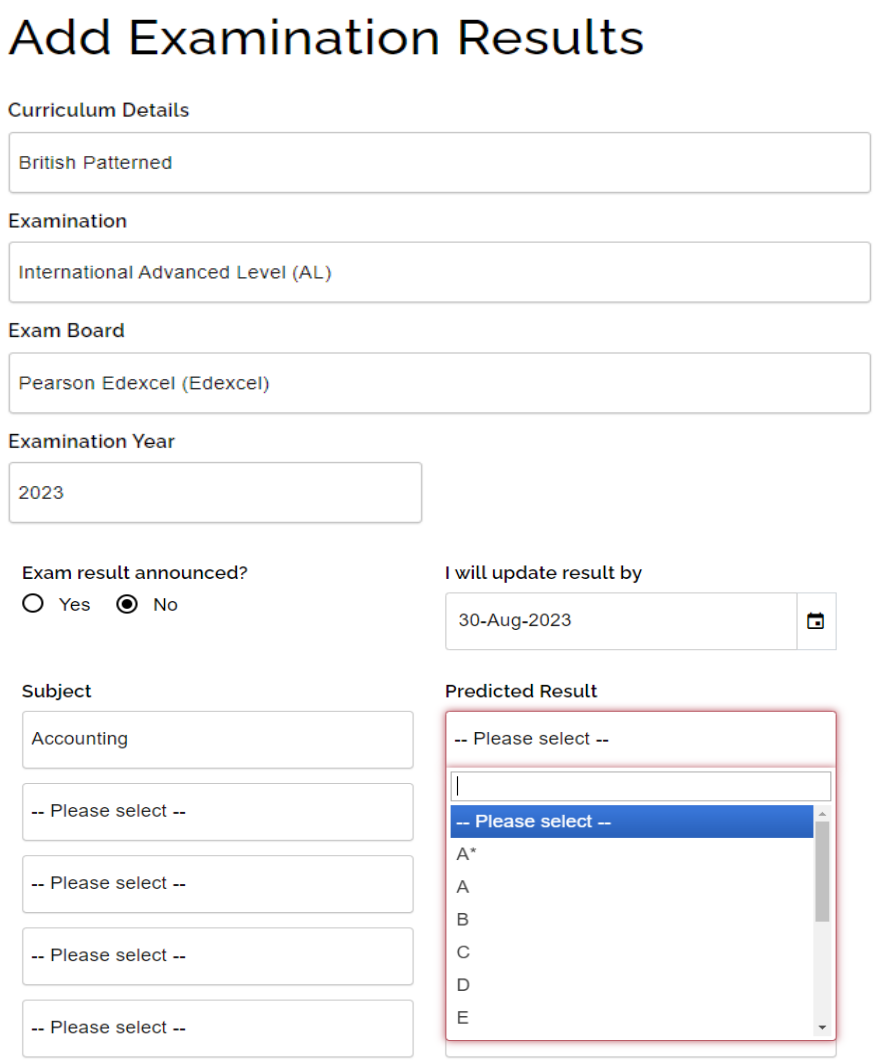
D. Inputting Multiple Results of GCE A-level and International Advanced Level

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.



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

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.



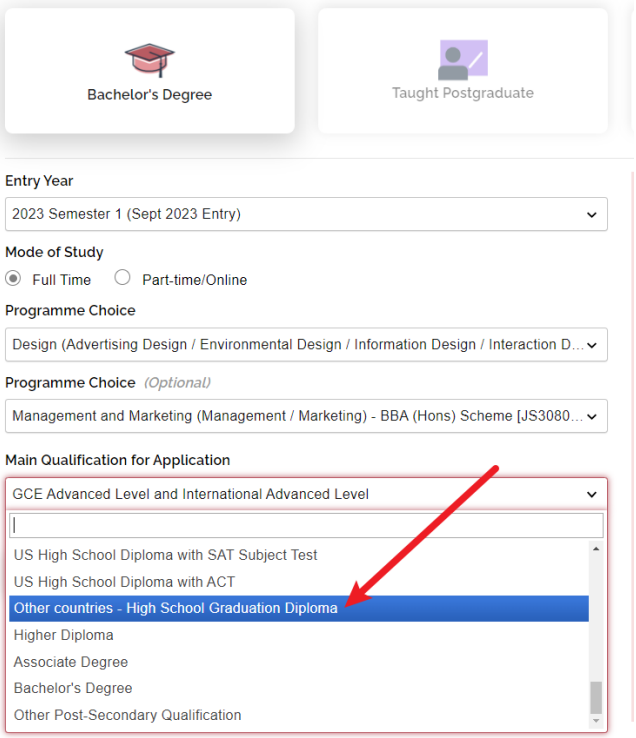
Remarks:

• 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).

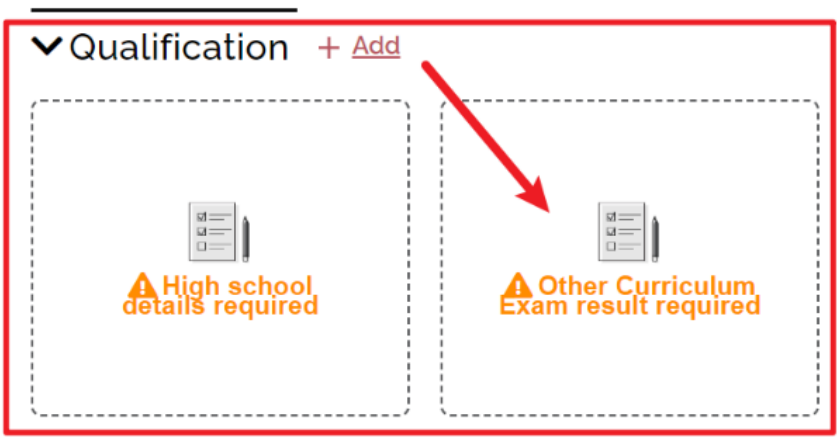
• Once the results are available, please update the relevant sections of the online application form and upload the document(s) indicating your latest results.

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

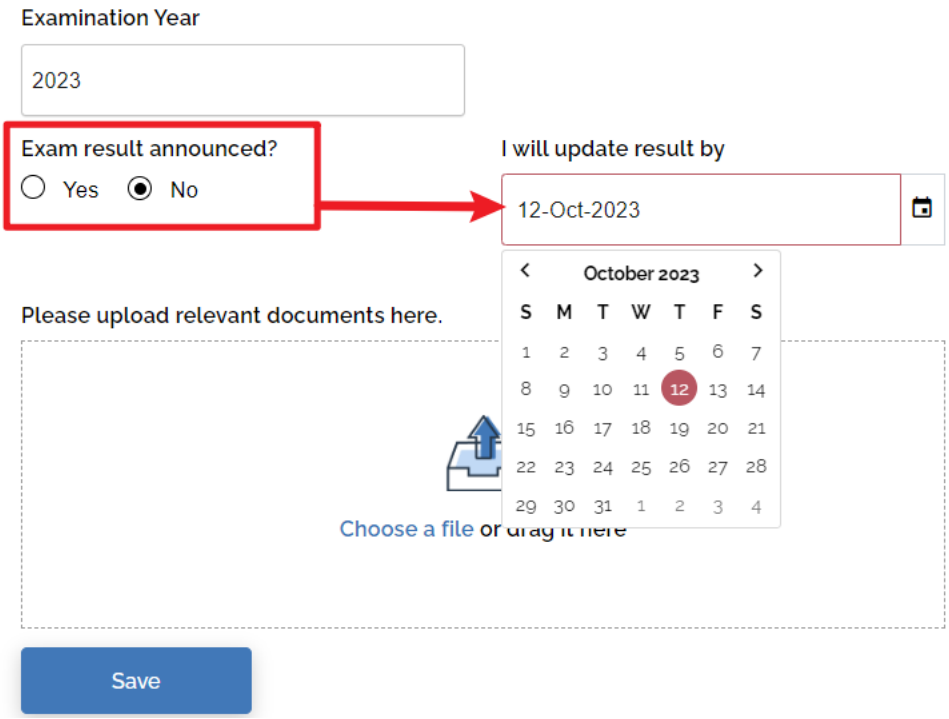
1. If you have difficulty finding a qualification under “Main Qualification for Application” that could suitably describe the one you currently hold/will hold, please select “Other countries – High School Graduation Diploma”.



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.

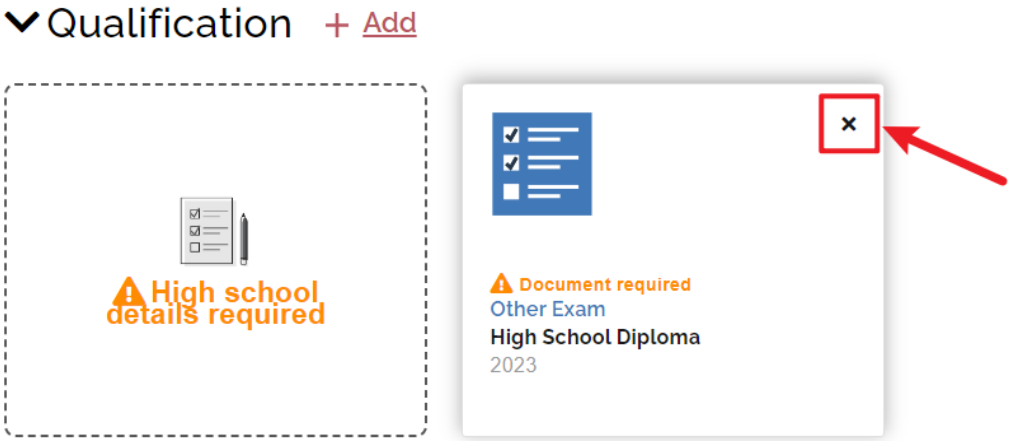


3. If your results are not yet available upon submission of your application, please select “No” under “Exam result announced” and indicate the result announcement date once they become available. After submission of your application, please login to your online account and upload the transcript/score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

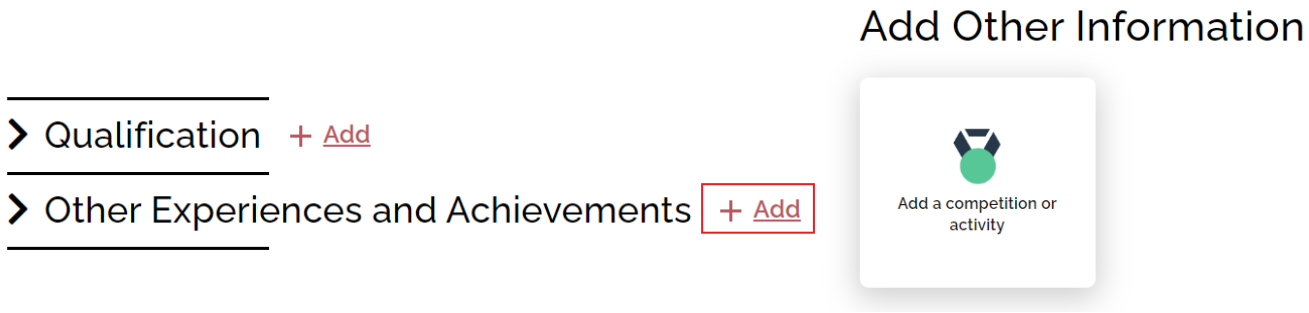


4. Once you enter details for “Curriculum Details”, “Country/Region”, “Examination” and “Examination Year” in “Other Curriculum Exam results required” panel and then click “Save”, the information entered can’t be changed.

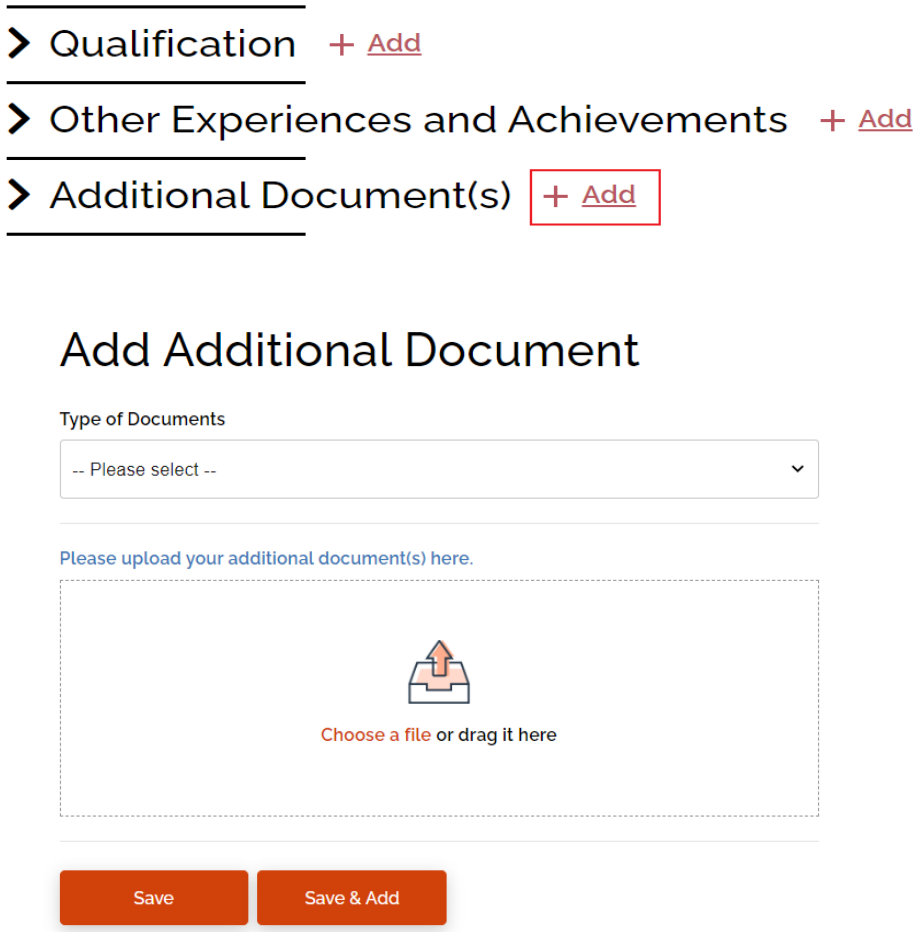
5. If you wish to remove the qualification entered, please click “x” and then select “Delete”. After that, please click on the “Other Curriculum Exam results required” panel and enter the qualification details again.



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.

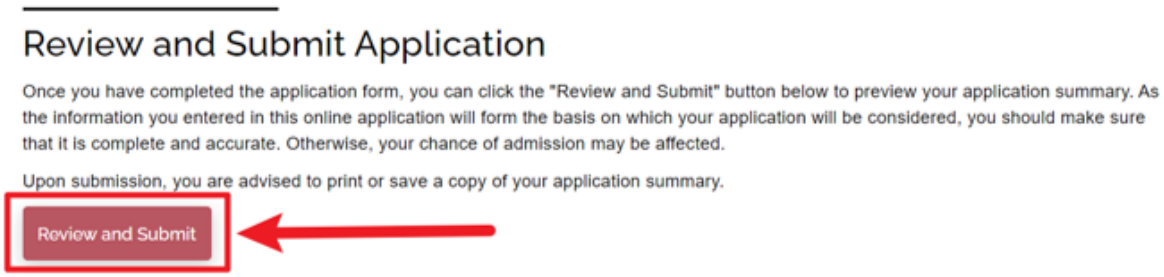


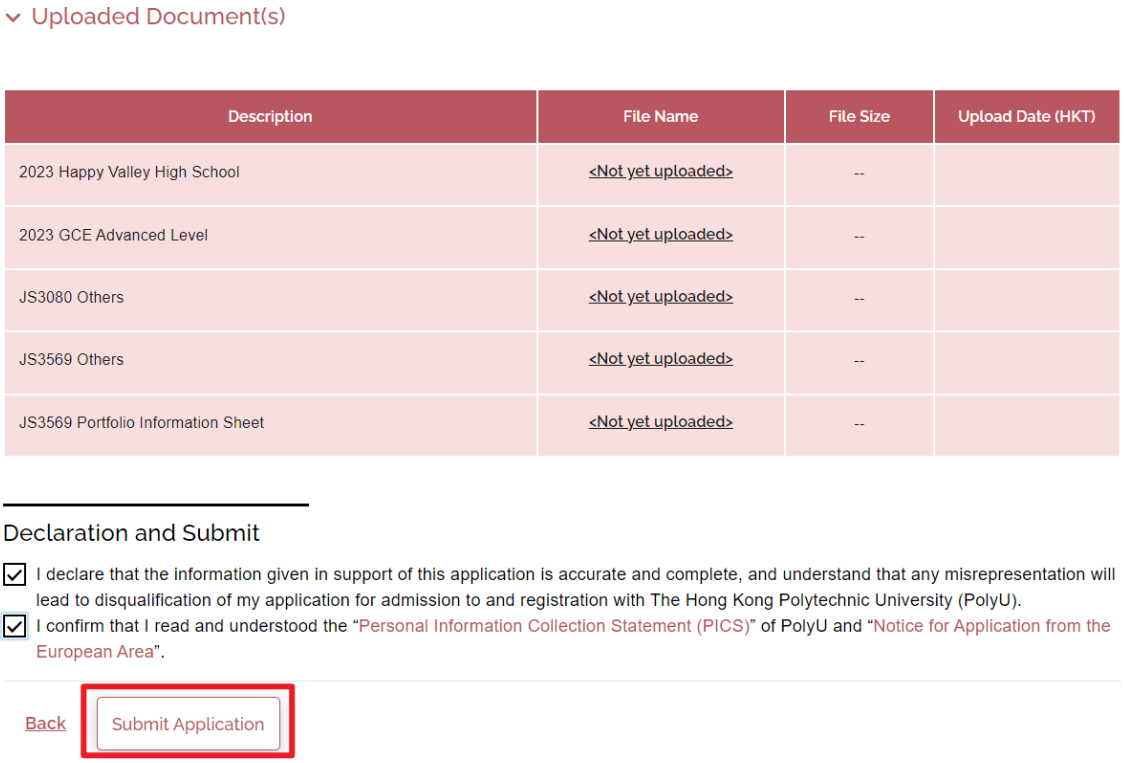
7. Add additional document under “Additional Document(s)” section.



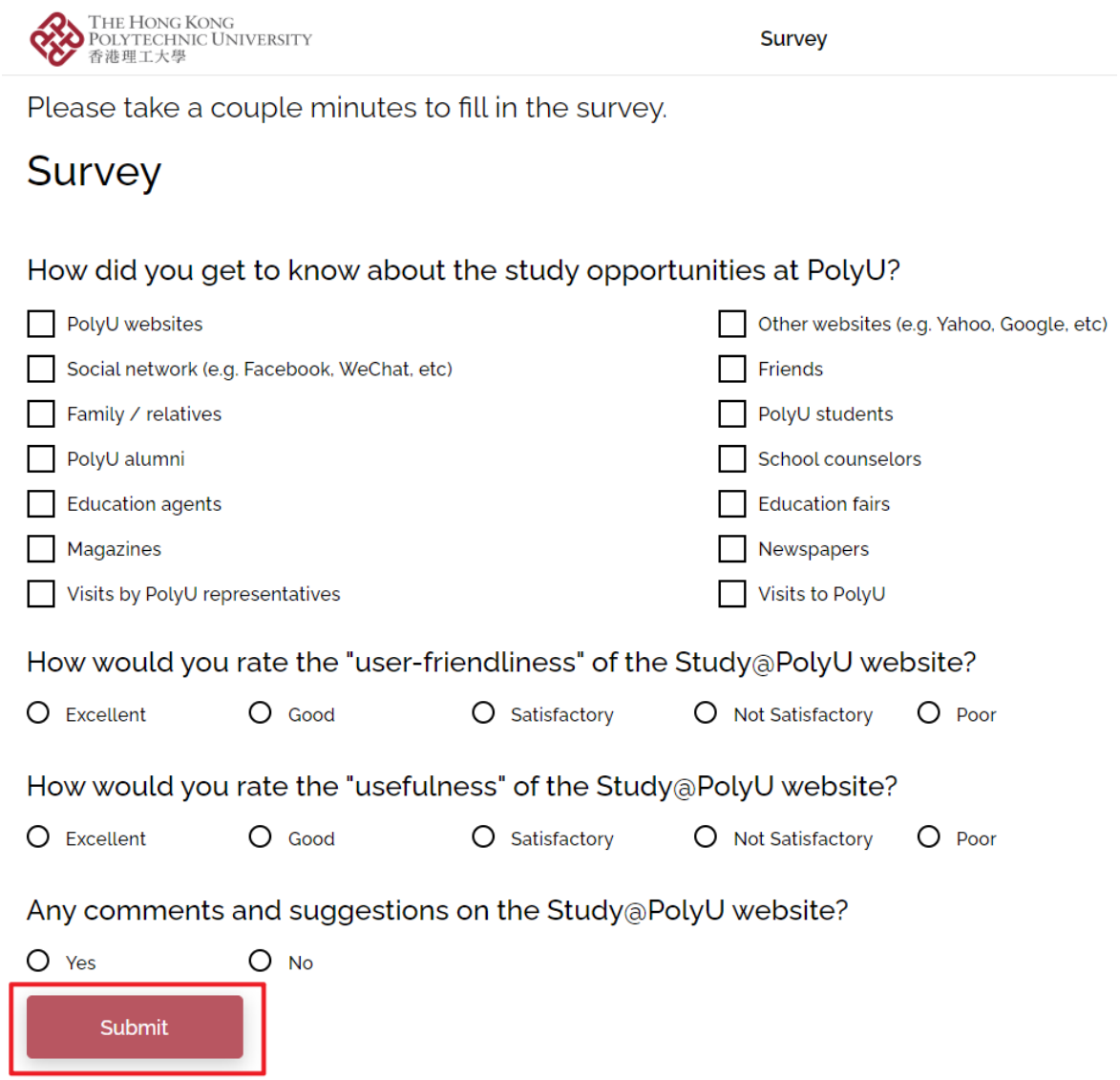
- *The maximum uploading capacity is 10 MB in total. Please click here for necessary additional documents required for your selected programme(s)/scheme(s). You are strongly advised not to submit documents more than required.*

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



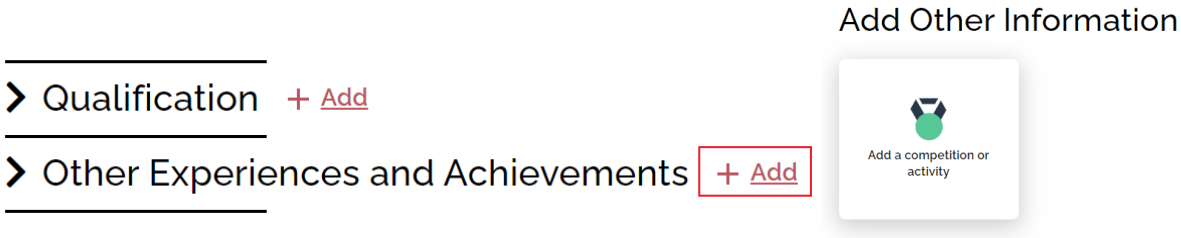


9. To understand our applicants better, please complete the survey and then click “submit”.



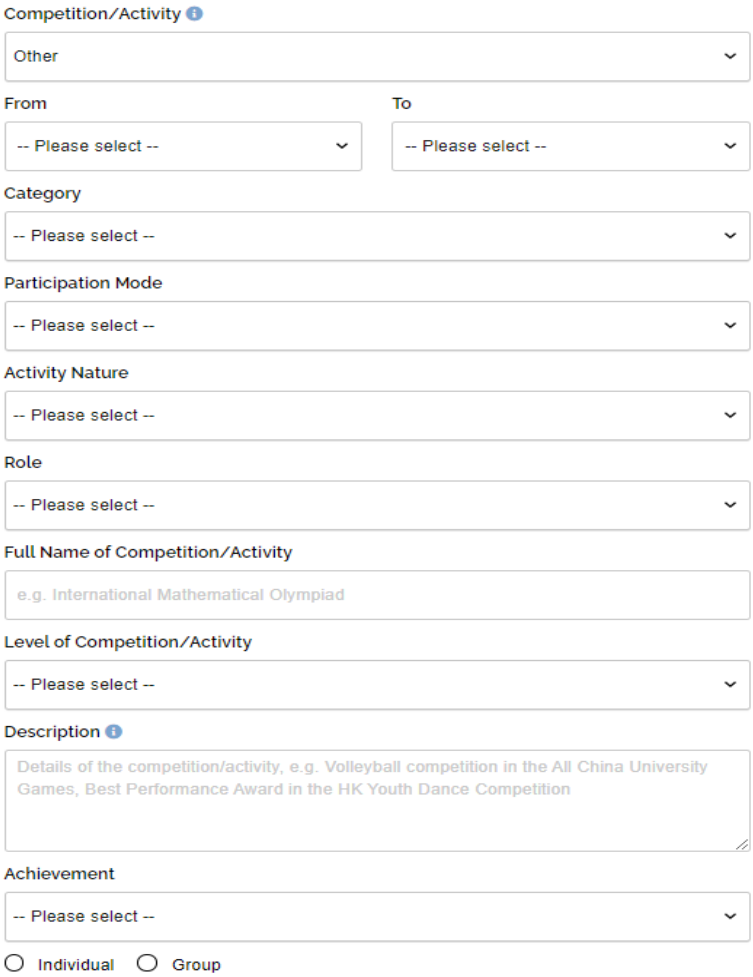
F. Completing “Other Experiences and Achievements” (optional)

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

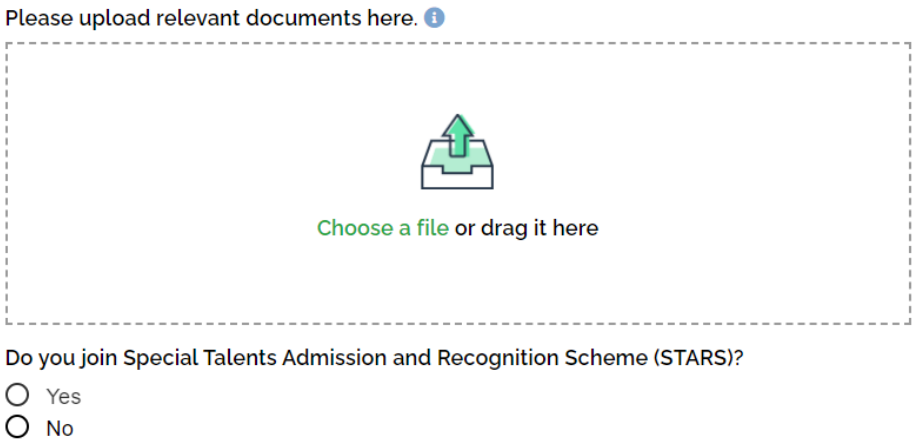


- *You are allowed to fill in a maximum of 5 records for this part.*

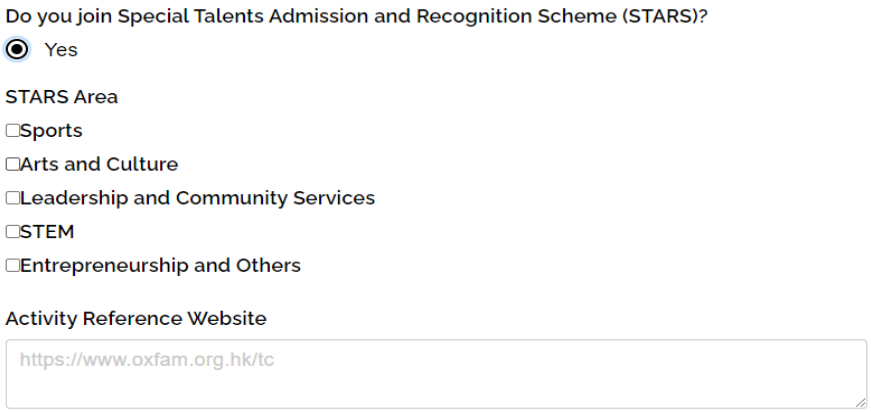
2. Select the appropriate competition/activity (Please select “Other” if you cannot find from the list provided) and fill in all the information as below.



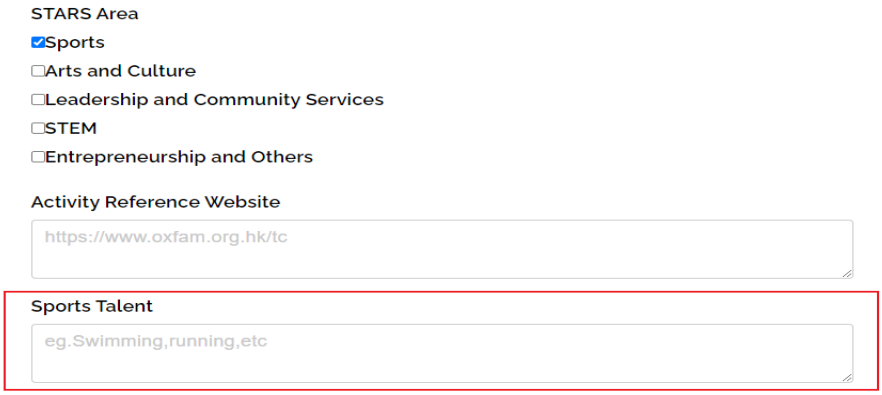
3. Upload relevant document(s) of the competition/activity for verification purpose and click "Yes" if you would like to join Special Talents Admission and Recognition Scheme (STARS).



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.

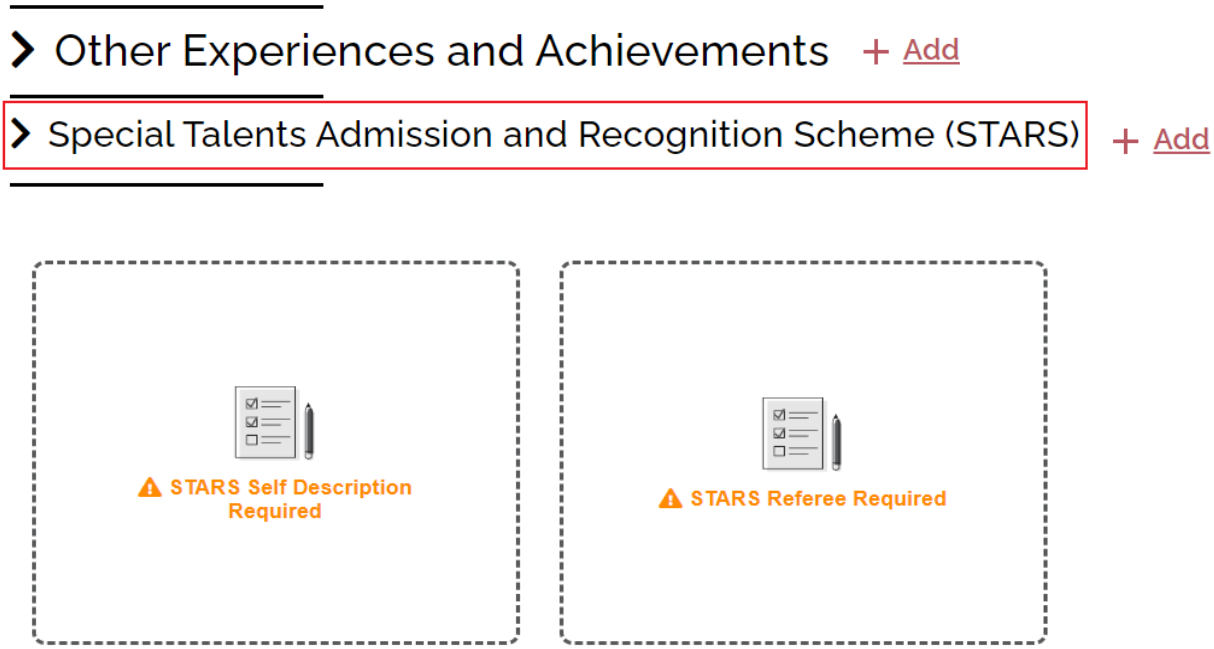


- *For those who have chosen "Sports" as the STARS area, they should also fill in "Sports Talent".*

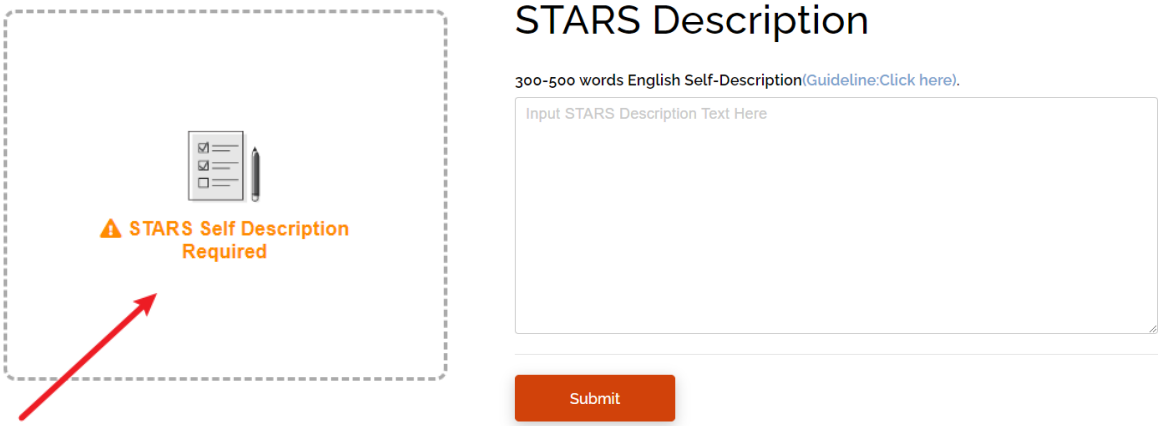


G. Completing “Special Talents Admission and Recognition Scheme (STARS)” (optional)

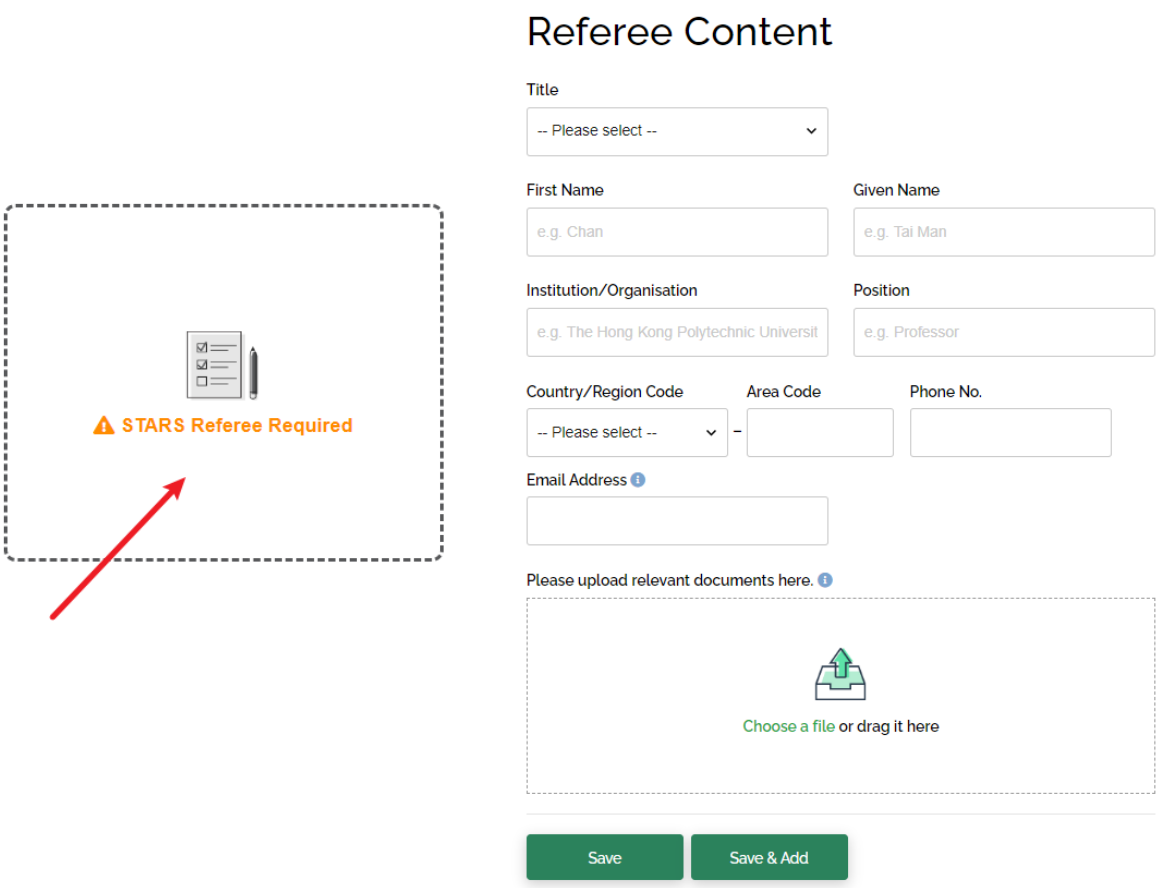
1. For those who have chosen to join Special Talents Admission and Recognition Scheme (STARS), they are also required to complete information at the part under “Other Experiences and Achievements”, including (i) STARS self-description and (ii) STARS referee(s).



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.



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

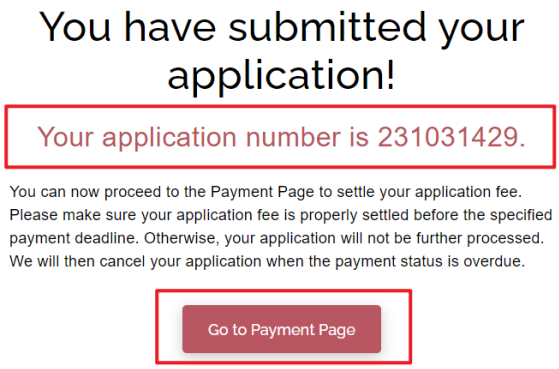


4. Please click "+ Add" button beside "Special Talents Admission and Recognition Scheme (STARS)" if you would like to add more than one referee.

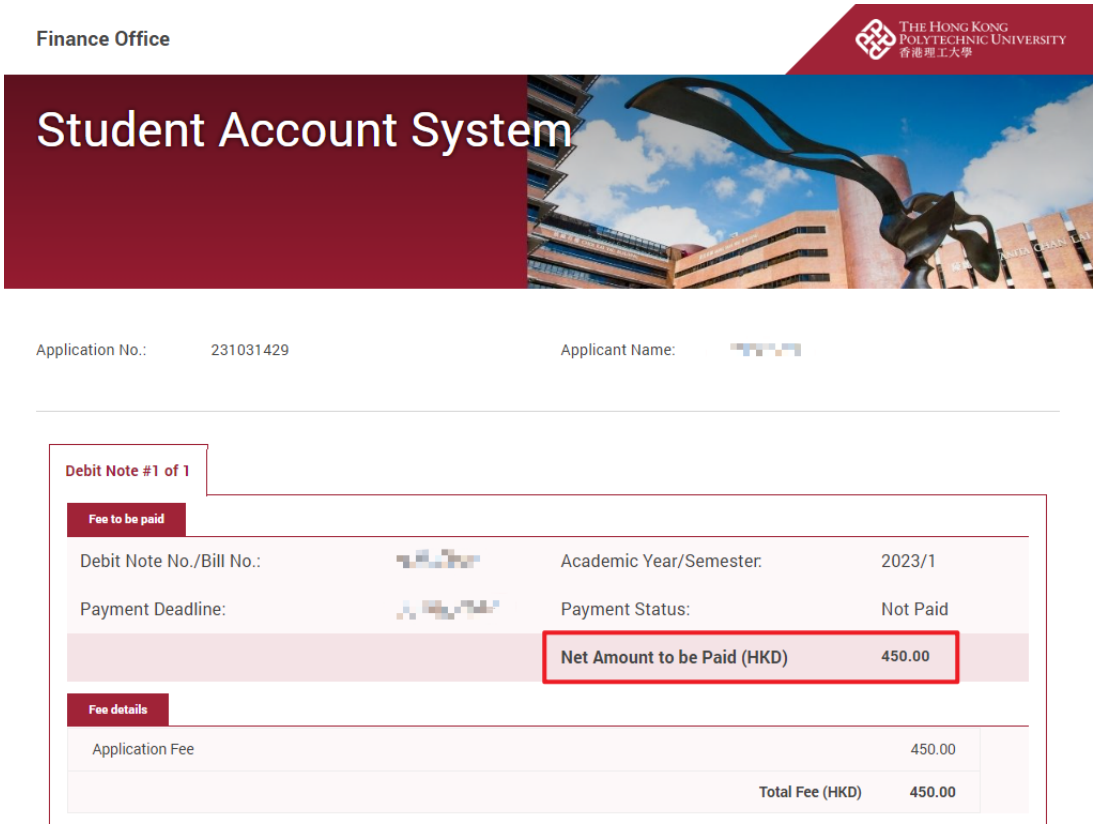
- *You are allowed to fill in a maximum of 3 records for this part.*

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”.



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.

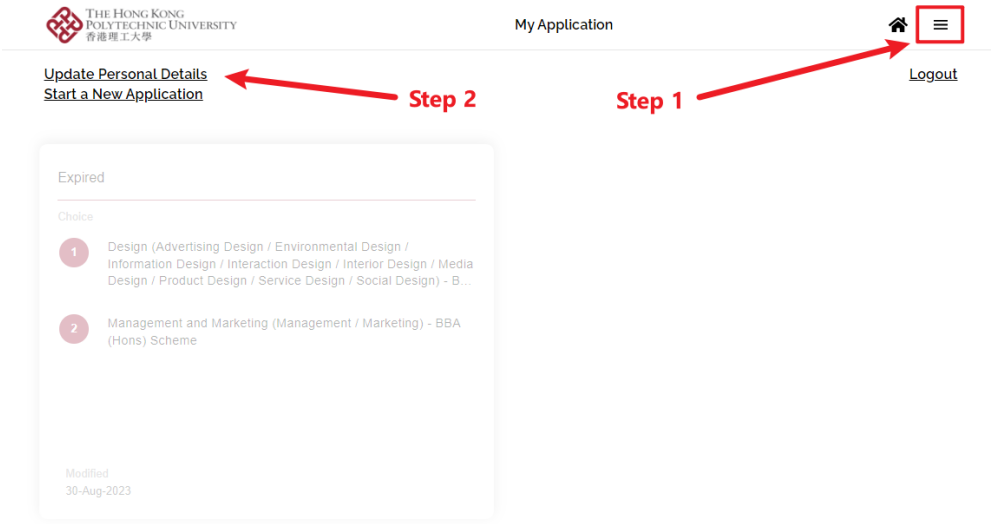


- *We strongly advise applicants to settle the payment by credit card (Visa/ Mastercard/ UnionPay). It normally takes around 5-7 days to update the payment status if you pay the fee by other payment methods such as telegraphic transfer, flywire or bank draft.*

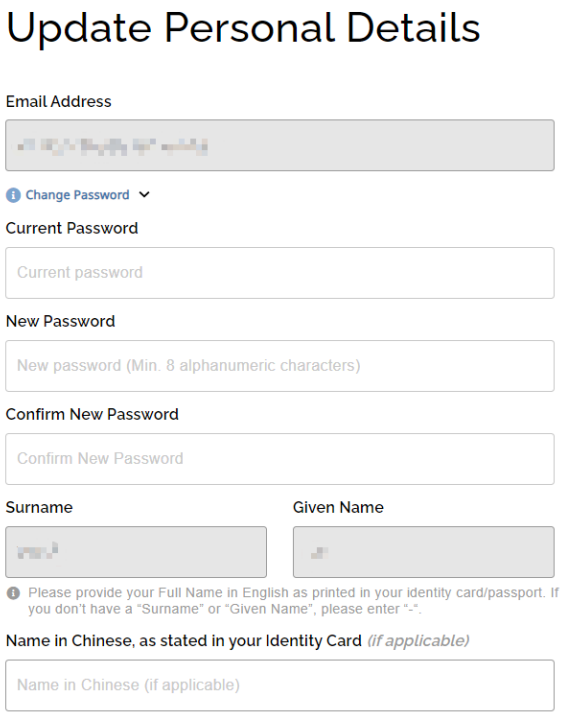
I. Amending Data after Submission of Application

Updating your Personal Particulars

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

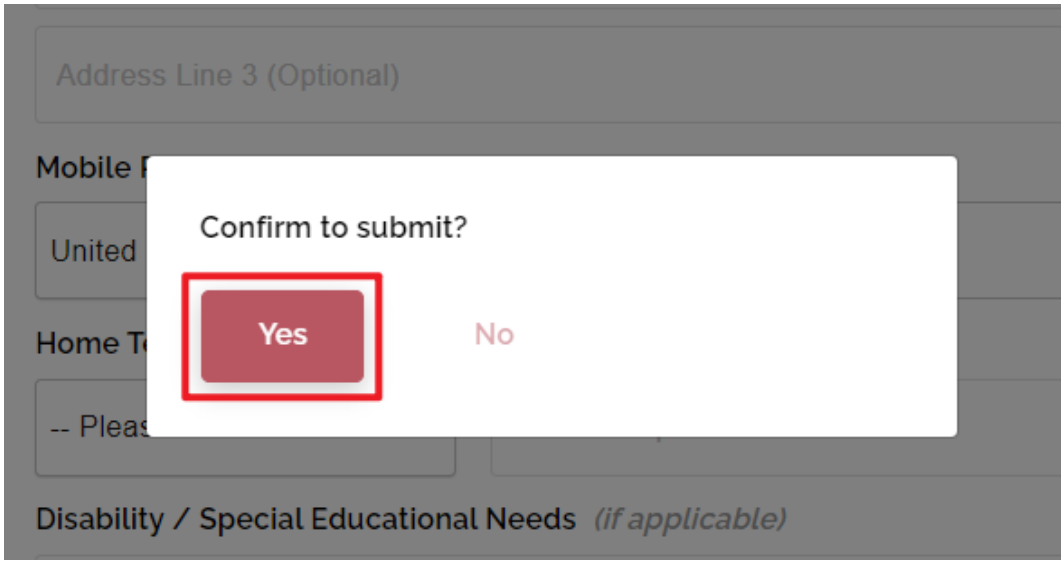


2. Update personal information such as address, phone number or change password.

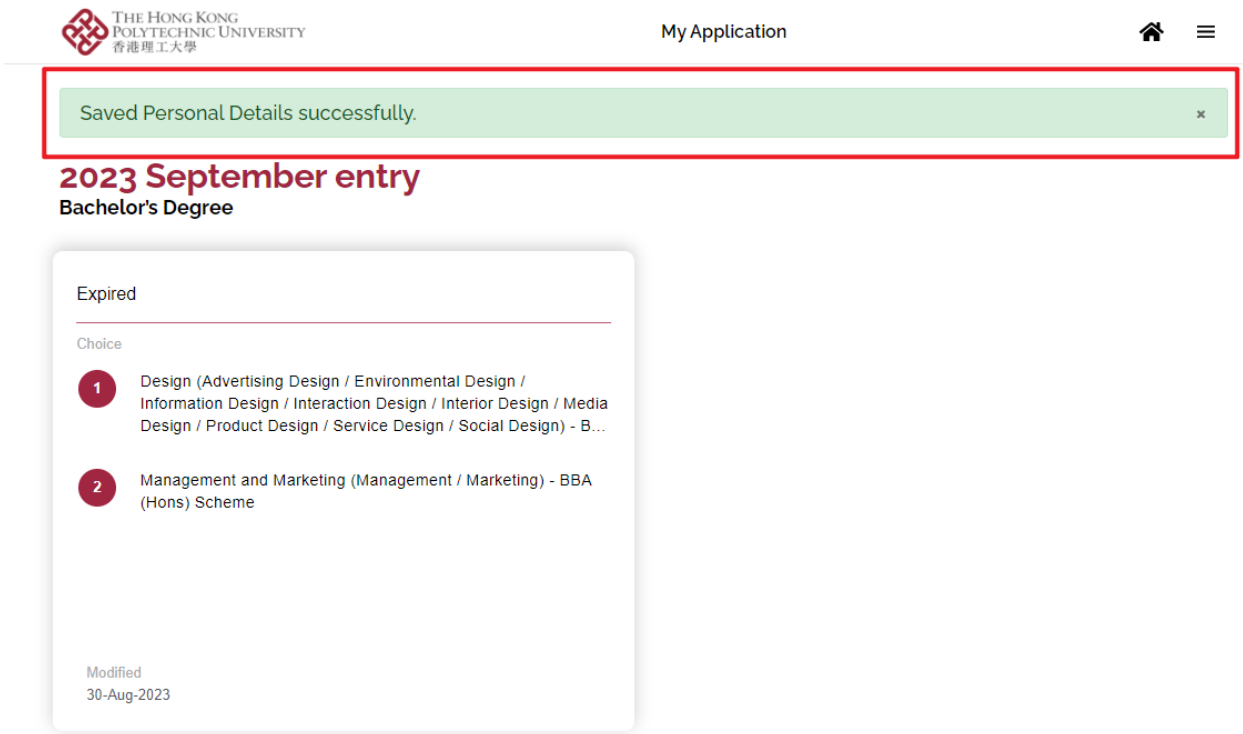


- *Some particulars input earlier can’t be changed including name, email address, date of birth, identity number and nationality. Please write to us via email at ar.intl@polyu.edu.hk if you wish to update any of the details.*

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

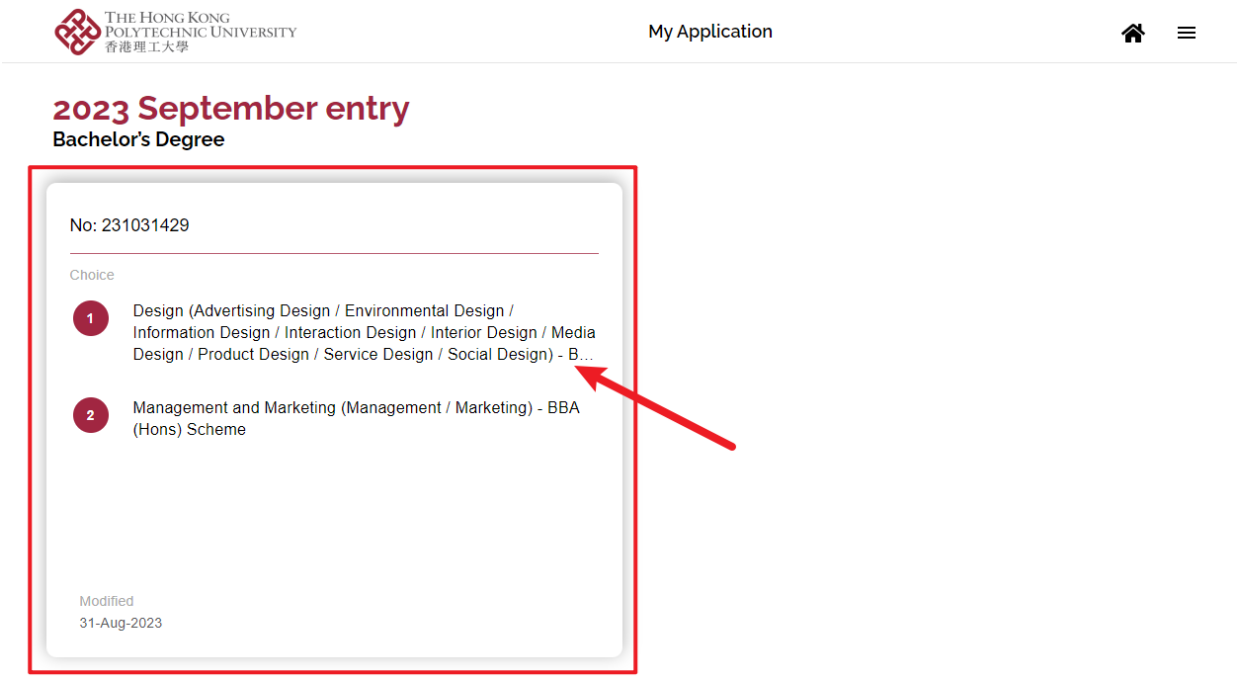


4. The personal particulars have been saved.

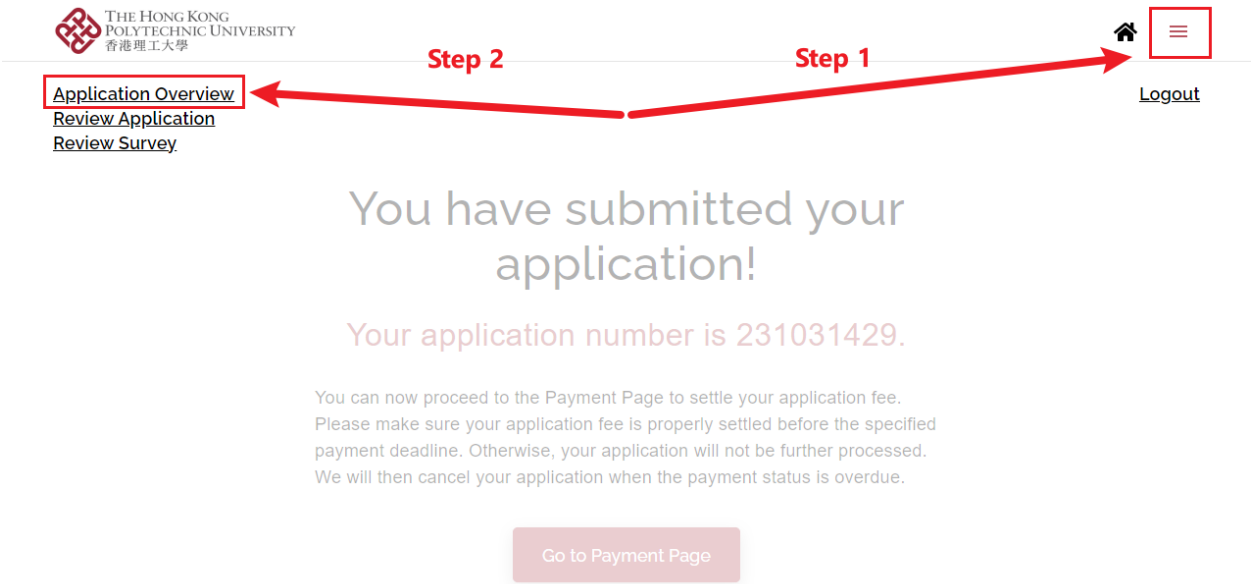


Updating Academic/Non-academic Qualifications and Other Details

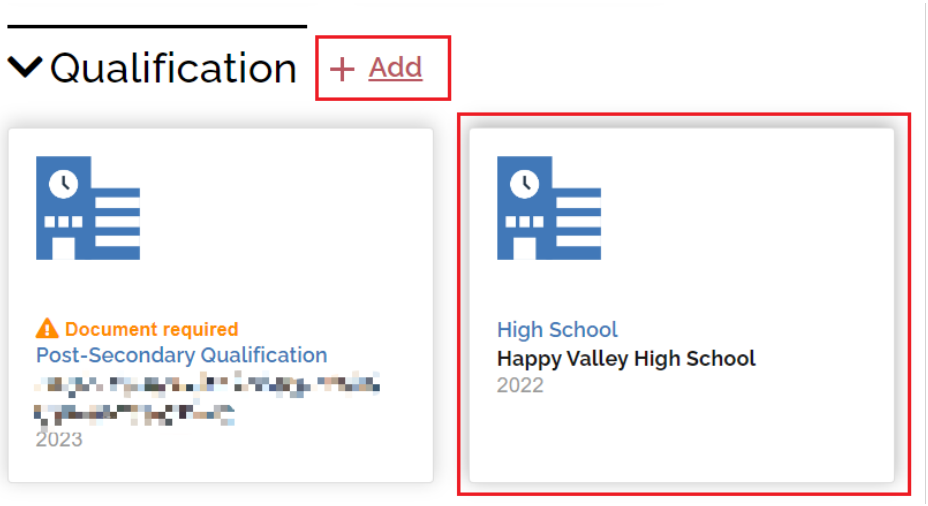
5. Login to your online account via eAdmission (www.polyu.edu.hk/admission) and click on the panel.



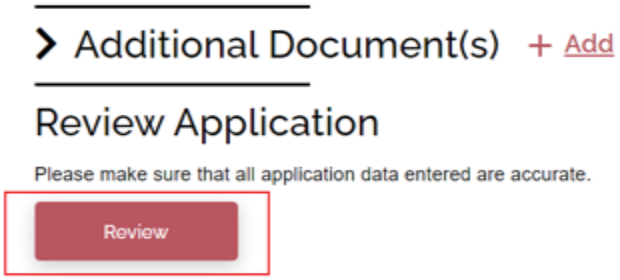
6. Click the icon on the upper right-hand corner of the page, then press “Application Overview”.



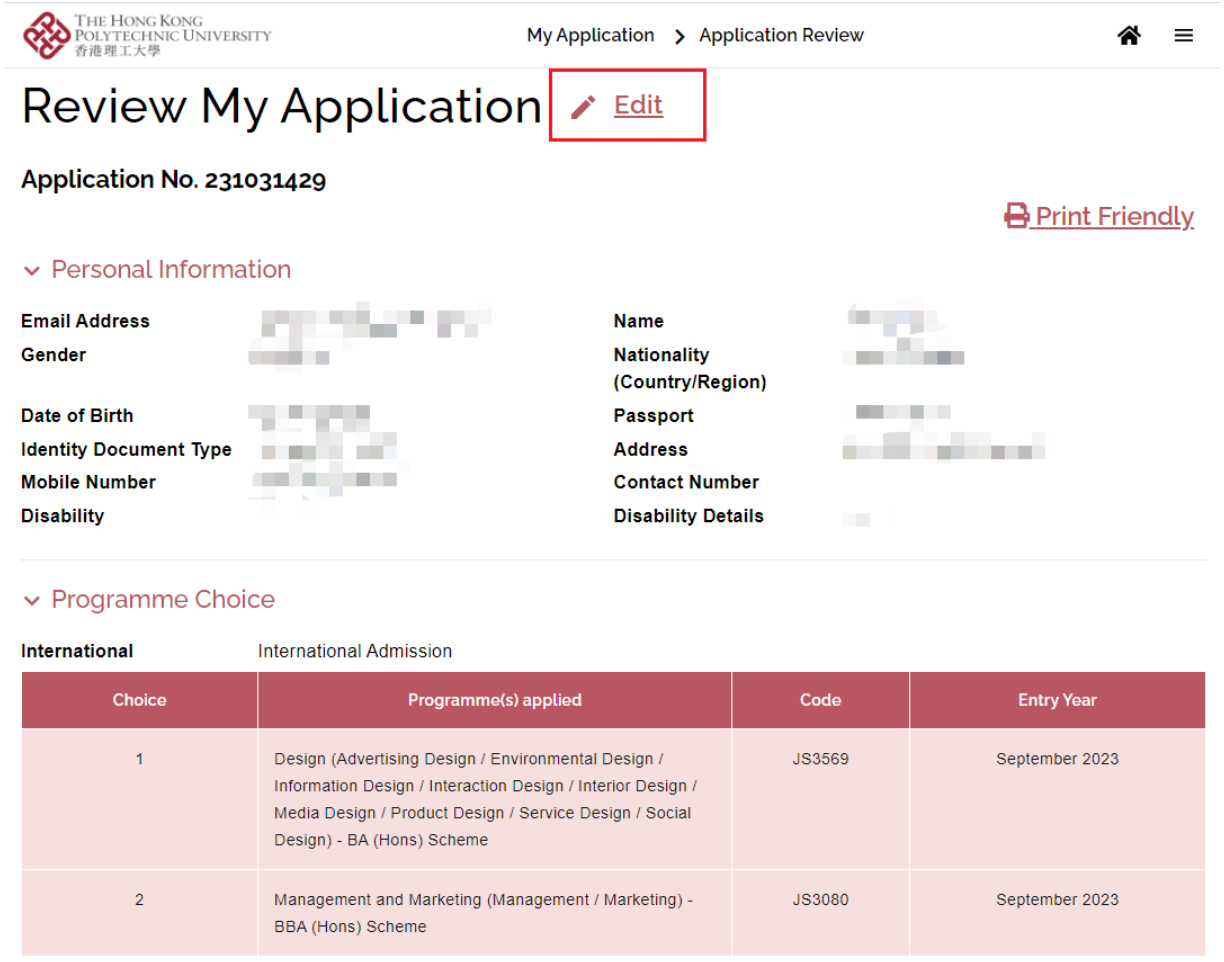
7. You would be able to click on the “panel” to update data or press “+ Add” button to add new qualifications.



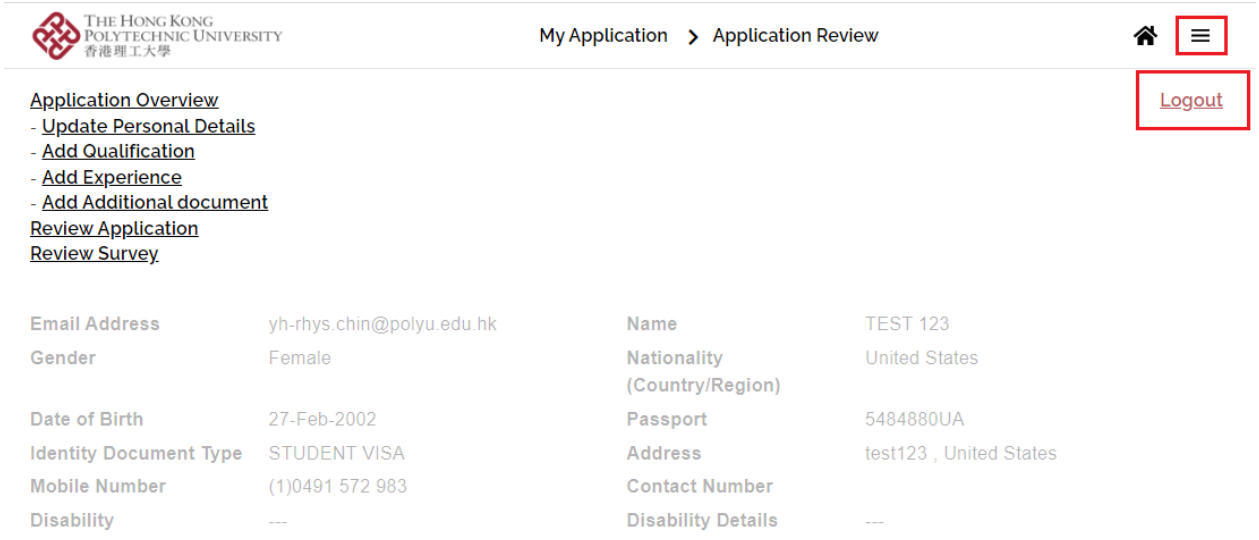
8. Upon completion, please click “Review” to final check the updated details.



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

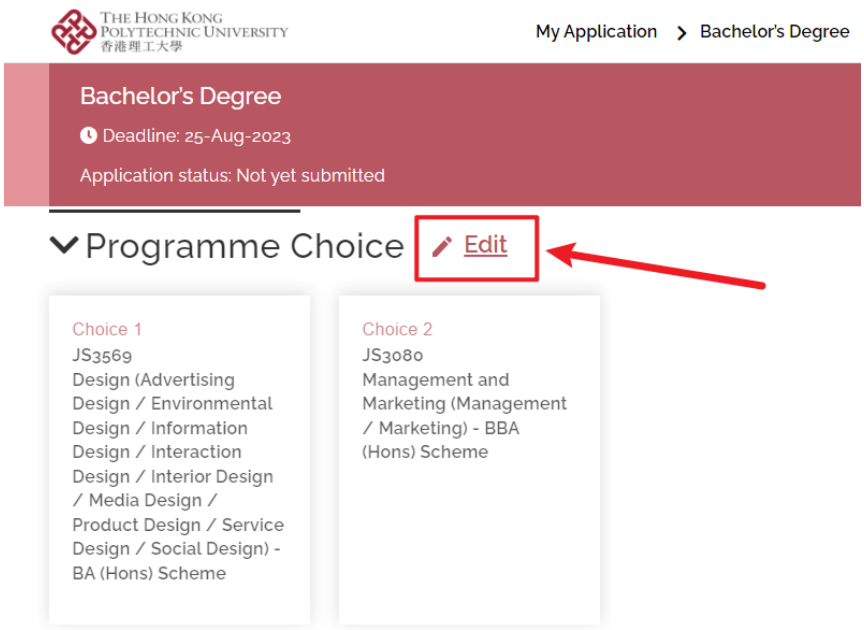


10. The updated data automatically be saved after logging out the system.

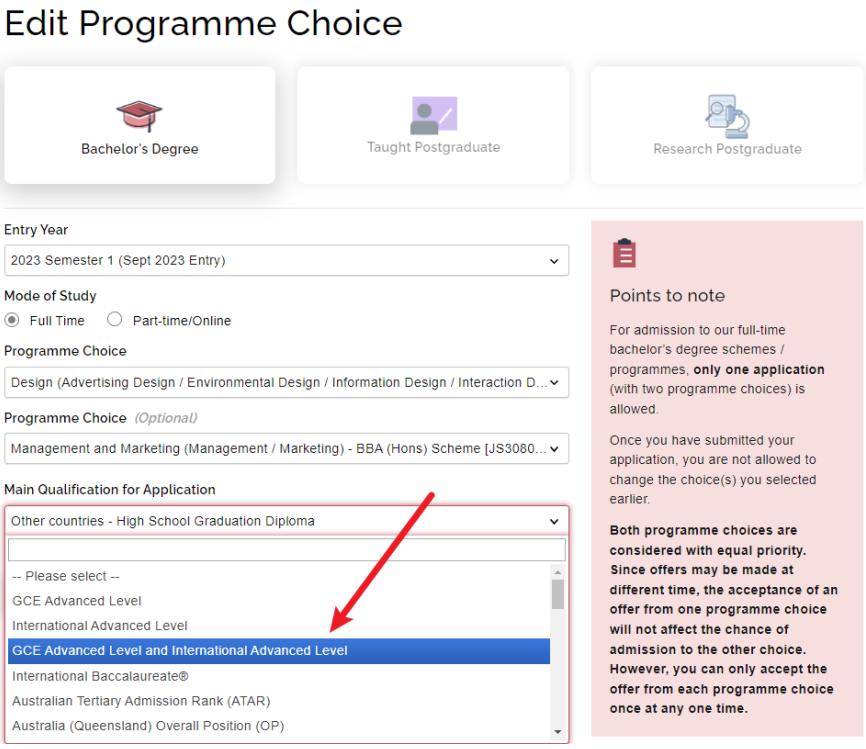


J. Amending “Main Qualification for Admission”

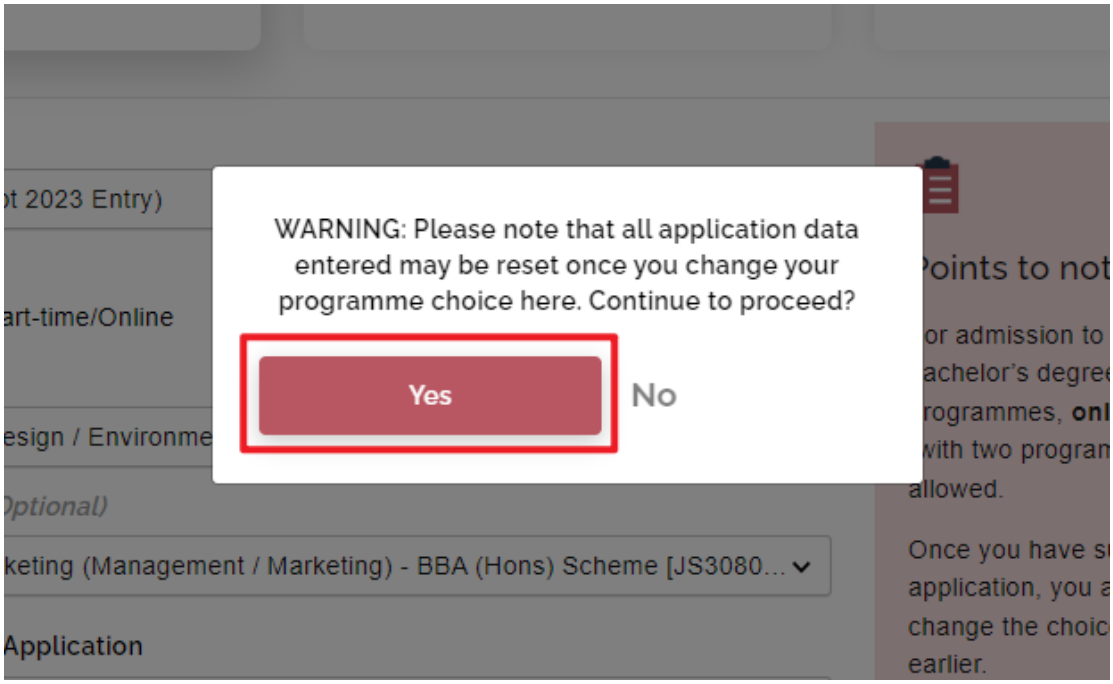
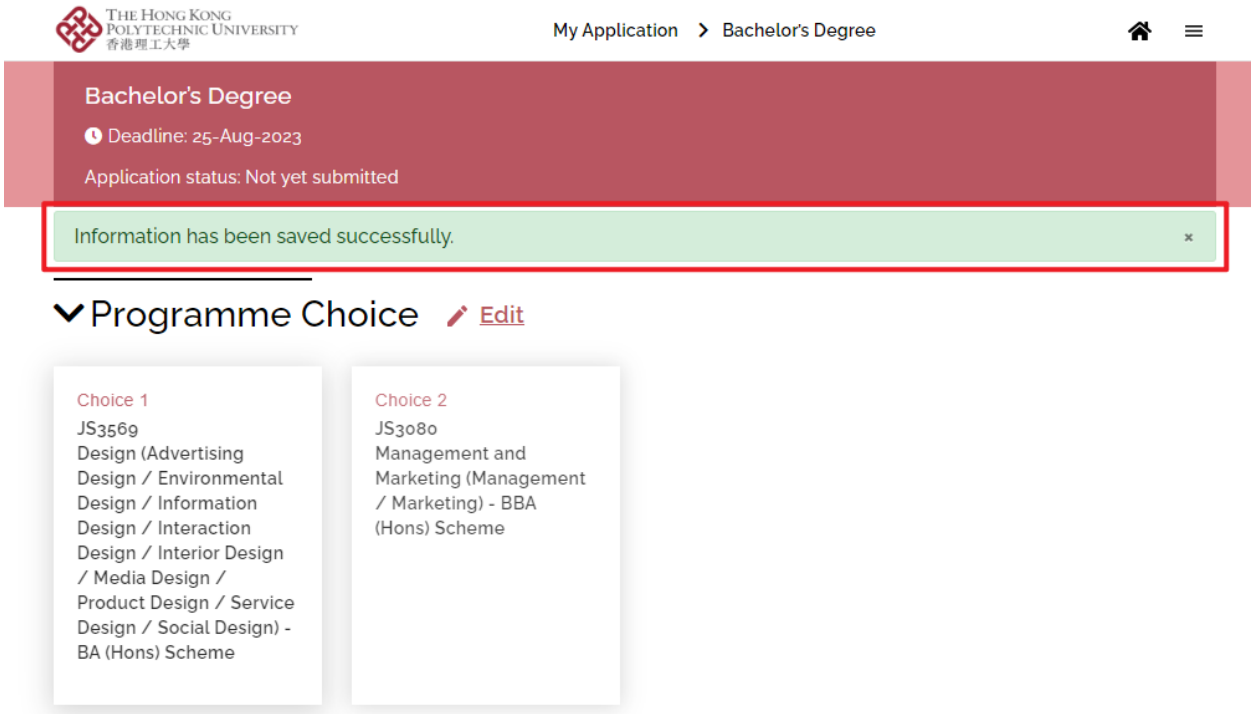
1. Click “Edit” under “Programme Choice” section.



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



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.