

## Guide to Completing Applications

This Guide explains how to submit an online application via the [eAdmission System](#). You may visit our [Study@PolyU](#) website for programme details and other admission-related information.

### Create an Account

Enter the necessary information and a valid and commonly used email address. This is a unique account for you to submit applications for all PolyU programmes.

### Activate your Account

Activate your account by entering the verification code sent to your email.

### Check the Application Deadline

You are reminded to check the application deadline of the programme you are applying for via our [Study@PolyU](#) website.

### Submit Online Application

Before you start completing your online application form, you should get ready all of the supporting documents required by the programme. Please visit our [Study@PolyU](#) website for details of the supporting documents required by each programme.

You are allowed to submit one application with up to 2 programme choices only.

### Upload Supporting Documents

In addition to uploading scanned copies of the required certificate(s)/transcript(s) in support of the qualifications and results claimed in your application, you need to upload all of the supporting document(s) specifically required for the programme you are applying to. Failure to upload the supporting documents may affect your chances of admission or prolong the application process. If these documents are not in English or Chinese, you are required to provide official translated documents in English; otherwise, your application may not be considered.

If your results are not yet available upon submission of your application, please indicate the date when they will become available. Once they are available, please update the relevant sections of the online application form and upload the document(s) indicating your latest results.

Please ensure your document conforms to the following specifications:

- PDF or JPG format is preferred.
- PDF files must not have a digital signature.
- Do not include password protection, as we will not be able to open the file.
- Files may not exceed 5 MB each (5000 Kbytes).
- File name should only contain letters and numbers (without space between letters and numbers).
- Scanning in 300 dpi resolution is recommended.
- Scan in black and white.
- Ensure that your full name appears on all uploaded documents.
- Uploaded documents must be legible. Ensure that all critical and identifying marks and information are legible; for transcripts, these include the institution's name and grading scheme, your name, the names of your courses and the grades you have received.

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- Page orientation: please make sure that the scanned document orientation matches the original. For example, transcripts that are printed vertically (portrait) should be scanned so that they appear in portrait format. Transcripts printed horizontally (landscape) should appear in landscape format.
- Do not upload all of your supporting documents as one file! The qualification or result selected for upload must match the document uploaded.
- Create one single electronic file per checklist item per submission. If your document contains more than one page, please ensure that the pages are contained and uploaded within a single electronic file and they are in the correct order.
- Preview each document because you cannot edit or delete them once they are submitted. It may take a few seconds to upload your document(s). Note that during busy periods the delay may be considerably longer.

### Verify Application Data

It is important for you to make sure that all application data entered are accurate.

If you are given an offer, you will be required to ask your university/institution (except for PolyU) and the relevant examination/test provider(s) to send a certified true copy of your certificates, and the official transcripts and score report directly to our University. Failure to do so or any discrepancies found may lead to nullification of your offer and registration in our University.

### Print/Save Application Summary

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

### Confirm Application Submission

After submitting your online application, you will be given a PolyU application number as confirmation that the application has been submitted. Please make sure you write down your application number somewhere safe. You will need it in future correspondence with us.

### Pay the Application Fee

You should settle the application fee upon submission of an application. Your application will only be processed when the payment status has been updated to “Paid” before the deadline. Please click [here](#) to view details of the payment methods.

### Check Application Status

You may log-in to the [eAdmission System](#) to check your application status (e.g. notification of interview/test and admission offer) from time to time. You will be notified by email if you are shortlisted for interview/test or given a conditional/firm admission offer.

### Enquiries

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(for local applicants)

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