

**Undergraduate Programmes 本科生課程**  
**User Guide for Online Admission Application 網上入學申請指南**

**Step 1:** View the programme(s) on offer 查閱開辦之課程

Click [HERE](#) or (go to [admissions.hkmu.edu.hk](https://admissions.hkmu.edu.hk) > Admissions > Undergraduate > Programmes) [看此頁](#) (或到: [admissions.hkmu.edu.hk/tc/](https://admissions.hkmu.edu.hk/tc/) > 入學申請 > 本科生入學課程—香港都會大學 > 課程一覽)

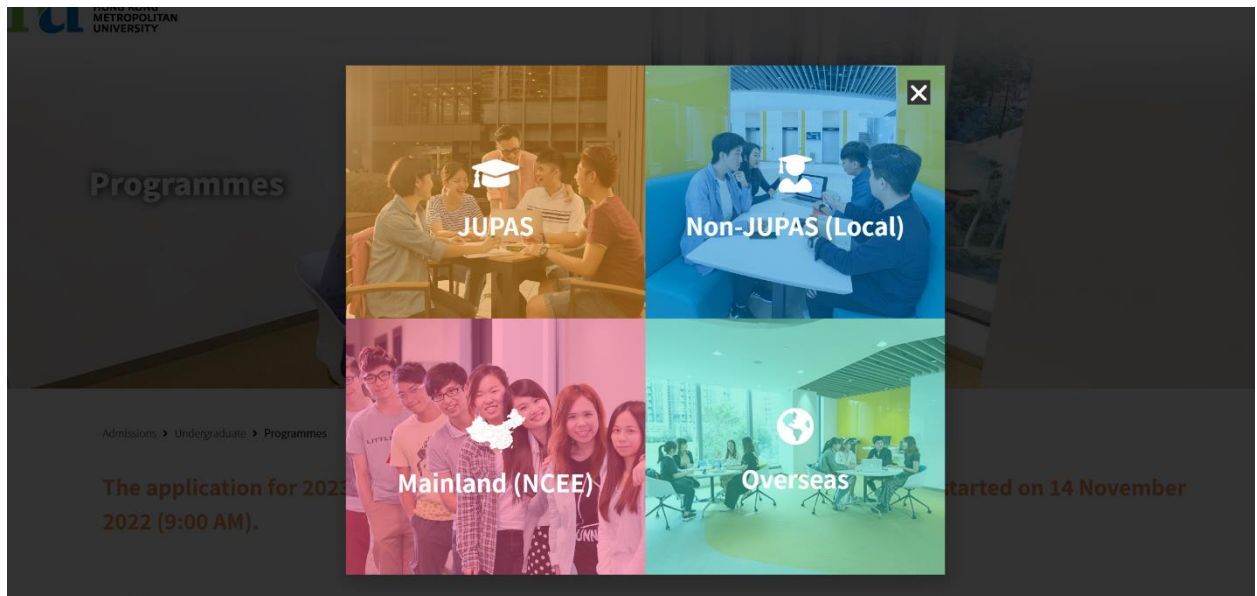


**Step 2:** To apply, click “APPLY NOW” on the page.

請按頁面上的“即時申請”按鍵 以開始申請。

**Step 3:** Select “Non-JUPAS (Local)” or “Overseas”, you will be directed to the page for the “Application Procedure”.

選擇 “Non-JUPAS (Local)” 或 “Overseas”，你將被跳轉到“申請程序”頁面。



**Step 4:** Click “Expand All” and read the “Application Procedure and Notes for Applicants” carefully.

請按頁面上的“顯示全部”，細閱“申請程序及申請者須知”。

Admissions > Undergraduate > Online Application

Expand All

### Application Period

	Local applicants	Non-local applicants
1st round (Undergraduate Programmes)	14 Nov 2022 – 31 Mar 2023	-
HD In Nursing Studies (Mental Health Care) (Subsidized by SSSDP)	14 Nov 2022 – 24 Jul 2023	Not applicable
2nd / Final round (Undergraduate Programmes)	1 Apr 2023 – 4 Aug 2023	14 Nov 2022 – 31 May 2023 (For Mainland, Macao, Taiwan applicants only)
		14 Nov 2022 – 31 May 2023 (For International applicants, excluding Mainland, Macao, and Taiwan applicants)
<i>The application period for places subsidized by Social Welfare Department (SWD) (HDNGOSF1) has ended on 6 March 2023 (5:00 PM). Incomplete applications as of the mentioned deadline and late applications will NOT be entertained.</i>		

### Eligibility & Admission Routes

Eligible applicants		How to apply		
		Higher Diploma (Year 1 entry)	Bachelor's Degree (Year 1 entry)	Bachelor's Degree (Senior Year entry)
Local applicants	HKDSE Examination results only (current and/or past results)	Direct application via HKMU website	JUPAS	N/A
	Locally accredited / overseas qualifications other than HKDSE Examination results	Direct application via HKMU website		

**Step 5:** Upon having read and understood the important notes, scroll down to the bottom and click “APPLY ONLINE” and this will direct you to the page for the Online Admission Application System.

閱讀並理解重要事項後，向下滾動頁面並點擊“在線申請”，以進入網上入學申請系統頁面。

### Important Notes

- Applicants must complete and submit an 'Undergraduate Programmes' application online via [Online Admission Application System](#).
  - If you submit more than one application, the University will only accept and process the first application.
  - The application is for new admission only. Current HKMU undergraduate students who wish to apply for another programme should approach the [Enrolment Team \(Undergraduate\), Registry](#).
  - Applications are considered on a competitive and rolling basis. Programmes will close once all of the available places have been filled. Applicants are, thus, advised to submit their applications as early as possible.
  - The subsidised places of the designated first-year-first-degree (FYFD) programmes are allocated mainly through the [Joint University Programmes Admissions System \(JUPAS\)](#) in order to ensure eligible students are selected through a merit-based system. From the 2023/24 academic year, participating institutions are allowed to admit non-JUPAS local students via direct admission of no more than 20% of the subsidised places of each designated programme, and the non-JUPAS admission may take place in parallel with JUPAS admission.
- Non-JUPAS local applicants may submit their online applications for these SSSDP intake places. Application deadline may be varied from programme to programme. Applications are normally processed on a rolling and competitive basis. A programme will close once all of the available places have been filled. For the details about admission requirements and arrangements, please visit the [non-JUPAS \(Local applicants\)](#) website.
- Application without sufficient supporting document(s) may not be processed and may cause delays.
  - All information provided in the Application Form and other attachments will only be used for admission purposes. If an offer has not been made to the applicant, all documents submitted will be destroyed and will not be returned after the completion of admission exercise.
  - The University reserves the right to cancel any programmes and amend the programme contents, if necessary.

APPLY ONLINE

The application period for direct application will end on 4 August 2023. Incomplete applications as of the mentioned deadline and late applications will NOT be entertained. If you wish to check your application status, you may click “Apply Online” to log in to the Online Application System.

**Step 6:** On the Online Admission Application System, please fill in the required information according to the instructions to proceed.

按照網上入學申請系統上的指引, 開始申請程序。

**Online Admission Application (Undergraduate Programmes)**  
網上入學申請 (本科生課程)

Welcome to the Online Admission Application System  
歡迎使用網上入學申請系統

\*Email Address 電郵地址

\*Password 密碼

Login 登入

[Change password 更改密碼](#) [Forgot password? 忘記了密碼?](#)

Create Account 建立帳戶

**Step 7:** After logging into the Online Admission Application System, please follow the instructions provided to fill out the application form. On the left hand side, you will see different sections of the forms. Please ensure that you have filled out all the required sections before submitting your application.

登入網上入學申請系統後，按次序及指示填寫申請表。左手邊是申請表需要填寫的部份，請確保你已經填寫了所有部份。





Personal Details

Programme Applying For

**Academic Qualification**

Professional Qualification and Scholarships

Work Experience

Other Information

Supporting Documents

Application Submission Preview

Submit

### Academic Qualification

Fields marked with \* are mandatory.

#### I Secondary/Post-Secondary Schools Attended/Attending\*

Please list your attendance at academic institution(s) at secondary level or above, including incomplete and/or current studies. Please start from the most recent information and enclose relevant proof.

Highest level of qualification attained/attending:

Qualification:    
 Institution:

Name of School/Institution	Country	Programme of Study/Qualification	Qualification Type	Full-time/Part-time	Date of Attendance
Type: <input type="text" value="Hong Kong Secondary Institution"/> School/Institution: <input type="text" value="Canton Tong Wah Group of Hospitals Community College"/> Canton Tong Wah Group of Hospitals Community College	Hong Kong SAR, China	Associate of DUNNHY DUNNHY	00 - A Associate Degree	FT Full-time	From (MM/YYYY) To (MM/YYYY) 01/2019 08/2022

This is my highest level of qualification attained/attending

#### Information on Cumulative GPA

- Latest Cumulative GPA (if you have not graduated):  (your score) out of  (maximum score)
- No Cumulative GPA information available yet.
- Graduation/Final Cumulative GPA (if you have graduated):  (your score) out of  (maximum score)
- This qualification is NOT on GPA system.

#### II Public Examination Results\*

- Yes  No I have attended one or more of the public examination listed in the table below.
- Yes  No I will attend one or more of the public examination listed in the table below in the year I am applying for admission.

Please list any public examination(s) attended. Enter only the best grade of a subject from multiple sittings and enclose relevant proof. If you are going to take public examination in the current year and the results are not yet available, please put down the year of attempt and the subjects, and leave the results blank. You will be required to present the results at a later time upon request. (If the examination/subject concerned is/are not appeared on the list below, please select 'Others' and specify the details.)

#### III English Language Requirements for Admission to Degree Programmes\*

All applicants for degree programmes are required to meet the appropriate English language requirements. Please indicate the channel through which you consider yourself having met/will meet the requirement.

- I have already fulfilled the English language requirements according to my indication above. Supporting document(s) will be attached with this application.
- I plan to fulfill the English language requirements according to my indication above. Supporting document(s) will be submitted when available.



Personal Details

Programme Applying For

Academic Qualification

**Professional Qualification and Scholarships**

Work Experience

Other Information

Supporting Documents

Application Submission Preview

Submit

### Professional Qualifications or Scholarships

If you have obtained any professional qualifications and/or scholarships, please provide details for each of them from the most recent one and enclose relevant proof.

Qualification, Membership or Scholarship	Awarding Body (Full Name)	Country of Awarding Body	Date of Award (MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/> / <input type="text"/> / <input type="text"/>



Personal Details

Programme Applying For

Academic Qualification

Professional Qualification and Scholarships

**Work Experience**

Other Information

Supporting Documents

Application Submission Preview

Submit

### Working Experience

This section is only applicable to applicants who apply for the Bachelor of Nursing with Honours and Higher Diploma in Nursing Studies programmes. Please provide details from the most recent one. Applicants applying for other programmes are not required to fill in this section.

Position Held	Period of Employment		No. of Years	Name of Firm / Institute / Organization
	From (MM/YYYY)	To (MM/YYYY)		
<input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/> / <input type="text"/>	<input type="text"/>	<input type="text"/>



- [Personal Details](#)
- [Programme Applying For](#)
- [Academic Qualification](#)
- [Professional Qualification and Scholarships](#)
- [Work Experience](#)
- [Other Information](#)
- [Supporting Documents](#)
- [Application Submission Preview](#)
- [Submit](#)

### Other Information

#### I Language Proficiency\*

Please indicate your Chinese/English language proficiency.

Chinese

English

#### Chinese

##### Putonghua

Spoken/Listening

##### Cantonese

Spoken/Listening

Written

##### English

Spoken/Listening

Written

#### II Source of Information

How did you learn about our undergraduate programmes? (You may select more than one option.)

This section is for statistical purpose to help us provide appropriate services to our applicants. Completion is voluntary and will not affect your chance of admission.

- |   |  |
|---|--|
| <input type="checkbox"/> a. School attending  | <input type="checkbox"/> g. Distribution booths at MTR stations    |
| <input type="checkbox"/> b. Admission information seminar / Information Day   | <input type="checkbox"/> h. Exhibitions                            |
| <input type="checkbox"/> c. HKMU Main Campus, Jockey Club Campus, Jockey Club Institute of Healthcare or Kwai Hing Campus | <input type="checkbox"/> i. Outdoor advertising (e.g. bus and MTR) |
| <input type="checkbox"/> d. Email   | <input type="checkbox"/> j. Print advertising                      |
| <input type="checkbox"/> e. Web advertising (e.g. social media and discussion forums)                                     | <input type="checkbox"/> k. Newspaper supplement / News report     |
| <input checked="" type="checkbox"/> f. HKMU website   | <input type="checkbox"/> l. Referrals by acquaintances             |
|   | <input type="checkbox"/> m. Others                                 |

**Step 8:** If you wish to upload file, please click “Add file”, then browse your computer for the file, and then click “upload”.

如要附加文件，請按“附加文件” 然後搜尋文件再按“上載”。

**Supporting Documents**

**Documents to be uploaded**

1. Identity document (mandatory)
  - a. If you **have** a Hong Kong Permanent Identity Card\*
    - A copy of your Hong Kong Permanent Identity Card, with the word 'copy' marked across the face.
  - b. If you **do NOT have** a Hong Kong Permanent Identity Card\*
    - A copy of your Hong Kong Identity Card / Mainland Identity Card / valid passport (the page showing your personal details and your photo), with the word 'copy' marked across the face; **and**
    - A copy of your entry permit if it is under one of the following categories:
      - i. IANG (Immigration Arrangements for Non-local Graduates); or
      - ii. Dependant visa; or
      - iii. Recognizance form; or
      - iv. One-way permit; or
      - v. Full-time employment; or
      - vi. Quality Migrant Admission Scheme; or
      - vii. Capital Investment Entrant Scheme; or
      - viii. Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
      - ix. Visa label for unconditional stay

\* The card should show 'HONG KONG PERMANENT IDENTITY CARD' on it.

2. Academic records (mandatory) (For Non-JUPAS Applicants only)
  - Documentary proofs as set out in the sections of 'Academic Qualification', 'Professional Qualifications or Scholarships', and 'Working Experience'.
3. Information as required under the 'Additional Information' section (This is applicable if you are applying for the specified programme via Non-JUPAS).
4. Programme structure of your Associate degree or Higher Diploma programme. (if applicable)

**Points to be noted when you upload your file(s):**

1. We only accept PDF files which are NOT password protected
2. You can upload a maximum of 30 files, up to 5MB each.
3. You should use separate files for different types of documents. E.g. HKID copy, academic qualifications and English language test results should be in separate files.
4. You should use descriptive file names which can reflect the information contained in the files (e.g. HKID, HDtranscript, IELTS, etc.).

Type	Attached File	View File	Delete File
1 - Identity document	HKID_DUMMY.pdf	<a href="#">View File</a>	<a href="#">Delete File</a>
2 - Academic records	Dummy_Transcript.pdf	<a href="#">View File</a>	<a href="#">Delete File</a>
3 - Others	Dummy_Cert.pdf	<a href="#">View File</a>	<a href="#">Delete File</a>

[Continue](#)



**Step 9:** Review your application before submitting and ensure the information you provided is correct and accurate.

細閱一次你的申請表，並確保所填寫的資料正確無誤。

Term 2304

Below is a preview of your application. Please make sure that all the data provided are accurate and complete.

**For Non-JUPAS applicants:**  
 You should click the button 'Continue' at the bottom of the page to amend incorrect/incomplete data before submitting your application. No changes can be made online after submission; please email us at regadmug@hkmu.edu.hk if update of information is required.

**For JUPAS applicants:**  
 For any changes on information in relation to HKID card no., name, sex and date of birth are required, please email us at regadmug@hkmu.edu.hk for assistance.

For other changes, please login MyHKMU (Go to Section "Personal Information Page") to update the details after completing the registration.

**Personal Details**

Mainland ID Card 110221282000000007  
 HKID No. (if any)  
 Passport No. (if any)  
 Permit for Travelling to and from Hong Kong and Macao No. (if any)

Title\* 2 - 96 Name\* CHAN, Yee Lam Summy ( )  
 Date of Birth\* 05/05/2000 Sex\* Female  
 Address\* FLAT 1 BLOCK A GOSWELL COURT  
 HONG KOK  
 KOWLOON  
 HONG KONG Area\* 82 - YAU TSEH & HINGWAI  
 Home Tel. 27662189  
 Mobile 99224567  
 Fax  
 Email Address\* [regadmug@hkmu.edu.hk](mailto:regadmug@hkmu.edu.hk)  
 Type of Disabilities or Special Educational Needs

**Other Information**

**I Language Proficiency\***  
 Chinese 8 - I do not have any of the above qualifications, but understand this language  
 English 8 - I do not have any of the above qualifications, but understand this language

**II Source of Information**

a. School attending  g. Distribution booths at MTR stations  
 b. Admission information seminar / Information Day  h. Exhibitions  
 c. HKMU Main Campus, Jockey Club Campus, Jockey Club Institute of Healthcare or Kwai Hing Campus  i. Outdoor advertising (e.g. bus and MTR)  
 d. Email  j. Print advertising  
 e. Web advertising (e.g. social media and discussion forums)  k. Newspaper supplement / News report  
 f. HKMU website  l. Referrals by acquaintances  
 m. Others

**Supporting Documents**

Uploaded Files

Type	Attached File	View File
1 1 - Identity document	HKID_DUMMY.pdf	<a href="#">View File</a>
2 2 - Academic records	Dummy_Transcript.pdf	<a href="#">View File</a>
3 3 - Others	Dummy_Cert.pdf	<a href="#">View File</a>

Print Continue

**Step 10:** Read the important notes on the ‘Submit’ page carefully, and then check the box located at the bottom of the page to confirm you are ready to submit your application.

閱讀“遞交”版面的重要事項後，在方格√ 然後按繼續以遞交申請。



Welcome, [View Login Settings](#) My Application [Mail Box](#) [Logout](#) [中文](#)

**Personal Details**

**Programme Applying For**

**Academic Qualification**

**Professional Qualification and Scholarships**

**Work Experience**

**Other Information**

**Supporting Documents**

**Application Submission Preview**

**Submit**

**Submit**

Your application will be submitted upon successful online payment of the application fee. Before proceeding to make the online payment, please check that all relevant sections of this online application have been properly filled in and the information provided is accurate and complete. Once the application is submitted, no changes can be made online.

Declaration:

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I have noted the contents of the [Personal Data \(Privacy\) Statement](#).
3. I consent that if registered, I will conform to the Statutes and Regulations of the University.
4. I acknowledge that Hong Kong Metropolitan University (HKMU) reserves the right to cancel any programmes and amend the programme contents, if necessary.
5. I understand that while I am studying any full-time programme (sub-degree, undergraduate or postgraduate) of the University, I should not register concurrently for another qualification at this or any other institution without the prior approval from the University. Students in breach of this regulation may be subject to discontinuation of studies by the University.

Please check the box to confirm the above declaration.

**Use of Personal Data by the University**

The University intends to use your personal data (i.e. your name, student number, contact details, and other relevant information) for promotion of our education and training programmes, activities and services, including but not limited to awards, scholarships, bursaries, grants, loans, banking/insurance/credit cards, discounts, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications, but we will not use your data unless we have received your consent. The University will not, under any circumstances, transfer your personal data to a third party for direct marketing purposes.

Please indicate below whether you agree to the use of your personal data by the University

I **AGREE** that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services as indicated above.

I **do not AGREE** that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services as indicated above.

If you later decide to change your selection on 'Use of Personal Data', you may update your selection at MyHKMU (Personal Information). Alternatively, you may inform us by email at [dpo2@hkmu.edu.hk](mailto:dpo2@hkmu.edu.hk) with your full name, student number (if applicable) and contact information (e.g. phone, email, address). No fee will be charged for making such arrangements. For any enquiries, please contact the University Data Protection Officer, by email at [dpo2@hkmu.edu.hk](mailto:dpo2@hkmu.edu.hk).

**Important note:**

Only the shortlisted candidates will be invited for interview. You may consider your application for admission to be unsuccessful if you do not receive any result from the University by mid-September.

All the information submitted in the Application Form and other attachments will only be used for admission purposes. If an offer has not been made to the applicant, all documents submitted will be destroyed and will not be returned after the admission process is completed.

The University reserves the right to cancel any programmes and amend the programme contents, if necessary.

**If you are ready to submit your application, click 'Proceed to settle the application fee'**

[Proceed to settle the application fee](#)

**Step 11:** Before submitting your application, you have to settle the application fee online.

Please select your payment method and proceed according to the instructions to submit your application.

遞交申請表之前，你必須繳交申請費，請選擇你的繳款方式，按步驟完成申請程序。



**Online Payment**

You can settle the application fee by VISA, MasterCard, PPS (Online Instant Payment)\* or WeChat Pay / AliPay. The fee, once paid, is non-refundable and non-transferable to another purposes.

\* Note that PPS (Online Instant Payment) is different from PPS by Phone/ PPS by Internet; the latter cannot be used as a payment method for this application fee.

Once the payment is made, no changes to your application can be made online. If you wish to make any changes to your application, please notify the University in writing.

Please select your payment method and click the 'Proceed to payment' button. It will guide you to the relevant payment site.

VISA/MasterCard via Internet  PPS (Online Instant Payment)  
 WeChat Pay / AliPay

[Proceed to payment](#) [Pay later, return to online form](#)



**Internet Payment with Credit Card (Application Fee)**

HKID/Passport No. 1001\*\*\*\*\*

Payment Amount (HK\$) 500.00

Press the "Confirm" button to proceed.

[Confirm](#)

The reference number for this transaction is:

\*\*\*\*\*

Please quote this number for any problem with your payment.