

## Cover Page Instructions

Each PDF submission must begin with a cover page that includes the following elements:

**1- Full Name of Applicant:** Ensure this matches the name on your HKID or valid passport.

**2- Application Number:** Include your **8-digit application number**.

**3- Portfolio identification: Number\_lastname (in lowercase)**  
Example: 54XXXXXXX\_chan

**4- Self-Declaration Box: Please “tick” in the box and put a statement indicating that all work submitted is genuine. This should be included as follows:**

☒ I hereby declare that all the artworks submitted are my original work and have not been plagiarized.

☐ I confirm that the above statement is true.

**5- Formatting Requirements:**

Font: Times New Roman

Font Size: 12

Background Color: White

Font Color: Black

For example, a A4 Portfolio Cover page in Landscape should look like this

Full Name: Chan Siu Ming  
Application Number: 54XXXXXXX  
54XXXXXXX\_chan

☒ I hereby declare that all the artworks submitted are my original work and have not been plagiarized.