



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...

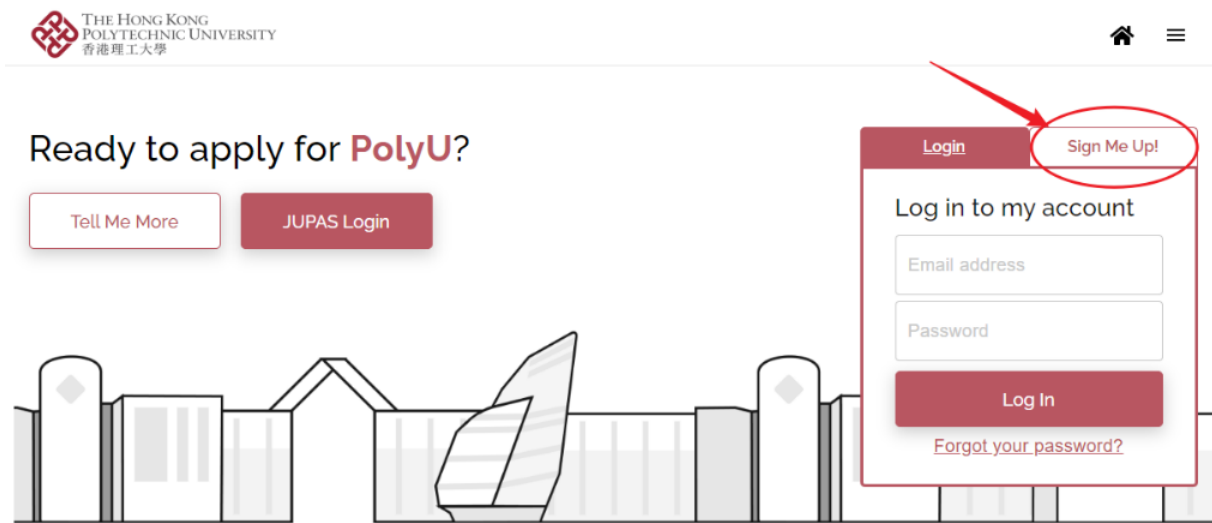
- A. Creating an Online Account via eAdmission
 - B. Selecting Programme / Scheme Choice(s)
 - C. Completing High School Details and Other Qualifications
 - D. Inputting Multiple Results of GCE A-level and International Advanced Level
 - E. Uploading Curriculum / Qualification that are Not Listed in 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 mid-July, you should assume that your application is unsuccessful. No separate notification will be sent for unsuccessful cases.

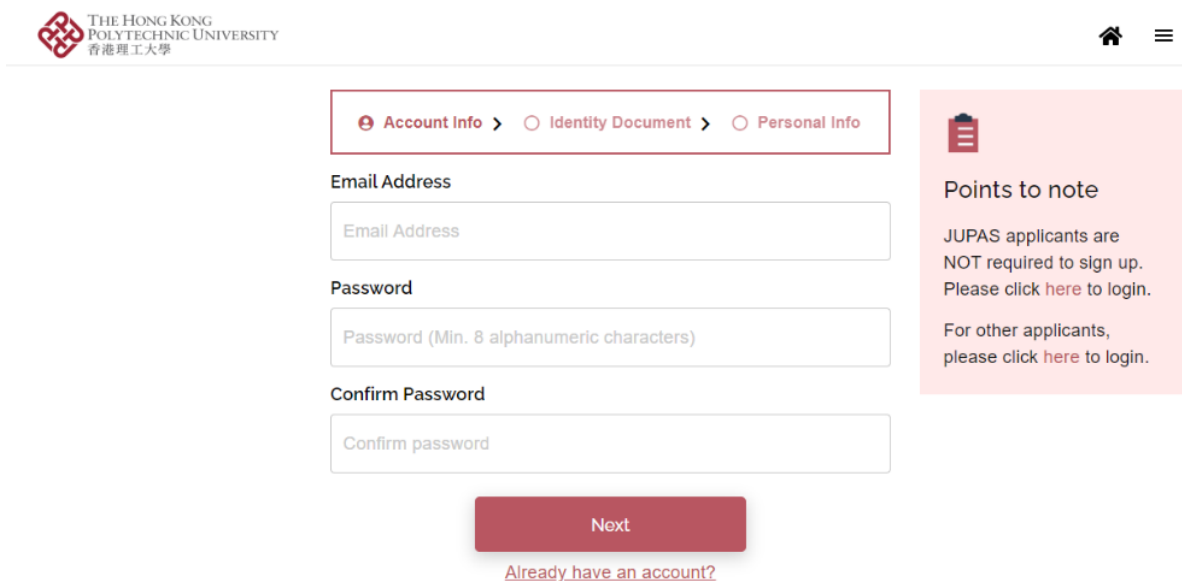
A. Creating an Online Account via eAdmission

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 in the top right corner, which is circled in red. Below the heading is a stylized illustration of a building. On the right side, there is a login box with the heading "Log in to my account", fields for "Email address" and "Password", a "Log In" button, and a link for "Forgot your password?".

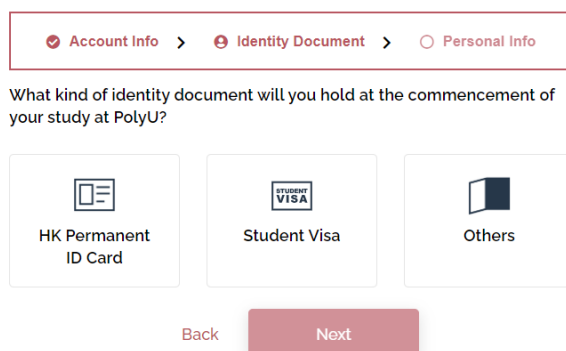
2. Enter your email address and confirm password.



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 logo 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. At the bottom is a link "Already have an account?". On the right side, there is a pink box titled "Points to note" with a clipboard icon. It contains the text: "JUPAS applicants are NOT required to sign up. Please click [here](#) to login. For other applicants, please click [here](#) to login."

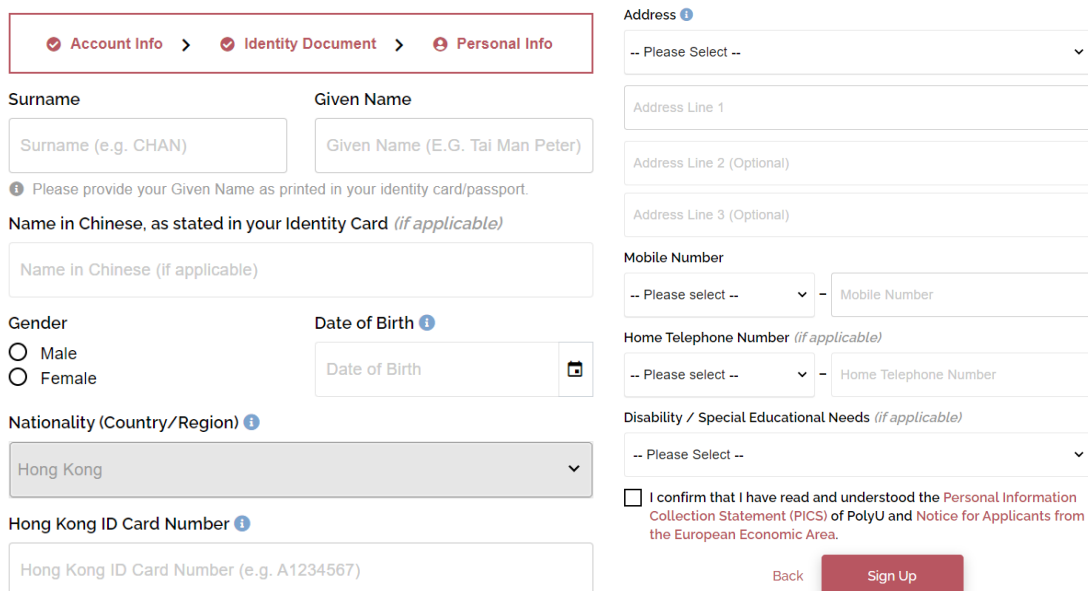
- *This email address will be used for disseminating admission-related information and announcing application results. Please ensure that the email address entered is correct and check your mailbox constantly.*
- *The password should contain at least 8 alphanumeric characters*

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



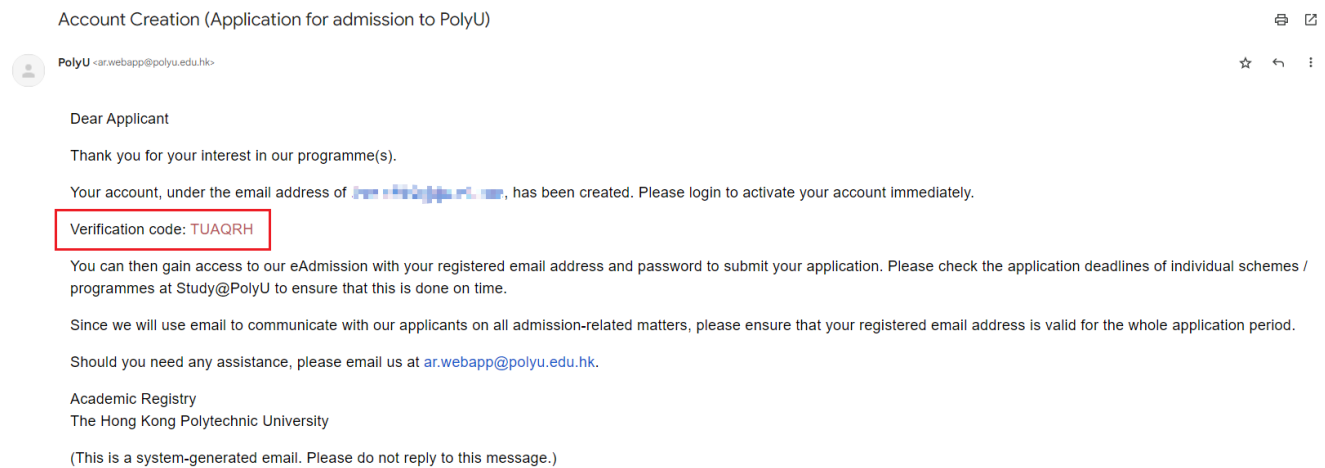
- *Local (non-JUPAS) student generally refers to those holding a Hong Kong Permanent Identity Card, or those with a dependant visa that was first issued when they were under 18 years old, and applying with international qualifications.*
- *If you require a student visa to study in Hong Kong or have a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



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.

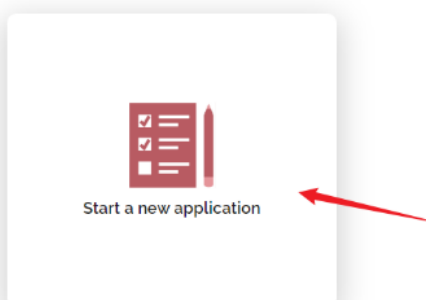
[Resend Code](#)[Verify My Account](#)

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 attained/will attain for applying to our programmes/schemes.

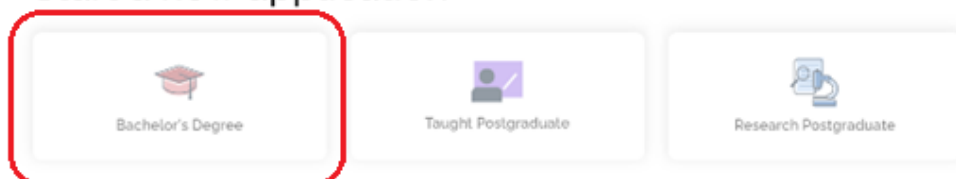


My Application > Start A New Application



< 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

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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.

Start a new application


Bachelor's Degree


Taught Postgraduate

Entry Year

2025 Semester 1 (Sept 2025 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 ▼

Start a New Application


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

 THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學


My Application > Bachelor's Degree

Bachelor's Degree

 Deadline: 19-Nov-2024

Application status: Not yet submitted

▼ Programme Choice  [Edit](#)

Choice 1

JS356g

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.

6

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 (Entering high school details is mandatory.).

Add High School



My Application > Bachelor's Degree

Qualification + Add

High school details required

GCE Advanced Level Exam result required

Add High School

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

Basic Info > Curriculum > Transcript

Awarding Country/Region

City of Study (Optional)

Name of High School/Secondary School

Medium of Instruction

Programme Duration (Years)

Name of Award/Qualification

Next

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.

Add High School

Basic Info > Curriculum > Transcript

Curriculum Country/Region

Curriculum

⚠ Please provide IB points in Examination Results Section.

Qualification Status

will update Qualification Status and Exam Results on or before

Date

< August 2025 >

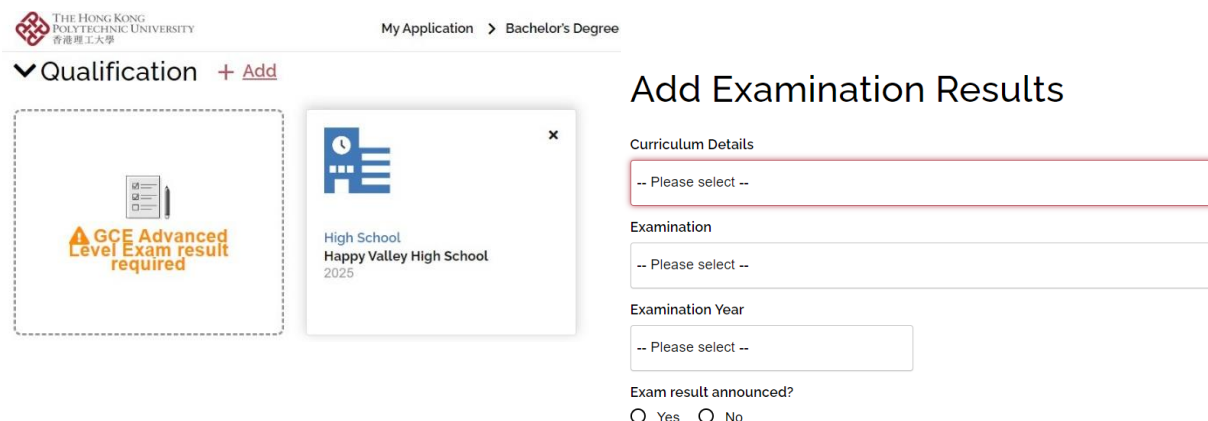
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

marks (Optional)

e.g. 4.0

Previous
Next

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.

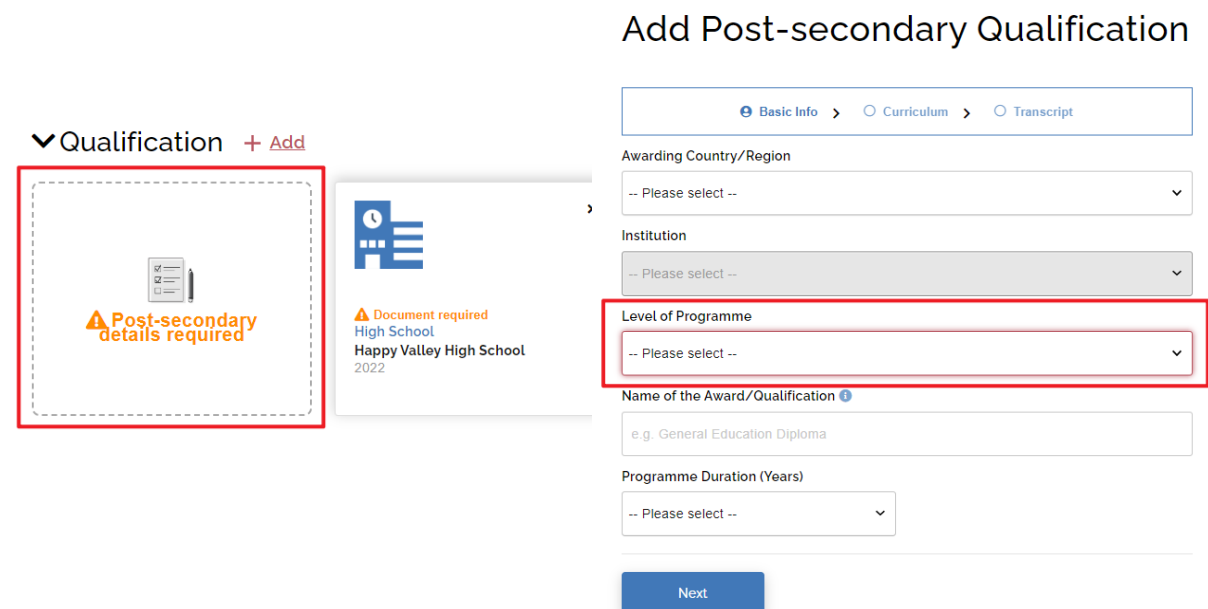


The screenshot shows the 'Add Examination Results' form. On the left, under the 'Qualification' section, there is a panel with a warning icon and the text 'GCE Advanced Level Exam result required'. The main form area is titled 'Add Examination Results' and contains the following fields:

- Curriculum Details:** A dropdown menu with the text '-- Please select --'.
- Examination:** A dropdown menu with the text '-- Please select --'.
- Examination Year:** A dropdown menu with the text '-- Please select --'.
- Exam result announced?:** Radio buttons for 'Yes' and '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 match the one selected for “Main Qualification for Application”.



The screenshot shows the 'Add Post-secondary Qualification' form. On the left, under the 'Qualification' section, there is a panel with a warning icon and the text 'Post-secondary details required'. The main form area is titled 'Add Post-secondary Qualification' and contains the following fields:

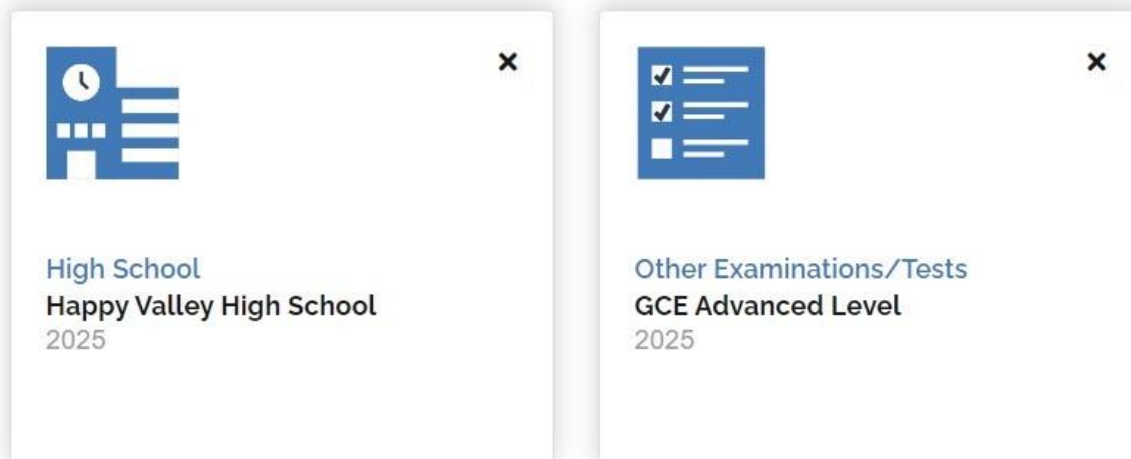
- Awarding Country/Region:** A dropdown menu with the text '-- Please select --'.
- Institution:** A dropdown menu with the text '-- Please select --'.
- Level of Programme:** A dropdown menu with the text '-- Please select --'.
- Name of the Award/Qualification:** A text input field with a placeholder 'e.g. General Education Diploma'.
- Programme Duration (Years):** A dropdown menu with the text '-- Please select --'.

At the bottom of the form is a blue 'Next' button.

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

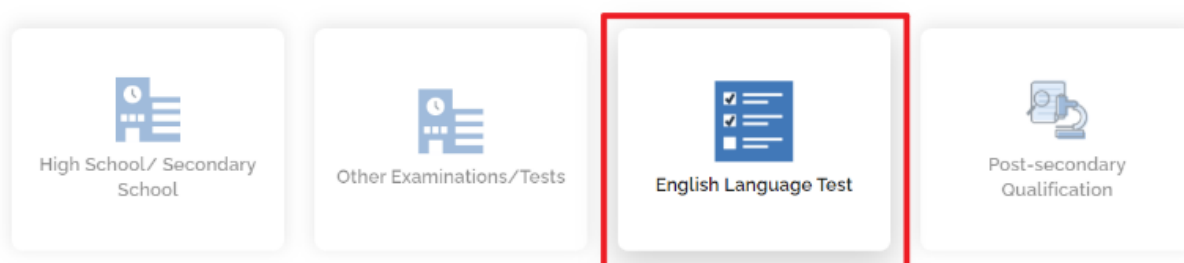
5. If you have additional qualification(s) other than “Main Qualification for Application”, please click “+ Add” button and supplement the information.

▼ Qualification + Add



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 upload a clear copy of the full score report for our verification. The test date of TOEFL iBT and IELTS should be within 2 years for the results to be considered valid.

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. Uploading ID and Visa Document

All applicants are required to upload at least one identity document (e.g. HK Permanent ID, Mainland ID, or Passport), and any visa or entry permit issued by the Immigration Department for residing in Hong Kong before submitting the applications.

▼ ID and Visa Document



9. 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.



10. 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





JS3080 Others	<u><Not yet uploaded></u>	--	
JS3569 Others	<u><Not yet uploaded></u>	--	
JS3569 Portfolio Information Sheet	<u><Not yet uploaded></u>	--	
Passport	<u>add-quali.jpg</u>	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](#)

If you have engaged an education agent to assist you with your application, please input the agent name, contact person, email address and the website and click “Submit Application”. If not, you may submit the application after choosing “No”.

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

Agent Name

Agent Contact Person

Agent Email

Agent website

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[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.

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

2025

Exam result announced?

☐ Yes ☒ No

I will update result by

19-Aug-2025

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:

- Please request 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”.

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 ▼
High School Diploma with AP
High School Diploma with ACT and AP
Other countries - High School Graduation Diploma
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 do not have other qualifications or have not taken other examinations,, please click on the “Other Curriculum Exam results required” panel and fill in your high school results.

▼ Qualification + Add

High school details required

Other Curriculum Exam result required

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

2025

Exam result announced?

☐ Yes ☒ No

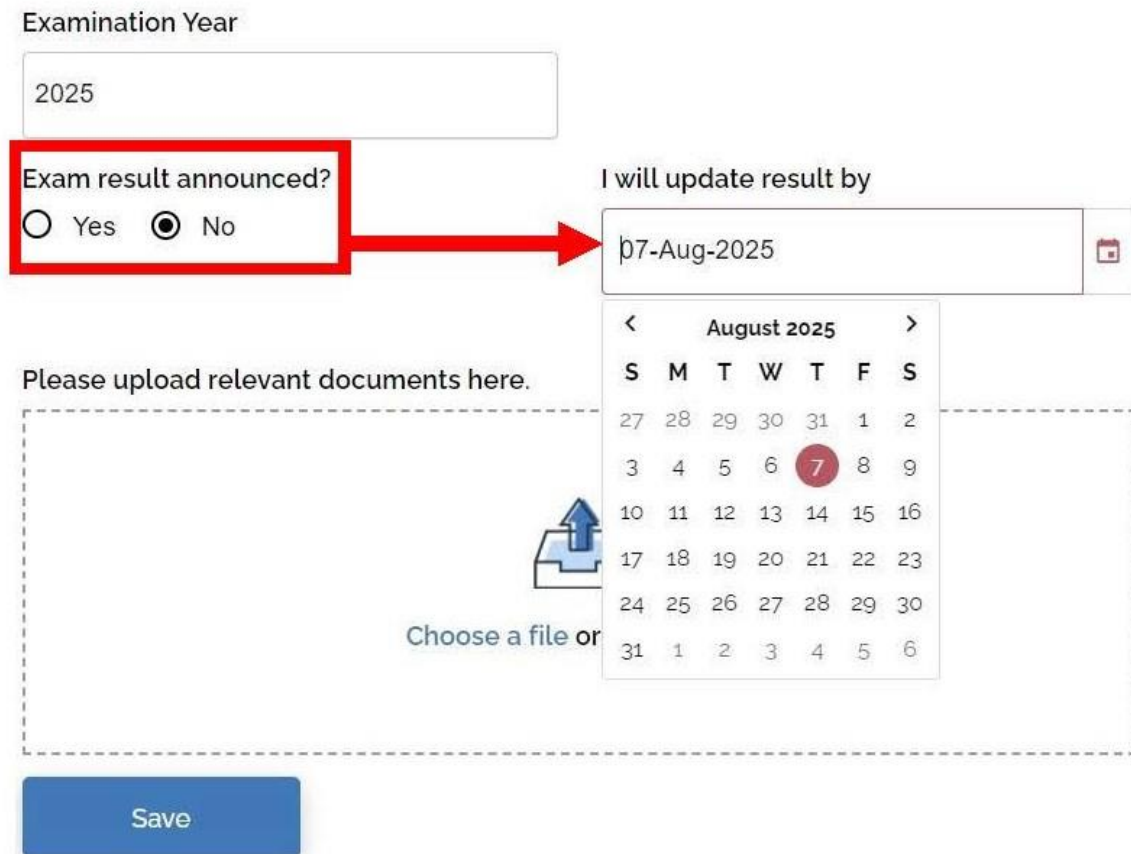
I will update result by

07-Aug-2025

Please upload relevant documents here.

Choose a file or

Save

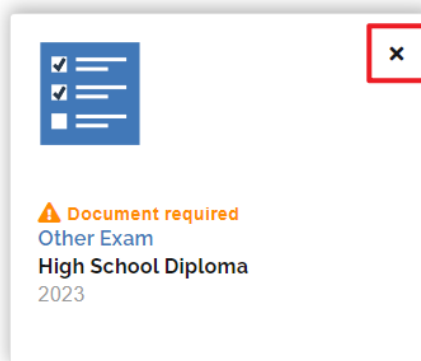
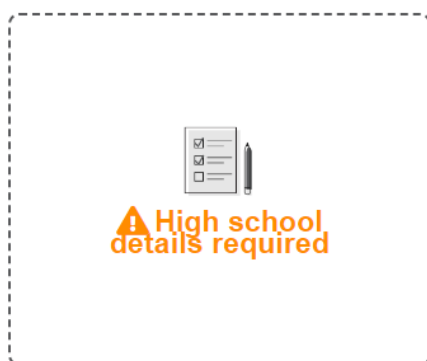


August 2025						
S	M	T	W	T	F	S
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6

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](#)

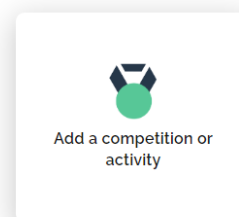


6. If you wish to include your non-academic achievements in the application, please add them under “Other Experiences and Achievements”. You may find more details about this section in parts F and G.

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

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


Add a competition or activity

- 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

-- 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 relevant document(s) of the competition/activity for verification purpose and click “Yes” if you would like to join the 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”, please select the relevant STARS area (you may select more than one area if appropriate) and input the Activity Official Website.

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

- 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


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).

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

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



⚠ STARS Self Description Required



⚠ 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.



⚠ STARS Self Description Required

STARS Description

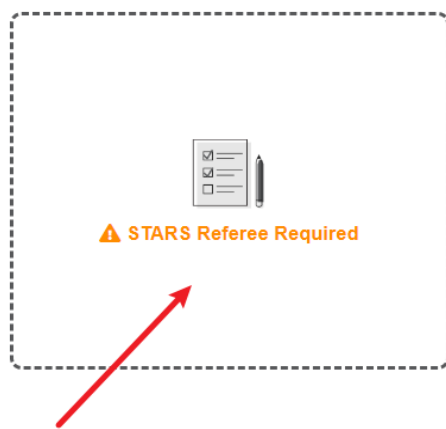
300-500 words English Self-Description([Guideline:Click here](#)).

Input STARS Description Text Here

Submit

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

Referee Content



Title

First Name

Given Name


Institution/Organisation


Position


Country/Region Code

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 250038847.

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.

Student Account System

Application No.: 250038847

Applicant Name: [REDACTED]

Debit Note #1 of 1**Fee to be paid**

Debit Note No./Bill No.:	[REDACTED]	Academic Year/Semester:	2025/1
Payment Deadline:	[REDACTED]	Payment Status:	Not Paid

Net Amount to be Paid (HKD)	450.00
------------------------------------	---------------

Fee details

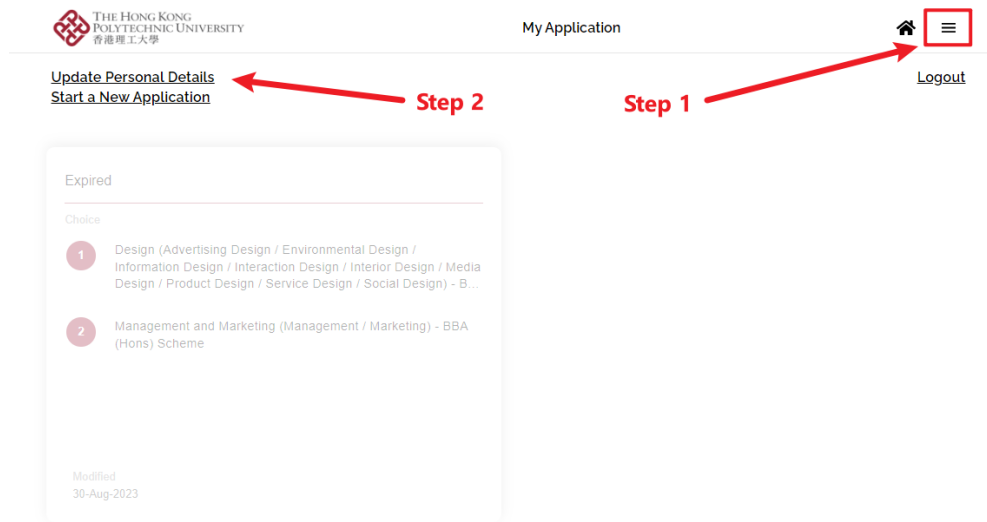
Application Fee	450.00
Total Fee (HKD)	450.00

- 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

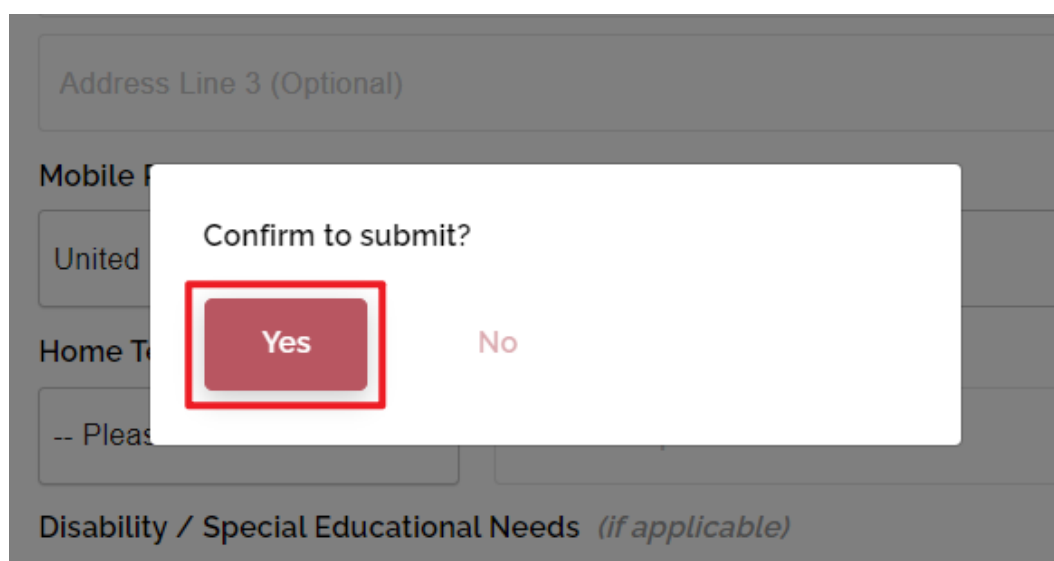
Given Name

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)*

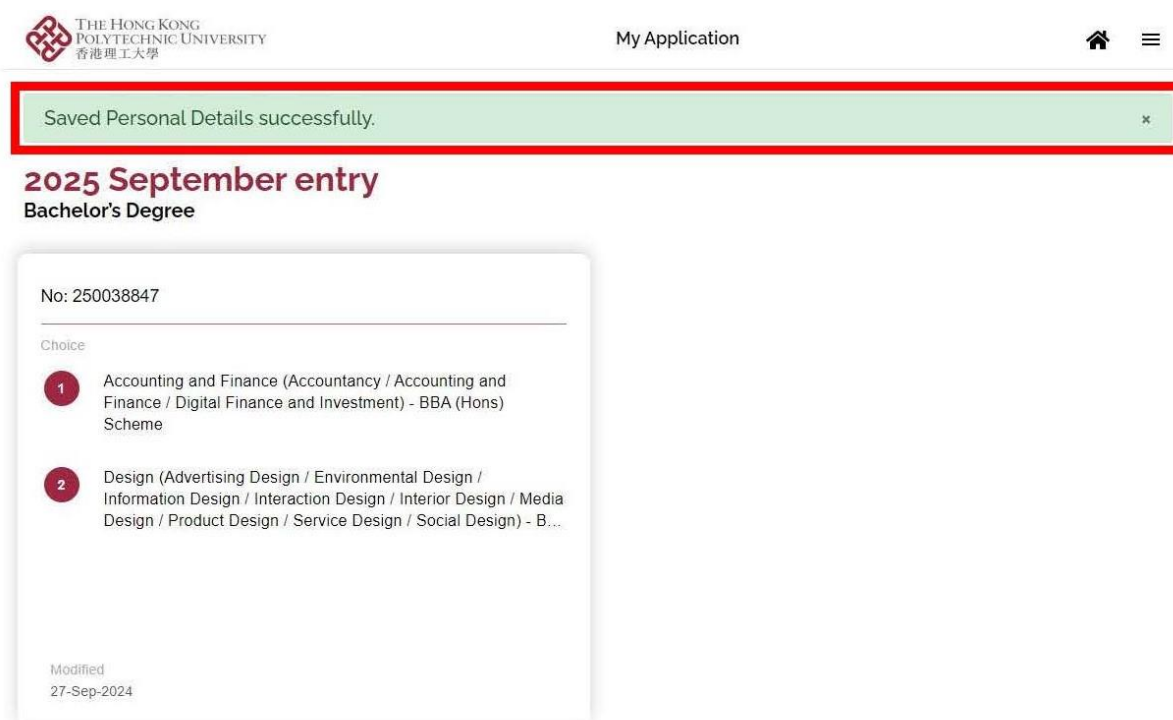
- Some particulars input earlier cannot be changed including name, email address, date of birth, identity number and nationality. Please write to us via email at ar.intl@polyu.edu.hk if you wish to update any of the details.

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



The image shows a confirmation dialog box titled "Confirm to submit?" with two buttons: "Yes" and "No". The "Yes" button is highlighted with a red rectangular border. In the background, a form is visible with fields for "Address Line 3 (Optional)", "Mobile", "United", "Home T", and "-- Pleas". At the bottom of the form, there is a section for "Disability / Special Educational Needs (if applicable)".

4. The personal particulars have been saved.



The image shows a screenshot of the "My Application" page on The Hong Kong Polytechnic University website. The page header includes the university's logo and name, the text "My Application", and navigation icons. A green success message bar at the top states "Saved Personal Details successfully." Below this, the page is titled "2025 September entry Bachelor's Degree". A card displays the application number "No: 250038847" and a list of choices. Choice 1 is "Accounting and Finance (Accountancy / Accounting and Finance / Digital Finance and Investment) - BBA (Hons) Scheme". Choice 2 is "Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - B...". The card also shows a "Modified" date of "27-Sep-2024".

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

2025 September entry
Bachelor's Degree

No: 250038847

Choice

- 1 Accounting and Finance (Accountancy / Accounting and Finance / Digital Finance and Investment) - BBA (Hons) Scheme
- 2 Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - B...

Modified
27-Sep-2024

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

Logout

Application Overview
Review Application
Review Survey

Step 2

Step 1

You have submitted your application!

Your application number is 250038847.

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.

The screenshot shows a section titled "Qualification" with a dropdown arrow. To the right of the title is a red-bordered button labeled "+ Add". Below the title, there are two qualification panels. The left panel has a blue icon of a building with a clock, a warning triangle icon, and the text "Document required", "Post-Secondary Qualification", a blurred name, and the year "2023". The right panel has the same blue icon and the text "High School", "Happy Valley High School", and the year "2022". The right panel is highlighted with a red border.



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

The screenshot shows a section titled "Additional Document(s)" with a right-pointing arrow and a red-bordered button labeled "+ Add". Below this is a section titled "Review Application" with the instruction "Please make sure that all application data entered are accurate." Below the instruction is a red-bordered button labeled "Review".

9. If any of the input data needs to 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. 250038847 [Print Friendly](#)



▼ Personal Information

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

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

  [Logout](#)

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

▼ Personal Information

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

 You are considered as a non-local applicant but you do not need to apply for a student visa to study in Hong Kong.

▼ Programme Choice

Choice	Programme(s) applied	Code	Entry Year
1	Accounting and Finance (Accountancy / Accounting and Finance / Digital Finance and Investment) - BBA (Hons)	JS3060	September 2025

J. Amending “Main Qualification for Application”

1. Before submitting an application, you may change the “Main Qualification for Application” by clicking “Edit” under “Programme Choice” section.

THE HONG KONG POLYTECHNIC UNIVERSITY
香港理工大學

My Application > Bachelor's Degree

Bachelor's Degree

Application number: [REDACTED]

Application status: Awaiting payment

▼ Programme Choice **Edit**

Choice 1
JS3060
Accounting and Finance (Accountancy / Accounting and Finance / Digital Finance and Investment) - BBA (Hons) Scheme

Choice 2
JS3569
Design (Advertising Design / Environmental Design / Information Design / Interaction Design / Interior Design / Media Design / Product Design / Service Design / Social Design) - BA (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**

Entry Year
Semester 1 (Sept Entry)

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

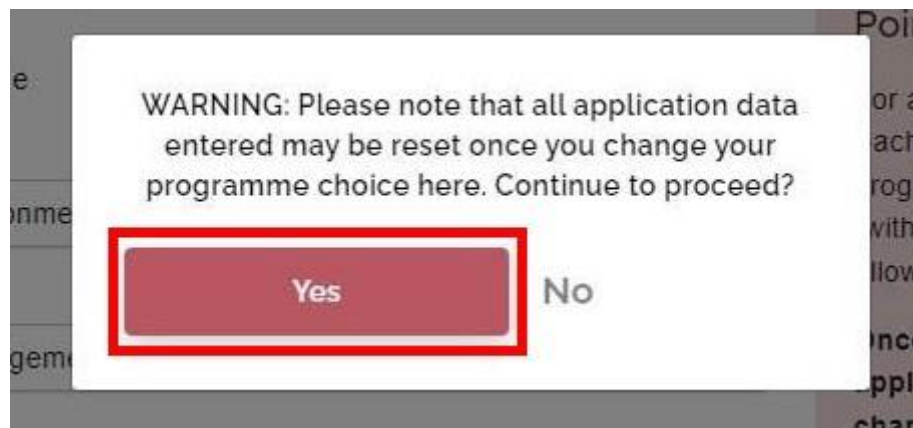
Programme Choice
Design (Advertising Design / Environmental Design / Information Design / Interaction D...

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)

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.

