

Guideline on Application for Taught Postgraduate Programmes

You may visit our [Study@PolyU](#) website for programme details and other admission-related information.

Contents *(press the control key + click to follow the link)*

A) Account Creation	2
B) Completing the Application Form	6
1. Programme Choice	6
2. Qualification	7
3. Internship/Employment	14
4. Professional Qualification	15
5. Academic Referee	16
6. Additional Document(s)	16
7. ID and Visa Document	17
8. Review and Submit Application	17
9. Declaration	18
10. Editing information before applying	19
11. Survey	20
12. Submission	20
13. Payment	21
14. Application Summary	22
15. Editing information after submitting application	23
C) Accepting an admission offer and Meeting Condition(s)	25
1. Accepting a conditional offer	25
2. Meeting Condition(s) for Post-Secondary Qualification	26
3. Meeting Condition(s) for English Language Test	29
D) Contact Us	29
E) Combining and Minimizing PDF file	30

A) Account Creation

1. Create an account by clicking “Sign Me Up!” and follow the steps to create your application account.

2. Enter your email address and confirm your password.

- This email will be used to receive all admission-related information, including the announcement of 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. Select the type of Identity document you will be holding at the commencement of your study at PolyU. This question will determine our local/non-local status while studying at our University. **(Please note that Account and Personal information cannot be changed after account activation)**

☒ 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](#)

- Based on the ID document you have selected, you will be required to upload the relevant documents (such as ID card/ passport and visa documents) before application submission.
- Select “**Others**” if you do not possess a [HK Permanent ID Card](#) and do not need a [student visa](#) to study in Hong Kong.

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


HK Permanent ID Card


Student Visa


Others

1. An entry permit for Immigration Arrangements for Non-local Graduates (IANG)?

IANG is for **non-local** students who have already graduated with a full-time locally-accredited degree programme (e.g. Bachelor's degree or above) in Hong Kong.

☐ Yes ☐ No

- The IANG (Immigration Arrangement for Non-local Graduates) entry permit is **only applicable to students who have graduated with a Bachelor's or above degree in Hong Kong.**

2. A valid dependant visa? (受養人簽證)

☐ Yes ☐ No

3. A visa/entry permit under the Top Talent Pass Scheme?

☐ Yes ☐ No

4. Any of the following visa/entry permits:

- **HKSAR Document of Identity for Visa Purposes**
(香港特別行政區簽證身份書)
- **Visa/Entry permit for Top Talent Pass Scheme**
(高端人才通行證計劃)
- **Visa/Entry permit for Quality Migrant Admission Scheme**
(優秀人才入境計劃)
- **Visa/Entry permit for Capital Investment Entrant Scheme**
(資本投資者入境計劃)
- **Visa/Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents**
(輸入中國籍香港永久性居民第二代計劃)
- **Visa label for unconditional stay**
(無條件限制逗留)

☐ Yes ☐ No

5. Full-time employment visa/work permit for working in Hong Kong (excluding IANG)?

☐ Yes ☐ No

6. A Hong Kong ID Card with the right to land in Hong Kong?

☐ Yes ☐ No

 Explanation 



Please ensure that your Hong Kong ID Card contains "R" as shown in the above picture.

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

✔ Account Info > ✔ Identity Document > ❶ Personal Info

Surname

Given Name

Surname (e.g. CHAN)

Given Name (E.G. Tai Man Peter)

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

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

Name in Chinese (if applicable)

Gender

Date of Birth ❶

☐ Male

☐ Female

Date of Birth

Nationality (Country/Region) ❶

-- Please Select --

Address ❶

-- Please Select --

Address Line 1

Address Line 2 (Optional)

Address Line 3 (Optional)

Mobile Number

-- Please select --

Mobile Number

Home Telephone Number *(if applicable)*

-- Please select --

Home Telephone Number

Disability / Special Educational Needs *(if applicable)*

-- Please Select --

☐ I confirm that I have read and understood the **Personal Information Collection Statement (PICS) of PolyU, Notice for Applicants from the European Economic Area and Personal Information Protection Law (PIPL) of PRC.**

Back

Sign Up

Please note that Account and Personal information cannot be changed after account activation.

5. After filling in your personal information, your account is created. A confirmation email with the verification code will be sent to your registered email address. The format of the confirmation email with the verification code is shown as follows. **The verification code is presented in red colour (circled below).**

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 extracted from your registered email address.

You need to verify your account first.

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

TUAQRH

[Resend Code](#)

Verify My Account

7. Login with your login information

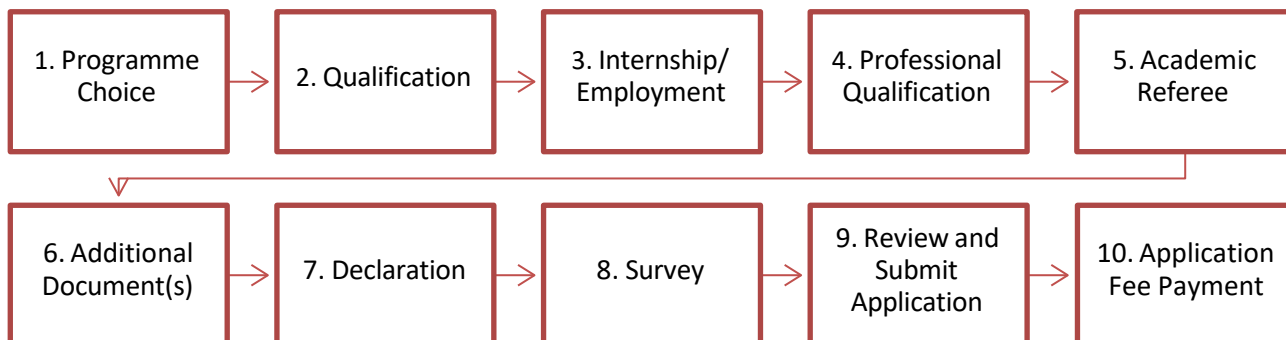
The image shows the PolyU website's login page. At the top, there's a header with the PolyU logo and navigation icons. Below the header, the main heading is "Ready to apply for PolyU?". Under this heading, there are two buttons: "Tell Me More" and "JUPAS Login". To the right of these buttons is a "Login" button, which is circled in red. Below the "Login" button is a "Sign Me Up!" button. The "Login" button is part of a larger box titled "Log in to my account". Inside this box, there are input fields for "Email address" and "Password", followed by a "Log In" button and a link for "Forgot your password?". Below the login box, there is a "System Notice" section with a bell icon. The notice contains three bullet points: 1. "New Admission System for Research Postgraduate Admission, RPgAdmission System" - PolyU has switched to "RPgAdmission" to accept RPg applications starting 1 September 2024. 2. Please use Chrome browser to log in to this system. Other browsers / versions may not be supported. Do NOT use more than one browser tab when filling in the application form. 3. JUPAS applicants are NOT required to sign up. Please click JUPAS Login button and enter your 8-digit JUPAS application number and HKID (e.g. A1234567) / Passport Number for login.

B) Completing the Application Form

Please prepare the PDF files of your qualifications before you fill in the online application.

As the maximum upload size is capped at 20MB for each application, you may refer [here](#) for tips on how to combine and compress PDF files.

You will go through the following steps when completing your application:

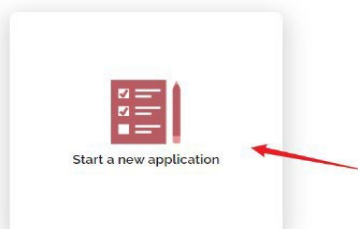


1. Programme Choice

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



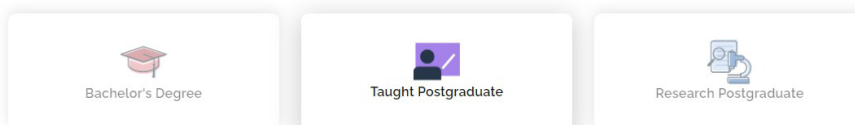
Welcome to PolyU Online Application Platform!
Let's start your **new application** below.



< Back

Edit Programme Choice

Click “Taught Postgraduate Degree” and select your programme/scheme choice(s).



Select the appropriate entry year, mode of study and programme choice.

Entry Year
2024 Semester 1 (Sept 2024 Entry) ▼

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

Programme Choice
Information Technology - MSc (Mixed-mode Full-time) [61030-FIT] (Deadline: 30-Apr-2024) ▼
61030
Information Technology - MSc (Mixed-mode Full-time) [61030-FIT] (Deadline: 30-Apr-2024)

Points to note

- Multiple applications are allowed.
- **You can submit more than one application for different programmes** by completing another application after your initial submission.
- Applicants holding full-time employment visa/work permit are normally not allowed to study a full-time programme. For enquiries, please contact the programme hosting department concerned.

2. Qualification

Provide the details of your qualifications according to the following areas.

< Back

Add Qualification



Post Secondary Qualification
[Compulsory]



English Language Test



Other Examinations/Tests

Under Post-secondary Qualifications

< Back

Add Qualification



Post Secondary Qualification
[Compulsory]



English Language Test



Other Examinations/Tests

Add Post-secondary Qualification

Basic Info > Curriculum > Transcript

Is it attained / Will it be attained from university in Chinese Mainland / recognised by the Ministry of Education from Chinese Mainland? ⓘ

☐ Yes ☐ No

Next

 If the Post-secondary Qualification is attained / will be attained from university in Chinese Mainland / recognised by the Ministry of Education from Chinese Mainland, please click "Yes". Otherwise, click "No".

For Hong Kong or overseas institutions with campuses in Chinese Mainland, please click "No."

 Please refer to the "Points to note" before entering information in their application form.



Points to note

- Enter your post-secondary qualifications (e.g. Bachelor's Degree / Master's Degree) that you have attended, have attended but not graduated, or will be graduating.
- A maximum of 5 records are allowed. If you possess more than 5 qualifications, please input the most 5 relevant qualifications for your admission.

Is it attained / Will it be attained from university in Chinese Mainland / recognised by the Ministry of Education from Chinese Mainland? 

☒ Yes ☐ No

Institution

(If your institution is a branch campus or an independent campus of the listed institutions, you are required to tick the following box and fill in the institution name accordingly. 若你就读或肄业的院校是表列院校的分校或独立学院，请务必于以下方格上加上编号，并在空格填上写院校名称，例如：南京财经大学红山学院。)

-- Please select --

☐ My institution is not included

Awarding Country/Region

-- Please select --

Level of Award

-- Please select --

Name of Programme/Award 

E.g. Bachelor of Engineering in Civil Engineering

Medium of Instruction

-- Please select --

Programme Duration (Years)

-- Please select --

☐ The academic programme also leads to an ov

Next

 Try to look for your institution name thoroughly from the selection menu.

 Input the name of programme/award (e.g. Bachelor of Engineering in Civil Engineering).

If the name of programme/award is not in English or Chinese, please add an English description in brackets and upload the certificate/ transcript with its English official translation.



Points to note

- Enter your post-secondary qualifications (e.g. Bachelor's Degree / Master's Degree) that you have attended, have attended but not graduated, or will be graduating.
- A maximum of 5 records are allowed. If you possess more than 5 qualifications, please input the most 5 relevant qualifications for your admission.
- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- Please click [here](#) if you have any difficulties on how to fill in this section.
- To ensure legibility of the uploaded files, please click [here](#) for details on the format of uploaded files.

Add Post-secondary Qualification

✓ Basic Info > ✚ Curriculum > ○ Transcript

Study Major

-- Please select --

Other Discipline (Optional)

Qualification Status (If you are a final year student and have just graduated, please [update](#) the status as "Graduated".)

-- Please select --

Year of Award

-- Please select --

Award of Classification

-- Please select --

☐ No Official Mark / GPA showing in transcript

Award / Cum. GPA or Avg. Mark (Optional)

e.g. 2.81

Previous

Next

✎ Input your latest GPA or average mark as recorded in your transcript, e.g. 3.5 out of 4.0. You may leave this field blank if such value is not available in your transcript.

If there is no GPA on transcript, please tick the check box.



Points to note

- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- If your qualification was awarded by PolyU / CityU in or after 1993, we will retrieve your qualification from our own records / records from CityU. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Add Post-secondary Qualification

✓ Basic Info > ✚ Curriculum > ○ Transcript

Study Major

-- Please select --

Other Study Major

Qualification Status

-- Please select --

-- Please select --

Graduated

Will complete study before September 2024

Will graduate in/after September 2024

Completed without graduation/Withdrawn

Avg. Mark (if your transcript does not show your Cum. GPA.) (Optional) ⓘ

e.g. 2.81

Previous

Next

✎ If your qualification/ examination results are not available at the moment, please select the respective option.

You are required to log into your eAdmission account to update your results on or before the date which you have specified.



Points to note

- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- If your qualification was awarded by PolyU / CityU in or after 1993, we will retrieve your qualification from our own records / records from CityU. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Add Post-secondary Qualification

Basic Info > Curriculum > Transcript

Study Major

-- Please select --

Other Study Major

Qualification Status

Graduated

☒ I have Academic Credential (毕业证书) [View Sample](#)

Online Verification Code (在线验证码) ⓘ

Sample online verification code : 023232780123

☒ I have Degree Certificate (学士学位证书) [View Sample](#)

Degree Cert Online Verification Code (在线验证编码) [View Sample and Application Steps](#)

Sample degree cert online verification code: 123494202000

Year of Award

-- Please select --

☐ No Official Mark / GPA showing in transcript

Avg. Mark (If your transcript does not show your avg. mark, you may input your Cum. GPA.) (Optional) ⓘ

e.g. 2.81

out of

e.g. 4.0

Previous

Next

For Post-Secondary Qualification attained from university in Chinese Mainland / recognised by the Ministry of Education from Chinese Mainland, applicants are required to input their Online Verification Code. Please see samples by clicking "View Sample".



Points to note

- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- If your qualification was awarded by PolyU / CityU in or after 1993, we will retrieve your qualification from our own records / records from CityU. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

Add Post-secondary Qualification

Basic Info > Curriculum > Transcript

Please upload your latest official certificates, Academic Credential (毕业证书), Degree Certificate (学士学位证书), transcripts, the explanation notes of the marking scheme/grading system (课程绩点与等级换算关系) and other relevant documents [here](#).

Choose a file or drag it here

Previous

Save

Upload the softcopies of your supporting document and then click "Save" button.



Points to note

- Enter your post-secondary qualifications (e.g. Bachelor's Degree / Master's Degree) that you have attended, have attended but not graduated, or will be graduating.
- A maximum of 10 records are allowed. If you possess more than 10 qualifications, please input the most 10 relevant qualifications for your admission.
- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- Please click [here](#) if you have any difficulties on how to fill in this section.
- To ensure legibility of the uploaded files, please click [here](#) for details on the format of uploaded files.

Edit Post-secondary Qualification

As your qualification was obtained overseas, please upload document(s), such as student visa, proving that you were residing in that country/ city while studying the program. If your qualification was obtained through online-mode, please provide the relevant proof such as a transcript showing the study mode.

Please upload relevant documents here.



Choose a file or drag it here

 If your qualification was obtained overseas, you should upload document(s) proving that you were residing in that country/city.

Save



Points to note

- Enter your post-secondary qualifications (e.g. Bachelor's Degree / Master's Degree) that you have attended, have attended but not graduated, or will be graduating.
- A maximum of 10 records are allowed. If you possess more than 10 qualifications, please input the most 10 relevant qualifications for your admission.
- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- Please click [here](#) if you have any difficulties on how to fill in this section.
- To ensure legibility of the uploaded files, please click [here](#) for details on the format of uploaded files.

Under English Exams

Add Qualification



Post Secondary Qualification
[Compulsory]



English Language Test



Other Examinations/Tests

Add English Language Test

Test
-- Please select --

Test Year
-- Please select --

Test Month
-- Please select --

Is the test result announced yet?
☐ Yes ☐ No

Please upload certificate(s), transcript(s) and other documents.

Select your attained/ to be attained English exam type: TOEFL or IELTS.

If the result is not yet released, click "No" and you will be prompt to provide the result release date of your forthcoming exam.

You can log in to your eAdmission account after application submission to update your results and upload the relevant documents.

Upload the softcopy of your TOEFL/ IELTS test report. (The report must include your full name.)



Points to note

- You may use IELTS/TOEFL results to fulfil the English language requirement specified by the University. Please note that individual programmes may have higher English language requirement and therefore you should check the specific requirements of your programme via our [Study@PolyU](#) website.
- File size and format:
 - File size: 2MB or below for each file. 20MB for all files and cannot be exceeded.
 - File format: PDF or JPG
 - Maximum number of files: 10
 - Do not include password protection, as we will not be able to open the file.
- Upon admission, you will be required to ask the English Test organiser to send the official result slip 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. For TOEFL, please arrange with ETS to send the test score to our university directly for verifying your result before the score expires. Alternatively, you may inform ETS to release the right for our university to verify your score online. Our institution code is 0732.
- Please make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- Please click [here](#) if you have any difficulties on how to fill in this section.

Add Qualification



Post Secondary
Qualification
[Compulsory]



English Language Test



Other Examinations/Tests

Add Other Examinations/Tests

Examination/Test

-- Please select --

Pick the appropriate English exam type (e.g., GRE or GMAT), and fill out the relevant information.

Examination/Test Year

-- Please select --

Examination/Test Month

-- Please select --

Is the Examination/Test result announced yet?

☐ Yes ☐ No

Please upload certificate(s), transcript(s) and other relevant documents here.



Choose a file or drag it here

Upload the softcopies of your supporting document and then click "Save" button.

Save

Save & Add

3. Internship/Employment

Add Employment

Is it your present employment ?

☐ Yes ☐ No

Employment From

-- Please select -

-- Please select -

Employment To

-- Please select -

-- Please select -

Mode of Employment

-- Please select --

Field of Employment

-- Please select --

Name of Organisation

e.g. AECOM Hong Kong

Job Position

e.g. Associate Architect (Level 1)

Major Responsibilities *(Optional)*

e.g. In charge of a business development project

 Please refer to the "Points to note" before entering information in their application form.

In case your employer's recommendation will only be provided by your referee(s) to us directly, please request your referee(s) to send your reference letter in PDF format to artpg@polyu.edu.hk by email. Please make sure your **full name** and **application number** (which will be shown when you submit your application) is marked on the reference letter.

Upload the softcopies of your supporting document and then click "Save" button.

Save

Save & Add



Points to note

- List the work experience which you consider to be of relevance to this application.
- Please list them in reverse chronological order.
- A maximum of 8 employment or internship experiences are allowed
- File size and format:
 - File size: File size: 2MB or below for each file. 20MB for all files and cannot be exceeded.
 - File format: PDF or JPG
 - Maximum number of files: 3
 - Do not include password protection, as we will not be able to open the file.
- Please click [here](#) if you have any difficulties on how to fill in this section.

4. Professional Qualification

Add Professional Qualification

Award Year

Award Month

Field of Profession

Name of Awarding Body

Professional Qualification

Please upload relevant documents here.



Upload the softcopies of your supporting document and then click "Save" button.

Choose a file or drag it here

Save

Save & Add



Points to note

- Enter the professional qualification(s) that you hold. Please list them in reverse chronological order.
- File size and format:
 - File size: 2MB or below for each file. 20MB for all files and cannot be exceeded.
 - File format: PDF or JPG
 - Maximum number of files: 3
 - Do not include password protection, as we will not be able to open the file.
- Please upload scanned copy of your professional qualification certificate or related supporting documents. Upon admission, you will be required to ask the awarding institutions/professional bodies to send the original of your official supporting documents or the certified true copy of your certificates to our University directly 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.
- Please click [here](#) if you have any difficulties on how to fill in this section.

5. Academic Referee

Add Academic Referee

Title Give Name Family Name

Relationship with Applicant Institution / Organisation

Email Address Position

Country/Region Mobile Number

 Please read the "Points to note" carefully and input the details of your academic referees. Information cannot be amended after application submission.

Points to note

- If academic referee is a compulsory requirement of the programme you apply for, please provide details of two academics who are familiar with your academic performance for completing the online referee reports. You are advised to seek prior consent from your referees before nominating them.
- If academic referee is an optional requirement of the programme you apply for, you can leave this part blank.
- Please ensure the contact details of your nominated referees are accurate and complete. Email addresses must be under a university or an organisation, and not a personal email account.

6. Additional Document(s)

Add Additional Document

Type of Documents

 Compulsory

Please upload your additional document(s) here.



Choose a file or drag it

 All applicants are required to submit the softcopies of at least one type of identity document for checking of local/ non-local status. (e.g. HK permanent ID, passport, valid visa.)

7. ID and Visa Document

▼ ID and Visa Document



⚠ Mainland ID Required



⚠ IANG Required

You should upload the identity document(s) required.

8. Review and Submit Application

Review and Submit Application

Please upload at least one identity document in the Additional Document(s) section before submitting the application. Once you have completed the application form, you can click the "Review and Submit" button below to preview your application summary. Please make sure all information entered in the application form is accurate and complete, 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		
2020 Master's degree	<Not yet uploaded>		
2020 Bachelor's degree	<Not yet uploaded>		
Mar 2021 Test of English as a Foreign Language (TOEFL) - Paper based	<Not yet uploaded>	--	
Jan 2020 Graduate Management Admission Test	<Not yet uploaded>	--	
Jan 2021 Others	<Not yet uploaded>	--	
Jan 2020 Accounting / Auditing	<Not yet uploaded>	--	
04001-FAM Others	<Not yet uploaded>	--	

✍ Once you have reviewed and submitted your application, the system will check whether you have uploaded the relevant documents for your inputted qualifications/ achievements.

Please make sure the uploaded documents are current and include any available documents that are not yet uploaded.

9. Declaration

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), 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](#)]

 Read the declaration details and check the two boxes before submitting your application.

Have you engaged an education agent to assist you with your application?

- ☐ Yes
☐ No

 Choose "Yes" if you have engaged an education agent to assist you with your application.

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](#)".

Have you engaged an education agent to assist you with your application?

- ☒ Yes
☐ No

Agent Name

Agent Contact Person

Agent Email

Agent website

[Back](#)

[Submit Application](#)

 Fill in the information of your education agent if you choose "yes".

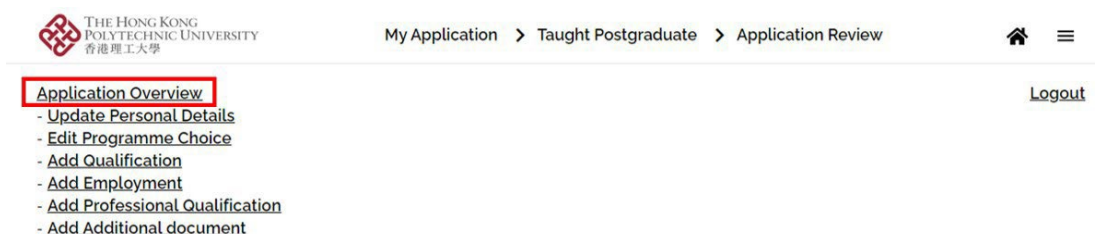
10. Editing information before submitting application

Applicant can edit their application by the following steps:

1. Choose the application you would like to amend information
2. Click top right-hand corner (3 horizontal line)

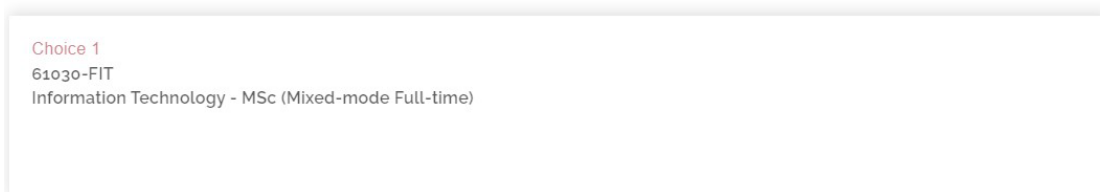


3. Choose Application Overview



4. Choose the box of qualification that you would like to amend / click "+Add" for adding qualification for your application.

▼ Programme Choice  [Edit](#)



▼ Qualification (Including English Exam.) + [Add](#)

▼ Internship/Employment + [Add](#)

▼ Professional Qualification + [Add](#)

▼ Academic Referee + [Add](#)

▼ Additional Document(s) + [Add](#)

Review and Submit Application

Please upload at least one identity document in the Additional Document(s) section before submitting the application. Once you have completed the application form, you can click the "Review and Submit" button below to preview your application summary. Please make sure all information entered in the application form is accurate and complete, 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](#)

11. Survey

[< Back](#)

Please take a couple minutes to fill in the survey.

Survey

Complete the survey before submitting your application.

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

- ☐ Education agents
- ☐ Friends
- ☐ Media (Apple Daily)
- ☐ Media (cpjobs)
- ☐ Media (Headlines Daily)
- ☐ Media (Instagram)
- ☐ Media (LinkedIn)
- ☐ Media (Ming Pao)
- ☐ Media (Recruit)
- ☐ Media (South China Morning Post)
- ☐ Other websites (e.g. Yahoo, Google, etc)
- ☐ PolyU Info Day for Taught Postgraduate Pro

Why do you choose to study at PolyU?

- ☐ Attractive programmes offered by PolyU
- ☐ Cost of study in Hong Kong
- ☐ Good career prospect
- ☐ Hong Kong's international image
- ☐ Ranking of PolyU
- ☐ Social life in Hong Kong
- ☐ World-class facilities
- ☐ Cost of living in Hong Kong
- ☐ Future working opportunity in Hong Kong
- ☐ Good reputation
- ☐ Location
- ☐ Safe environment
- ☐ Unique programmes offered by PolyU

How would you rate the "user-friendliness" of this "eAdmission" system?

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

How would you rate the "usefulness" of this "eAdmission" system?

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

Any comments and suggestions on this "eAdmission" system?

- ☐ Yes ☐ No

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](#)

12. Submission

You have submitted your application!

Your application number is XXXXXX

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](#)

After submitting the application, you will receive a 9-digit application number immediately.

 **Reminder: The application will not be processed unless the application fee is paid.**

13. Payment

You have submitted your application!

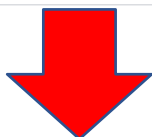
Your application number is **XXXXXX**

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](#)



THE HONG KONG
POLYTECHNIC UNIVERSITY
香港理工大學



Finance Office
財務處

Application No.:
Applicant Name:

Debit Note

Fee to be paid

Debit Note No./Bill No.	89543182
Academic Year/Semester	2021/1
Payment Deadline	30-Apr-2021
Payment Status	Not Paid
Net Amount to be Paid (HKD)	350.00

Fee details

Application Fee	350.00
Total Fee (HKD)	350.00

Payment methods in Hong Kong

• Visa card / Master card / UnionPay card	To pay instantly
• ATM	
• PPS	
• Internet Banking offered by banks in HK (may use credit card issued by banks in HK without additional bank charges)	To see instructions
• Cash / Cheque (at Hang Seng Bank counters)	
• Online PPS	To pay instantly

Payment methods outside Hong Kong

• Visa card / Master card / UnionPay card	To pay instantly
• Telegraphic Transfer	
• Bank Draft	To see instructions
• Flywire (may use Alipay, Visa card, Master card, UnionPay card, etc.)	To pay instantly

Note on Debit Note Payment

Please note that application fee is non-refundable. Please pay your fee before the payment deadline specified in each debit note. **You can check your payment status here 2 working days (5 working days for HKD Telegraphic Transfer / Bank Draft / Flywire or 5 weeks for USD bank draft after receiving your bank draft) after your payment.** The Hong Kong Polytechnic University reserves the right to reject any late or wrong payment.

[Close](#)

Select one of the payment methods and settle the application fee accordingly.

The quickest way to confirm the transaction is to pay by Visa/ Master/ UnionPay credit card.

14. Application Summary

Once submitting an application, you will be directed to this Summary page whenever you login to the eAdmission again. Updated application results will be posted here.

2024 September entry Taught Postgraduate

The screenshot shows the application summary page for the 2024 September entry Taught Postgraduate program. The page includes the following elements:

- No: 24** followed by a redacted application number.
- Choice** section with a red circle containing the number **1**.
- Chinese Language and Literature - MA (Mixed-mode Full-time)** as the selected program.
- Application Status** shown as **Awaiting payment**, which is circled in red with an arrow pointing to it from a text box.
- Payment details** button located at the bottom right.
- Modified 23-Sep-2023** at the bottom left.

Annotations on the page include:

- A text box pointing to the application number: "Click the 'Application No.' to browse to your application information."
- A text box pointing to the application status: "Application Status will be showed on the top right corner of each application. If you settle your application fee via methods other than Visa/ Master credit card, please note that it takes about 2 working days (5 working days for Telegraphic Transfer / Bank Draft / Flywire) to update your settlement record to our system."

15. Editing information after submitting application

After paying the application fee, you can edit your application by clicking “Edit Application” under “Quick Actions” session.



My Application > Taught Postgraduate



Programme Choice

Choice 1
Construction and Real Estate - MSc (Mixed-mode Full-time)
Application being considered

Quick Actions

[Change Password](#)

[Edit Application](#)

[Application Review](#)

Choose the box of qualification that you would like to amend / click “+Add” for adding qualification for your application.

▼ Programme Choice [Edit](#)

Choice 1
61030-FIT
Information Technology - MSc (Mixed-mode Full-time)

▼ Qualification (Including English Exam.) + [Add](#)

▼ Internship/Employment + [Add](#)

▼ Professional Qualification + [Add](#)

▼ Academic Referee + [Add](#)

▼ Additional Document(s) + [Add](#)

Review and Submit Application

Please upload at least one identity document in the Additional Document(s) section before submitting the application. Once you have completed the application form, you can click the “Review and Submit” button below to preview your application summary. Please make sure all information entered in the application form is accurate and complete, 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](#)

For Qualifications/Employment section, you are only allowed to upload **THREE** documents at maximum for each qualification record.

Basic Info > Curriculum > Transcript

Please upload your latest official certificates, transcripts, the explanation notes of the marking scheme/grading system and other relevant documents here.

TEST3.pdf


Choose a file or drag it here

Previous

Save

For Additional document section, you are only allowed to upload **ONE** document at maximum for each Additional document type. You are also being able to replace the uploaded document by uploading a new document on eAdmission.

Type of Documents

Others

Your uploaded document here.

jpg.jpg

Please upload your additional document(s) here.


Choose a file or drag it here

Save

C) Accepting an admission offer and Meeting Condition(s)

1. Accepting a conditional offer

You are required to accept the offer before meeting the conditions. Please login to your [eAdmission](#) account, choose the corresponding application and click "Accept My Offer". You should then click "debit note" and settle the initial fee before the payment deadline.

12 Print Notice of Offer

Notice of Offer

We are pleased to offer you a place to the following programme for Semester 1 of the 2021-22 academic year under the conditions below.

Department:	DEPARTMENT OF CHINESE AND BILINGUAL STUDIES
Programme:	MA BILINGUAL CORPORATE COMMUNICATION
Programme Code:	72017-BCP
Mode of Study:	Mixed Mode Part-time
Credit Requirements:	Programme Credit Requirements - 30.0
Normal Duration:	3.0 year(s)



▼ Conditions

To meet the condition(s) or otherwise, please return to this Notice of Offer page and complete the procedures in the "Meeting Conditions" section, which will be shown after accepting the offer, when you have acquired the relevant qualifications on or before **30-Jun-2021**. (see [Note](#) below if you are not able to meet the conditions). If you fail to do so, your place will be offered to another eligible applicant.

For queries on the above conditions, please contact Miss ABC by telephone at 27668888 or by email to ABC@polyu.edu.hk.

Note: For applicants who cannot meet the conditions, the University will arrange a refund of the Registration Fee paid by cheque (in Hong Kong Dollars), if relevant supporting documents are submitted on or before the stated deadline.

▼ Offer Acceptance

To accept this offer, please pay the non-refundable initial fee (see details in the **debit note**) and indicate your acceptance by clicking "Accept My Offer" on or before the **payment deadline**. By accepting the offer, you agree to comply with the **regulations of the University**. If you do not wish to accept the offer, please let us know by clicking "Decline My Offer" to enable early release of the study place to another eligible applicant.

If you have any enquiries concerning this offer, please contact us at ar.tpg@polyu.edu.hk.

We look forward to seeing you at PolyU!

Academic Registry
The Hong Kong Polytechnic University

Accept My Offer

Decline My Offer

If you have accepted another offer before, please contact ar.tpg@polyu.edu.hk for transferring the previously paid initial fee to the newly accepted offer.

2. Meeting Condition(s) for Post-Secondary Qualification

You must complete this section whether you can meet the condition(s) or not.

You can click “Next” button at “Meet Condition(s) section on “Registration Preparation” page. The “Next” button will appear 30 days before the meet condition deadline.

[< Back](#)

Registration Preparation

▼ Student Visa

Please note that you cannot complete the registration procedures without a valid student visa. Please complete and return the [Student Visa Application Form](#) and all the required documents by express post within 10 working days after you have accepted our offer.

The student visa label and other supporting documents issued by the Immigration Department of HKSAR will be sent to you by express post. Please enter the address in Chinese if your postal address is in China.

☐ To receive student visa label by mail
☐ To collect student visa label in person at The Hong Kong Polytechnic University

▼ Meeting Condition(s)

Please complete the “Meeting Conditions” procedures here by clicking the “Next” button, which will be shown 30 days prior to your “Meet Condition Date”. You will then be required to indicate whether you can meet the conditions, update your qualifications and upload the relevant supporting documents.

[Next](#)

Please choose the appropriate statement on whether you have met or unable to meet the condition(s).



My Application > Taught Postgraduate

[< Back](#)

Meeting Condition(s)

Please select a statement which suits your present situation:

- ☐ I have met the stated condition(s).
☐ I am unable to meet the condition(s).

Please click the corresponding Post-Secondary Qualification for meeting conditions and update the necessary information for meeting the condition(s). Click “Next” to proceed.

< Back

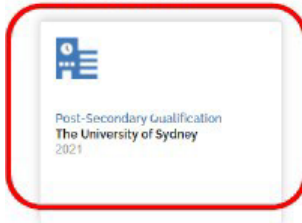
Meeting Condition(s)

Please select a statement which suits your present situation:

- ☒ I have met the stated condition(s).
☐ I am unable to meet the condition(s).

Please update your relevant qualifications stated in the "Education" section below and upload the relevant supporting documents for department's consideration.

Education



< Back

Edit Post-secondary Qualification

[Basic Info](#) > [Curriculum](#) > [Transcript](#)

Is it attained / Will it be attained from university in Chinese Mainland / recognised by the Ministry of Education from Chinese Mainland? ⓘ

☐ Yes ☒ No

Country/Region of Study

Australia ▼

Institution

Other non-local universities/institutions ▼

Institution Name ⓘ

The University of Sydney

Level of Programme

Bachelor's degree ▼

Name of Programme/Award ⓘ

Business

Medium of Instruction

English ▼

Programme Duration (Years)

4 ▼



Points to Note

For meeting condition please click "Next".

If you have graduated, please change the “Qualification Status” to “Graduated”, and input the “Year of Award” and “Award / Cum. GPA or Avg. Mark”. Then click “Next” button to upload your qualification documents in support of meeting the conditions.

Add Post-secondary Qualification

Basic Info
Curriculum
Transcript

Study Major
-- Please select --
Other Study Major

Qualification Status
Graduated

☒ I have Academic Credential (毕业证书) [View Sample](#)
Online Verification Code (在线验证码) [?](#)
Sample online verification code : 023232780123

☒ I have Degree Certificate (学士学位证书) [View Sample](#)
Degree Cert Online Verification Code (在线验证码) [View Sample and Application Steps](#)
Sample degree cert online verification code: 121094202000

Year of Award
-- Please select --

☐ No Official Mark / GPA showing in transcript
Avg. Mark (If your transcript does not show your avg. mark, you may input your Cum. GPA.) (Optional) [?](#)
e.g. 2.81 out of e.g. 4.0

Previous
Next

Points to note

- Make sure the details you entered are accurate and complete, and the data input is tally with the information contained in your transcript/certificate/score report.
- If your qualification was awarded by PolyU / CityU in or after 1993, we will retrieve your qualification from our own records / records from CityU. In case of discrepancies between what you have entered here and what is retrieved, the selection will be based on the retrieved information.

If your qualification is attained from University in Chinese Mainland, please indicate whether you have Academic Credential (毕业证书) / Degree Certificate (学士学位证书), and input the relevant Online Verification Code.

Please click “Save” button to save any changes made in this section, the system will then direct you back to the “Meeting Conditions” main page.

Upload the relevant document(s) at the bottom of the “Meeting Conditions” main page if you have more than 3 files to upload.

< Back

Edit Post-secondary Qualification

Basic Info
Curriculum
Transcript

Please upload your latest official certificates, transcripts, the explanation notes of the marking scheme/grading system and other relevant documents here.
AC1.pdf
AC2.pdf
AC3.pdf
The number of files reaches the limit of 3. Please follow the steps below if you would like to upload your supporting documents in support of meeting the conditions/failing to meet the conditions.
1. Click “Save” button below to save any changes made in this section, the system will then direct you back to the “Meeting Conditions” main page.
2. Upload the relevant documents at the bottom of the “Meeting Conditions” main page.
3. Click “Submit” button.

Previous
Save

Points to Note

- Please upload your qualifications in support of meeting the condition(s) on the left.
- If the number of files reaches the limit of 3, please follow the steps below to upload your extra supporting documents in support of meeting the conditions/failing to meet the conditions:
 - Click “Save” button to save any changes made in this section, the system will then direct you back to the “Meeting Conditions” main page.
 - Upload the relevant documents at the bottom of the “Meeting Conditions” main page.
 - Click “Submit” button.

3. Meeting Condition(s) for English Language Test

Please click the corresponding English Language Test for meeting conditions.

Upon receiving your English Language Test results, please choose "Yes" under the question "Is the test result announced yet?" and input your scores.

Meeting Condition(s)

Please select a statement which suits your present situation:

- ☒ I have met the stated condition(s).
☐ I am unable to meet the condition(s).

Please update your relevant qualifications stated in the "Education" section below and upload the relevant supporting documents for department's consideration.

Education



Similar to previous steps, update and upload the necessary information for meeting the English Language Requirement. Please click "Save" button to save any changes made in this section, the system will then direct you back to the "Meeting Conditions" main page.

D) Contact Us

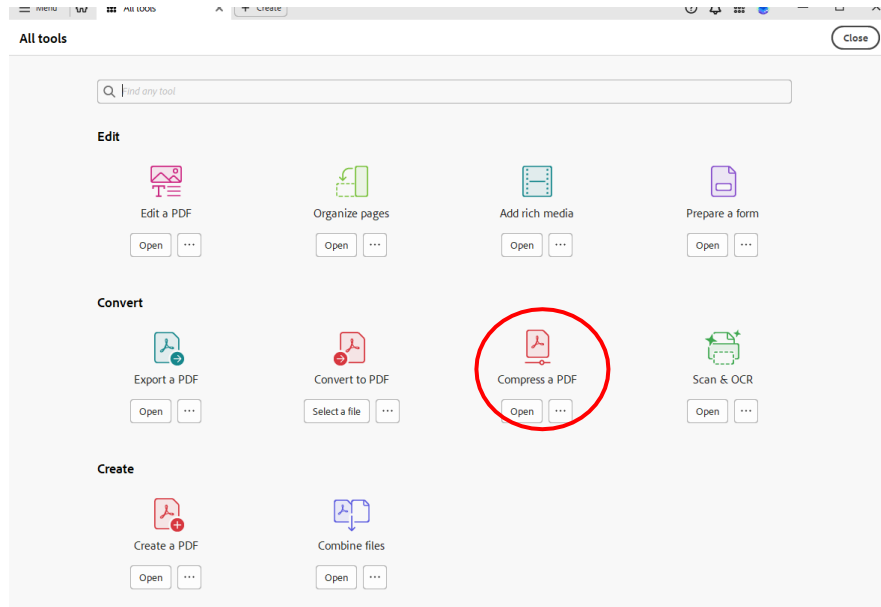
ommunication Channel	Details
Telephone Enquiry Hotlines / E-mail Enquiry Address	Applicants of Taught Postgraduate programmes (852) 2333 0600 / ar.tpg@polyu.edu.hk
Mailing Address	Academic Registry (Taught Postgraduate programmes) Hong Kong Polytechnic University, Hung Hom Kowloon

E) Combining and Minimizing PDF file

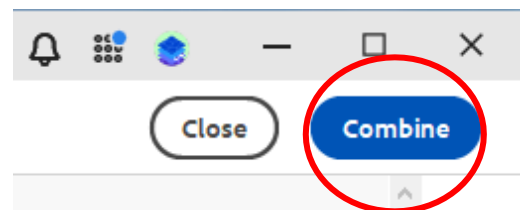
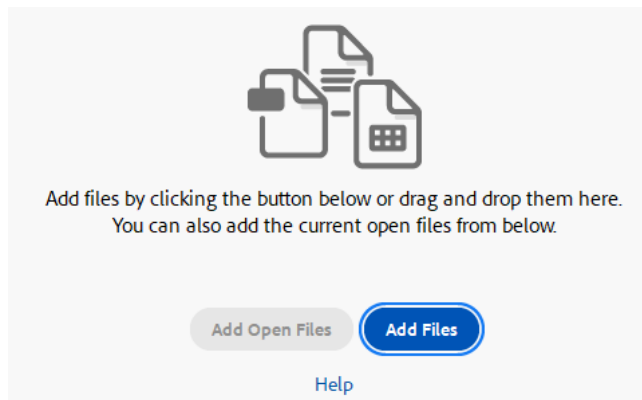
Combine PDF files

Option 1: Use Adobe Acrobat's combine function.

- To find the file combine function, we need to open the “Combine files” tool. The tool can be found under the Tools tab, in the Create subsection.



- Add the files you want to combine. Then click “Combine” and save the file.



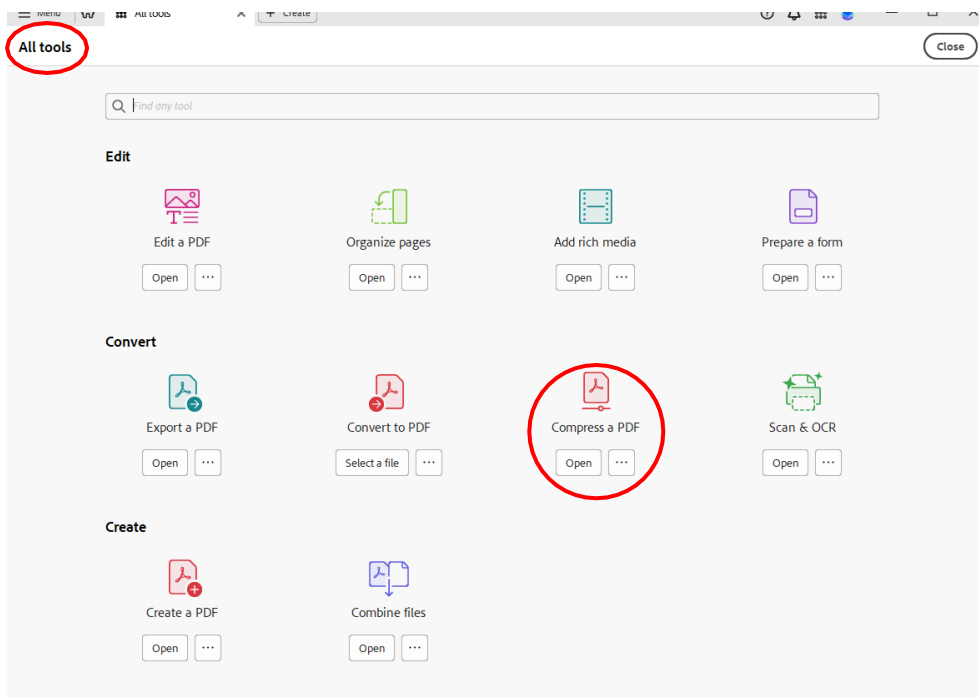
Option 2: Use Online Resources and Freewares

- Search “combine PDF files online” in your browser, and you’ll find many online resources at your service. (e.g. https://www.adobe.com/hk_en/acrobat/online/merge-pdf.html)

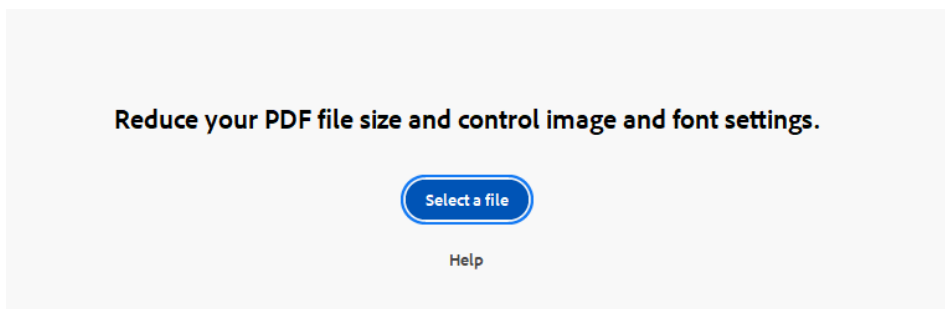
Minimizing PDF files

Option 1: Use Adobe Acrobat's compression function.

- To find the file compression function, we need to open the "Compress a PDF" tool. The tool can be found under the Tools tab, in the Convert subsection.

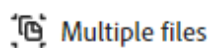


- Select a file.



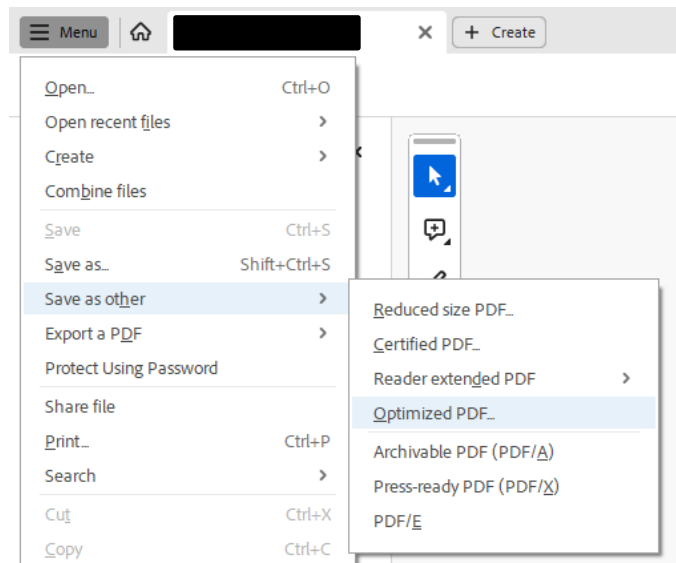
- Click "Reduce File Size" and save the file.

REDUCE FILE SIZE

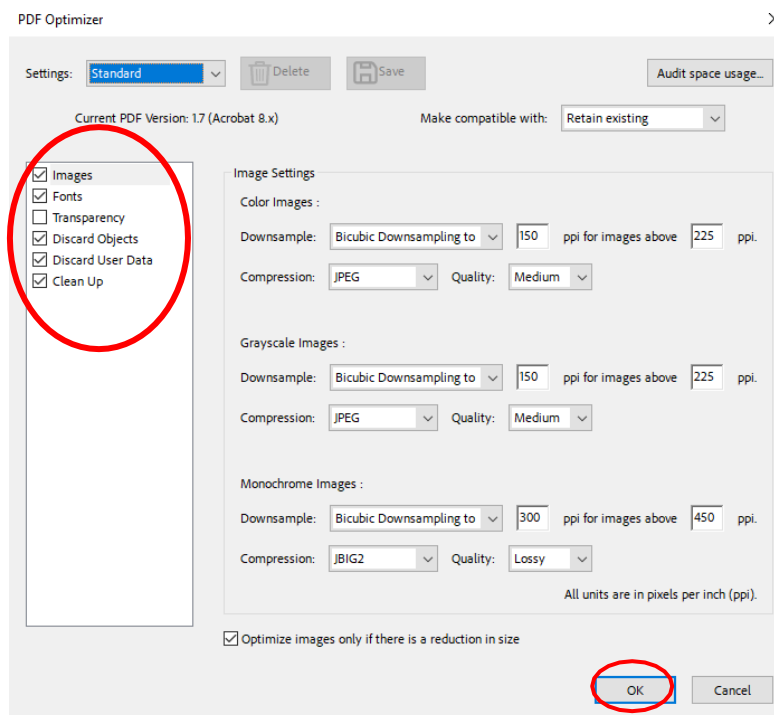


Option 2: Use Adobe Acrobat's PDF Optimizer

- Open your PDF in Acrobat, click Menu, Save as Other, and then Optimized PDF.



- Select the checkbox next to a panel (e.g. Images, Fonts), and then select options in that panel.



Option 3: Use Online Resources and Freewares

- Search "compress PDF online" in your browser, and you'll find many online resources at your service. (e.g. https://www.adobe.com/hk_en/acrobat/online/compress-pdf.html)