

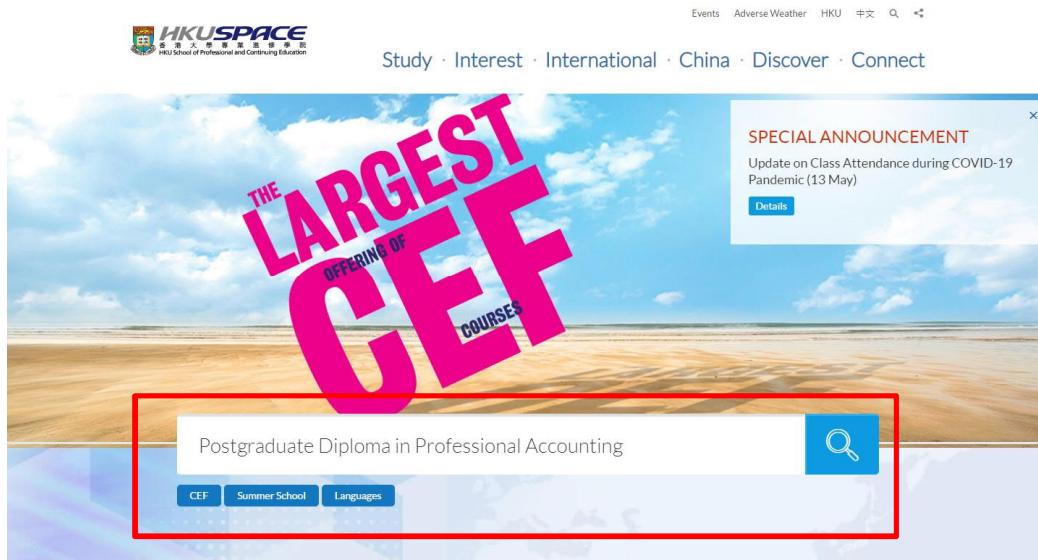
# Online Application (Award-bearing / Screening Programme)

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# Student Guide: Online Application for Award-bearing / Screening Programme

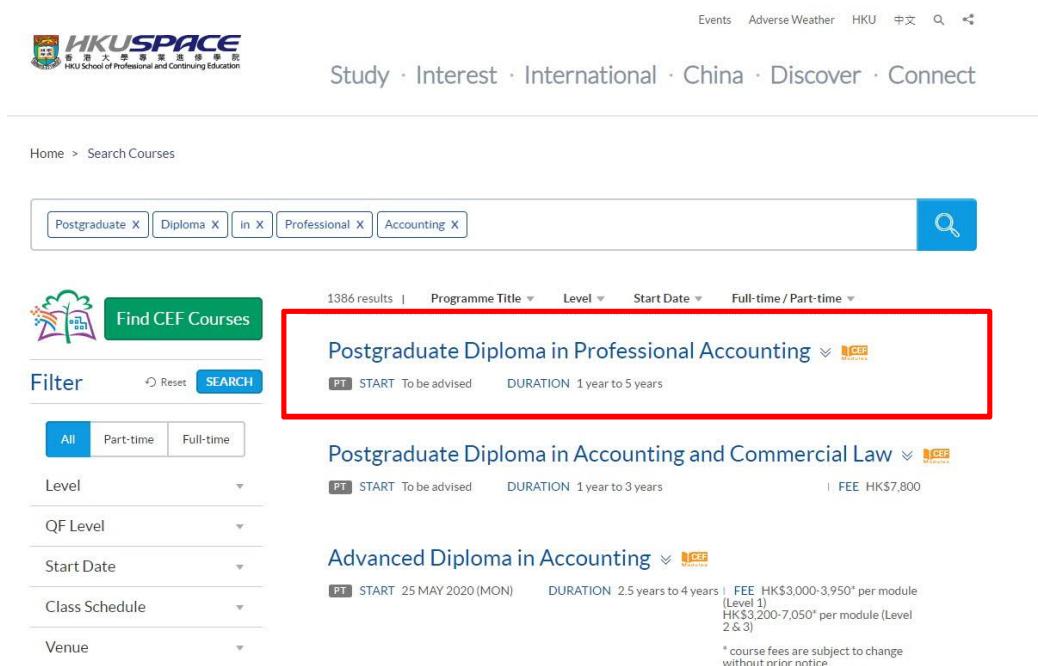
**NOTE:** To use "Online Services", you will need a computer with connection to the Internet and a web browser with JavaScript enabled. Internet Explorer 5.01 or above is recommended for the web browser.

## 1) Search Programme



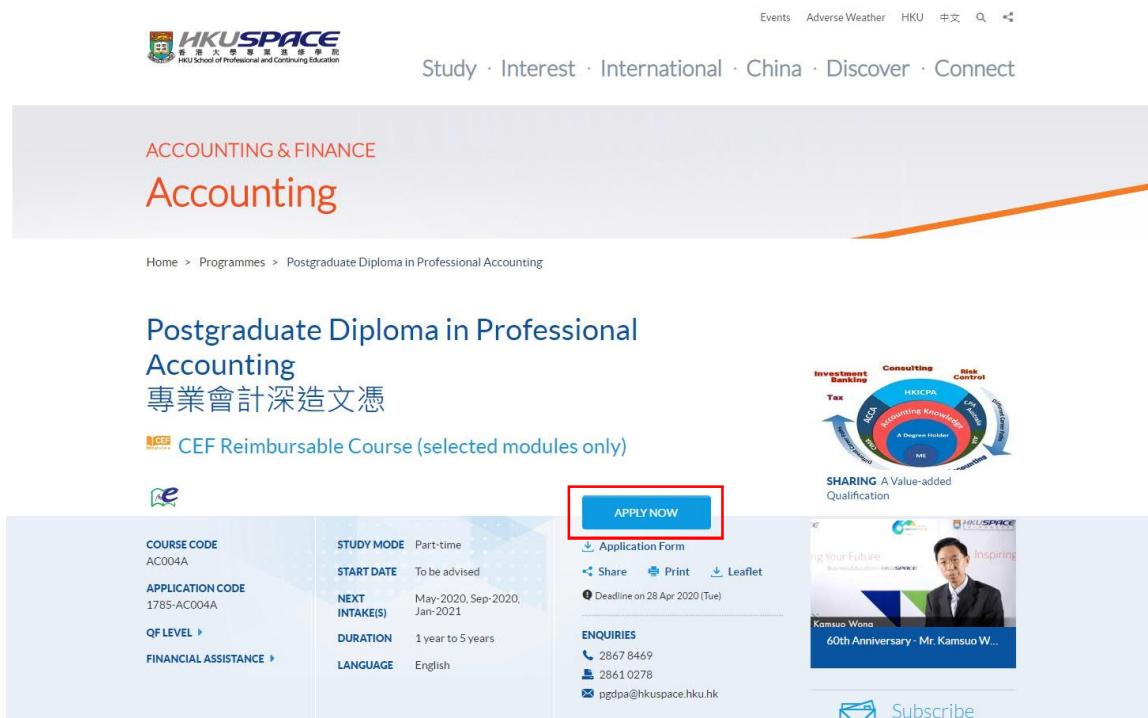
The screenshot shows the HKU SPACE website homepage. A large banner in the background features the text 'THE LARGEST OFFERING OF CEF COURSES' in pink. A search bar in the foreground contains the text 'Postgraduate Diploma in Professional Accounting' and a magnifying glass icon. The search bar is highlighted with a red box. The top navigation bar includes links for Events, Adverse Weather, HKU, 中文, and a search icon.

## 2) Choose a Programme



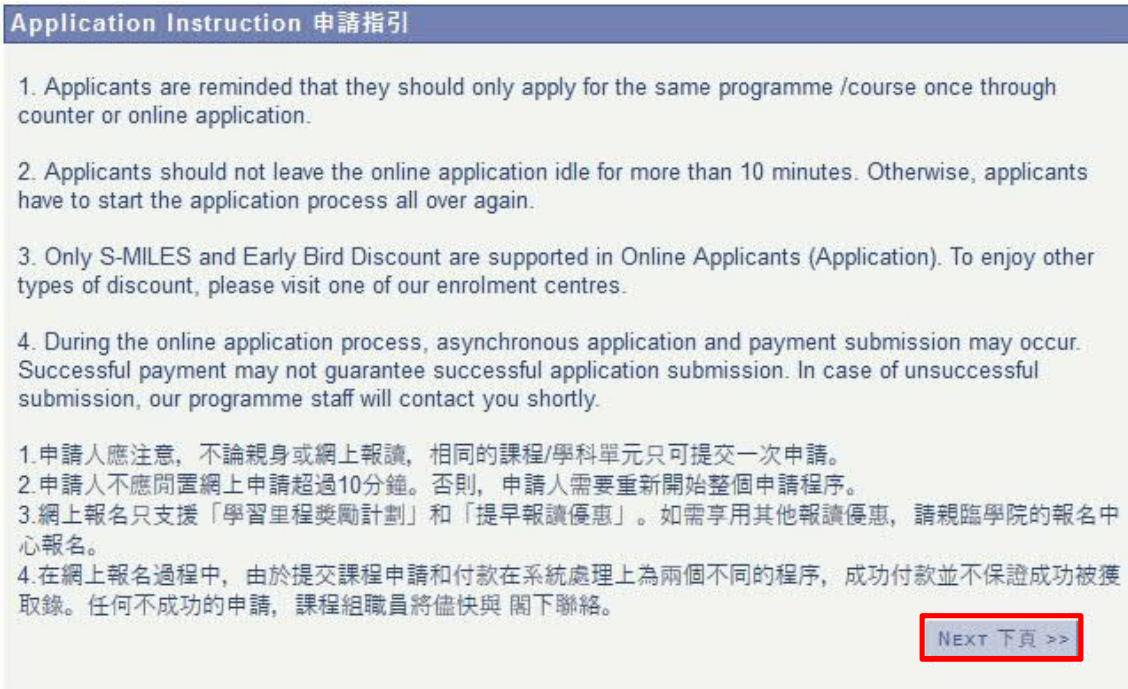
The screenshot shows the search results for 'Postgraduate Diploma in Professional Accounting' on the HKU SPACE website. The results page includes a search bar with filters for Postgraduate, Diploma, in, Professional, and Accounting. The search results table has columns for Programme Title, Level, Start Date, and Full-time / Part-time. The first result, 'Postgraduate Diploma in Professional Accounting', is highlighted with a red box. The result shows a 'PT' icon, 'START To be advised', 'DURATION 1 year to 5 years', and a 'CEF' logo. The table also shows other results for 'Postgraduate Diploma in Accounting and Commercial Law' and 'Advanced Diploma in Accounting'.

### 3) Click “Apply Now”



The screenshot shows the HKUSPACE website for the Postgraduate Diploma in Professional Accounting. The page title is 'ACCOUNTING & FINANCE' and the sub-section is 'Accounting'. The main title of the program is 'Postgraduate Diploma in Professional Accounting' with the subtitle '專業會計深造文憑'. A circular diagram on the right illustrates various professional fields like Investment Banking, Consulting, Risk Control, etc. A red box highlights the 'APPLY NOW' button. The application form section includes fields for Course Code (AC004A), Application Code (1785-AC004A), QF Level, Financial Assistance, Study Mode (Part-time), Start Date (To be advised), Next Intake (May-2020, Sep-2020, Jan-2021), Duration (1 year to 5 years), and Language (English). Other buttons include 'Application Form', 'Share', 'Print', 'Leaflet', and 'Deadline on 28 Apr 2020 (Tue)'. The right sidebar features a portrait of Kamsuo Wong and a '60th Anniversary - Mr. Kamsuo W...' message, with a 'Subscribe' button.

### 4) Read the ‘Application Instruction’ and click “Next”.



The screenshot shows the 'Application Instruction' page. The title is 'Application Instruction 申請指引'. The text provides instructions for applicants:

1. Applicants are reminded that they should only apply for the same programme /course once through counter or online application.
2. Applicants should not leave the online application idle for more than 10 minutes. Otherwise, applicants have to start the application process all over again.
3. Only S-MILES and Early Bird Discount are supported in Online Applicants (Application). To enjoy other types of discount, please visit one of our enrolment centres.
4. During the online application process, asynchronous application and payment submission may occur. Successful payment may not guarantee successful application submission. In case of unsuccessful submission, our programme staff will contact you shortly.

Below the English text, there is a section of Chinese instructions:

1. 申請人應注意，不論親身或網上報讀，相同的課程/學科單元只可提交一次申請。
2. 申請人不應閒置網上申請超過10分鐘。否則，申請人需要重新開始整個申請程序。
3. 網上報名只支援「學習里程獎勵計劃」和「提早報讀優惠」。如需享用其他報讀優惠，請親臨學院的報名中心報名。
4. 在網上報名過程中，由於提交課程申請和付款在系統處理上為兩個不同的程序，成功付款並不保證成功被獲取錄。任何不成功的申請，課程組職員將儘快與閣下聯絡。

A red box highlights the 'NEXT 下頁 >>' button at the bottom right.

5) Check the Programme information and click "Next".

Application Details 申請詳情

A B C D E F

You have selected the following programme/course for enrollment:  
你已選讀以下課程/科目:

Term 學期	2019/20 May
Programme 課程	AC004A Postgraduate Diploma in Professional Accounting

**NEXT 下頁 >>**

6) Enter your HKID or Passport No., Date of Birth and Validation Code, then click "Next".

Personal Particulars 個人資料

A B C D E F

Please enter your H.K.I.D./Passport number and Date of Birth which is required for student record purposes. If you are our current student or alumnus, we will retrieve your personal data from the system for registration. Applicants to award-bearing programmes are required to present their H.K.I.D./passport for verification in subsequent screening process.  
請輸入香港身分證/護照號碼和出生日期以作學員記錄之用。如果閣下是本院學生或舊生，學院會用閣下在系統已有的個人資料作註冊用途。學歷頒授及專業課程的申請人須於審核過程出示身分證／護照以供本學院核對之用。

\*H.K.I.D./Passport  
香港身分證 / 護照       H.K.I.D 香港身分證       Passport 護照

Holders of H.K.I.D card must fill in their H.K.I.D No.  
香港身分證持有人必須填寫香港身分證號碼

\*H.K.I.D./Passport Number  
香港身分證/ 護照號碼      A1234567  
e.g. Brackets are not required. For example, enter A1234567 for A123456(7)  
無須輸入括號。例如 A123456(7), 請輸入A1234567

\*Date of Birth  
出生日期      Day 日 01      Month 月 01      Year 年 1998

\*Validation Code  
驗證碼

93529

93529

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## 7a) For New Applicants:

i) Fill in Personal Particulars and click "Next".

**Personal Particulars 個人資料**

**\*Name Prefix** MR

Student Name in English and Chinese (Name as appeared on H.K.I.D. card or passport)  
英文及中文姓名 (香港身分證或護照上的姓名)

**\*Last Name** CHAN e.g. CHAN  
英文姓氏

**\*First Name** Tai Man e.g. TAI MAN  
英文名字

**Name in Chinese** 陳大文 e.g. 陳大文  
中文姓名

**H.K.I.D/Passport**  H.K.I.D 香港身分證  Passport 護照  
香港身分證 / 護照  
Holders of H.K.I.D card must fill in their H.K.I.D No.  
香港身分證持有人必須填寫香港身分證號碼

**H.K.I.D./Passport Number** A1234567  
香港身分證/ 護照號碼 e.g. Brackets are not required. For example, enter A1234567 for A123456(7)  
無須輸入括號。例如 A123456(7), 請輸入A1234567

**Nationality** HKG

**\*Date of Birth** Day 01 Month 01 Year 1998  
出生日期

**\*Mobile Phone No.** 61234567  
流動電話

**\*Email Address** chan@gmail.com  
電郵地址

**\*Permanent HK Resident**  Yes 是  No 否 [Notes to Non-Local Applicants \(非本地申請人注意事項\)](#)  
香港永久性居民  
If 'No', see Notes to Non-Local Applicants  
如填寫「否」，請細閱非本地申請人注意事項

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ii) Fill in Additional Information and click “Next”.

**Additional Information 附加資料**

**Correspondence Address 通訊地址**

如填寫中文地址，請於地址行列 1 內填上完整地址（例：新界大埔富雅花園 X 座 X 樓 X 室）及選擇地區編號

Country 國家	HKG
e.g. FLAT X, XX/F., BLOCK X	
*Address Line 1 地址行列 1	494 KING'S ROAD, NORTH POINT
e.g. XXXX COURT, XXX XXX ROAD	
Address Line 2 地址行列 2	
e.g. POKFULAM, HONG KONG	
Address Line 3 地址行列 3	
*Area Code 地區編號	H <input type="text"/> <input type="button" value=""/>

**Emergency Contact Person 緊急聯絡人**

In case of emergency, we may need to contact your family or friend. Please suggest.  
If you wish to include more than one emergency contact, please contact our office after application.  
在緊急情況下，學院可能需要聯絡閣下的家人或朋友。請在此填寫。  
如欲加入超過一個緊急聯絡資料，請在申請過後與學院職員聯絡。

*Contact Person 聯絡人	Chan Tai
*Mobile Phone 流動電話	91234567

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## 7b) For Existing Applicants:

If the system can retrieve your record:

i) Check the partially displayed personal information (check the box if you need to edit the personal information). Click “Next”.

Personal Particulars 個人資料

R B C D E F

We have your student record in our system. Please indicate whether you would like to enrol using your existing personal information or fill in your information again.

資料顯示你曾報讀學院課程。你可選擇以已儲存的個人資料報名或選擇更新。

Phone No. \*\*\*\*\*482  
電話號碼

Email Address XXX \*\*\*\*\*@\*\*\*\*\*  
電郵地址

Your personal information is partly shown for security reason.  
基於網上保安只顯示部分資料。

If you need to update your personal information, please check the box in the below option.  
如你需要更新你的個人資料，請在下列選項填上剔號。

I would like to fill in or edit my personal information   
我要更新個人資料。

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(Steps ii and iii are for editing personal information)

ii) Fill in the updated information and click “Next”.

Personal Particulars 中文內容

R B C D E F

Please update as appropriate in the following fields. If you need to update key personal information such as name, please contact our programme staff.  
請依照需要更新以下資料。如閣下需要更新重要個人資料例如姓名，請聯絡我們的課程組。

H.K.I.D./Passport Number Z2864  
香港身分證/ 護照號碼

Date of Birth 05/19/1984  
出生日期

Phone No.   
電話號碼

Email Address   
電郵地址

Field left empty will be assumed as no updates.  
留空的欄位將不會被更新。

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**iii) If you need to update the correspondence address, fill in the information and click “Next”.**

**Additional Information 附加資料**

**A B C D E F**

**Correspondence Address 通訊地址**

如填寫中文地址，請於地址行列 1 內填上完整地址（例：新界大埔富雅花園 X 座 X 樓 X 室）及選擇地區編號

Country 國家	HKG
Address Line 1 地址行列 1	e.g. FLAT X, XX/F., BLOCK X <input type="text"/>
Address Line 2 地址行列 2	e.g. XXXX COURT, XXX XXX ROAD <input type="text"/>
Address Line 3 地址行列 3	e.g. POKFULAM, HONG KONG <input type="text"/>
Area Code 地區編號	<input type="text"/> 

Please leave all fields empty if you do not wish to update your address. 如閣下不需要更新地址，請把地址欄留空。

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If the H.K.I.D. does not match with Date of Birth in the School record, a prompting message will be shown as below. Please re-try or contact our staff.

**Personal Particulars 個人資料**

**A B C D E F**

Please enter your H.K.I.D./Passport number and Date of Birth which is required for student record purposes. If you are our current student or alumnus, we will retrieve your personal data from the system for registration. Applicants to award-bearing programmes are required to present their H.K.I.D./passport for verification in subsequent screening process.  
請輸入香港身分證/護照號碼和出生日期以作學員記錄之用。如果閣下是本院學生或舊生，學院會用閣下在系統已有的個人資料作註冊用途。學歷頒授及專業課程的申請人須於審核過程出示身分證／護照以供本學院核對之用。

**\*H.K.I.D./Passport**  **H.K.I.D 香港身分證**  **Passport 護照**  
香港身分證 / 護照

Holders of H.K.I.D card must fill in their H.K.I.D No.  
香港身分證持有人必須填寫香港身分證號碼

**\*H.K.I.D./Passport Number**  香港身分證/ 護照號碼  
e.g. Brackets are not required. For example, enter A1234567 for A123456(7)  
無須輸入括號。例如 A123456(7), 請輸入A1234567

**\*Date of Birth** 出生日期 Day  Month  Year

**\*Validation Code** 驗證碼   
  


Your H.K.I.D. or Date of Birth did not match our record. Please re-try or contact our staff.  
閣下的身分證號碼或出生日期與學院的記錄不符，請再重新輸入或聯絡課程組同事。

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8) Fill in “Test Results” (if any) and click “Next”.

Find | View All First 1 of 1 Last

Test ID 考試代號:  

The spy glass function provides further options to help your search on the Test ID. If you cannot find it after searching, please input/select "OTHERS" in this field, and input the test component in the space provided.  
請按放大鏡搜尋你的考試代號。如未能找到有關代號，請輸入"OTHERS"，再在新增的位置輸入你的考試項目。

Other: Please specify  
其他: 請註明

Test Component 考試項目

Component 項目	Description 詳細資料	Test Date 考試日期	Score 成績		
1	<input type="text"/> 	<input type="text"/> 	<input type="text"/>		

Please click "+" or "-" sign on the right to add/remove multiple test(s) or test component(s)  
請點擊" + "或" - "以添加 / 刪除多項考試或考試項目

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9) Fill in 'Qualifications' by clicking the spy glass. Select "contains" beside "Description" and fill in your school name and click "Look up". After filling in all required information, click "Next".

Qualifications 學歷

A B C D E F

<a href="#">View All</a>	<a href="#">First</a>	<a href="#">1 of 1</a>	<a href="#">Last</a>
*Awarding Body 頒授學歷機構 <input type="text"/>	+ -		
<p>The spy glass function provides further options to help your search on the awarding body of your qualification. If you cannot find it after searching, please input/select "OTHERS" in this field, and input the name of the awarding body of your qualification in the space provided.</p> <p>請按放大鏡搜尋你的學歷頒授機構。如未能找到有關機構，請輸入"OTHERS"，再在新增的位置輸入你的學歷頒授機構名稱。</p> <p>Other: Please specify 其他: 請註明</p>			
*Academic Award 頒授學歷	*Result 成績	*Date of Award 頒授日期	
		<a href="#">&lt;&lt;返回 Back</a>   <a href="#">NEXT 下頁 &gt;&gt;</a>	

**Look Up \*Awarding Body**

External Org ID:	<input type="checkbox"/> begins with	<input type="text"/>
Organization Type:	<input type="checkbox"/> begins with	<input type="text"/>
Description:	<input checked="" type="checkbox"/> contains	<input type="text"/>
Report Description:	<input type="checkbox"/> begins with	<input type="text"/>

[Look Up](#) | [Clear](#) | [Cancel](#) | [Basic Lookup](#)

**Search Results**

Only the first 300 results can be displayed.

View 100	First	1-300 of 300	Last
Organization Type	Description	Report Description	
SECS	ROSARYHILL SCHOOL	ROSARYHILL SCHOOL	
SECS	SKH TANG SHIU KIN SEC SCHOOL	SKH TANG SHIU KIN SECONDARY SCHOOL	
SECS	ST. FRANCIS' CANOSSIAN COLLEGE	ST. FRANCIS' CANOSSIAN COLLEGE	
SECS	ST. PAUL'S SECONDARY SCHOOL	ST. PAUL'S SECONDARY SCHOOL	
SECS	TRUE LIGHT MIDDLE SCHOOL OF HK	TRUE LIGHT MIDDLE SCHOOL OF HONG KONG	

10) Fill in 'Employment Information' (if any) and click "Next".

Employment Information 就業資料

R B C D E F

Name of Company 機構名稱	Position 職位	Part Time/Full Time 兼職 / 全職	Start Date 入職日期	End Date 離職日期
<input type="text"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="text"/>

Please click "+" or "-" sign on the right to add/remove multiple records  
請在右方點擊"+"或"-"以添加 / 刪除多項記錄  
If employment is on going, please leave "End Date" empty  
如果是現任職位，請將"離職日期"留空

Find | View All First 1 of 1 Last  
+ -  
<<返回 BACK NEXT 下頁>>

11) Add attachment (if any) and click "Next".

Attachment 附件

R B C D E F

Please upload the soft copy of any required document (e.g. proof of qualification) as indicated on the programme webpage. Only file format in doc, docx, jpg and pdf are supported.  
請上載課程網頁中指定所須文件(如學歷證明)。只支援doc, docx, jpg 和 pdf 格式。

▼ File Upload 已上傳檔案

Attached File 已上傳附件	Add Attachment 加入附件
1	<input type="button" value="Add Attachment"/> + -

Find | First 1 of 1 Last  
<<返回 BACK NEXT 下頁>>

12) Choose whether you need special assistance and whether you wish to be an alumnus (These check boxes are optional). Then, click "Next".

**Other Information 其他資料**

**1. Equal Opportunities for Learning at HKU SPACE**  
香港大學專業進修學院的平等學習機會

It is the school policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you. By checking the box below, you agree to give us further information on your special needs and consent to our further processing of your data.

學院的方針就是為所有人士提供平等的學習機會。為了配合學生的需要，請在此報名表上註明你是否需要特殊的幫助。如有需要，學院將聯絡閣下，以獲取更多相關資料及提供更完善的服務。如選擇需要，閣下同意提供進一步詳情及同意學院處理相關資料。

I need special assistance, please contact me for arrangements. 我需要特別協助，請聯絡我以作適當安排。

**2. HKU SPACE Alumni 香港大學專業進修學院校友**

All new enrolled students in the School will automatically receive a lifelong learner card which serves as the student card. It also confers eligibility to become an alumnus of HKUSPACE.

本學院的註冊學生將自動獲發終身學員證為學生證。持證人可成為香港大學專業進修學院校友。

If you DO NOT WISH to be an alumnus, please check this box.  
如閣下不想成為校友，請在方格內填上剔號。

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### 13) Read 'Statement on Collection of Personal Data' and click "Next".

**Statement on Collection of Personal Data 收集個人資料聲明**

R - B - C - D - E - F

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.

2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.

3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials, then your contact details and related papers would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential.

4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.

5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

6. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form and on payment of a fee. Such applications for access of information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.

7. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website (<http://hkuspace.hku.hk/policy-statement/privacy-policy>).

8. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement of the University also applies and can be accessed from (<http://www.aal.hku.hk/admissions/documents/pics.pdf>). Being in partnership with other overseas Universities, it also endeavours to comply to their laws and regulations as far as practicable. However, the School is obliged to maintain part of the students' records in perpetuity for reasons stated in this PIC.

1. 申請人必須提供其個人資料及課程申請所需資料，否則本學院將不能有效處理其申請。

2. 在法律許可情況下，個人資料將會作入學申請、註冊、有關學術及行政通訊、校友事務及聯絡、研究、統計、市場分析及推廣（包括直接銷售）等用途。只有香港大學專業進修學院職員才能處理有關資料，但亦可能會轉移到為學院提供有關服務的委託人處理。

3. 完成報名程序及課程註冊後，申請人如不獲取錄，其個人資料將會被銷毀（如申請人表明願意接收學院的推廣訊息，聯絡資料將保留作此等用途），獲取錄者的個人資料會被留住學生記錄，只有香港大學專業進修學院職員或為學院提供有關服務的委託人才能處理有關檔案，而閣下提供的所有個人資料將絕對保密。

4. 如獲取錄，申請人需呈交彩色近照一張以作學生證明之用。

5. 在緊急情況下，學院將向學生發放電話短訊，或在有需要時附以其他方式，如電子郵件，以作通知。請準確填寫有關資料以便聯絡。如有任何更改，請儘快向學院提出更新。如閣下對接收電話短訊通知遇有困難，請聯絡課程組，以便作適當安排。

6. 根據個人資料（私隱）條例，申請人有權知悉學院有否保留其個人資料，同時亦可查閱、索取及更改其個人資料。申請人如欲查閱其個人資料，請填妥指定表格並交回本學院個人資料私隱主任。本學院將會酌情收取行政費用。如欲更改一般個人資料，請填妥「申請更改個人資料表格」並交回本學院。

7. 如欲了解本學院私隱政策的詳情，請參閱本學院的課程手冊或網頁(<http://hkuspace.hku.hk/cht/policy-statement/privacy-policy>)。

8. 本學院作為香港大學的一部分，大學的收集個人資料聲明亦適用於本學院，詳情請參閱 (<http://www.aal.hku.hk/admissions/documents/pics.pdf>)（只提供英文版本）。學院亦與海外院校合作，在可行範圍內當遵從當地法律及條例處理相關個人資料，但學院仍需依循本院收集個人資料目的，保留某些項目作為永久學生記錄。

**<<返回 BACK** **NEXT 下頁>>**

**14) Read 'Use of Personal Data related to Direct Marketing' and choose whether to receive promotional materials. Click 'Next'.**

**Use of Personal Data related to Direct Marketing 個人資料用作直接銷售**

**A B C D E F**

**Use of Personal Data related to Direct Marketing 個人資料用作直接銷售**

From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives. Occasionally information from our parent University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, by using your personal data (including, but without limitation to, your name, contact details and other information collected in your profile such as the programme(s) you enrolled, your graduation year etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the School at any time.

申請人提供的個人資料(包括姓名、聯絡方法及其他資料如曾報讀的課程、畢業年份等)將用作與學院溝通渠道，學院將透過信件、電子郵件、流動電話和其他社交媒體等為申請人、學員和校友送上學院的最新課程資料及推廣訊息，這些資訊亦將包括學院講座及活動、折扣優惠、診所服務、校友會活動、校友會會員尊享優惠、校友聯誼及籌款活動等，當中亦可能包括香港大學或其附屬機構的不定期資訊。閣下可隨時以書面或電郵方式向學院申明是否願意繼續接收有關資訊。

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.

如不欲收到任何透過上述渠道發出的資訊，包括折扣優惠，請在方格內填上剔號。

**<<返回 BACK** **NEXT 下頁>>**

## 15) Read 'General Notes to Applicants' and click "Next".

**General Notes to Applicants 一般注意事項**

A B C D E F

1. Enrolment can be done in person at any of the School's Enrolment Centres by completing this application form and submitting it with the appropriate fee and relevant documents. You can also mail to the "HKU School of Professional and Continuing Education, Room 304, 3/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong", specifying "Programme/Course Application".

2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".

3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.

4. If admission is on a first come, first served basis and if you do not hear from us before the course starts, you may assume that your application has been accepted, and should attend the course as scheduled.

5. If admission is by selection, the official receipt is not a guarantee that your application has been accepted. We will inform you of the result as soon as possible after the closing date for application. Unsuccessful applicants will be given a refund of programme/course fee if already paid.

6. If you are applying to / have enrolled for more than one programme/course with HKU SPACE, please check to ensure that there are no scheduling conflicts before submitting your application form.

7. If you do not know the teaching venue within 3 days of the starting date of the course, please check with the relevant programme team.

8. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).

9. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

1. 報讀課程，請親往學院各報名中心，呈交填妥的報名表格、學費和所需的證明文件，或以郵遞方式，寄「香港薄扶林道香港大學徐展堂樓3樓304室香港大學專業進修學院」並註明「報讀課程」。

2. 如以劃線支票或銀行本票付款，抬頭請書名「香港大學專業進修學院」。

3. 如報讀的短期課程開課在即，學院可要求申請者以現金、「易辦事」或信用卡(Visa或萬事達卡)繳付學費。

4. 以「先到先得」方式獲取錄的學生，可自行依照課程手冊或學院網頁所列的時間到有關地點上課。除特殊情況外，學院將不作另行通告。

5. 如須甄選入學，則正式收據並不可作為閣下已獲取錄的證明。學院將在截止報名日期後儘快通知申請者是否獲得取錄。落選的申請人將獲退還已繳交的學費。

6. 如打算/已經在學院報讀多於一個課程或以上，請細閱各個課程的上課時間地點，以免上課時間重疊。

7. 如在開課前三天仍未知悉上課地點，請與課程組聯絡。

8. 除特殊情況（例如課程因報名人數不足而被取消）及法例規定外，一切已繳費用，概不退還。

9. 有關香港大學專業進修學院的入學程序及詳情，請參閱香港大學專業進修學院的課程手冊及官方網頁。

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**Notes on Class Arrangements under the COVID-19 Outbreak 有關2019冠狀病毒疫情期間的課堂安排**

Given the COVID-19 situation might still be fluid, please note that the School may substitute face-to-face classes with online teaching if necessary. Our respective Programme Teams will contact students concerned with details of such arrangements before the class starts or during the classes as necessary.

鑑於2019冠狀病毒疫情變數仍然存在，學院有可能需要按有關指引將面授課堂改為網上授課。如開課前或在學期間出現此等情況，我們的課程組職員會儘快聯絡學員有關安排的詳情。

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16) Read 'Declaration' and check the box to accept the contents. Click "Next".

**Declaration 聲明**

R B C D E F

1. I declare that all information given in this online application and the attached documents are, to the best of my knowledge, accurate and complete.

2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.

3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.

1. 本人聲明本申請表及附隨文件所載一切資料，依本人所知均屬正確，並無遺漏。  
2. 本人授權香港大學專業進修學院向相關機構查閱有關本人申請課程所列出的學歷及專業資格。  
3. 本人同意如本人註冊入學，當遵守大學及學院的規例。

I have noted, understood and agree to the contents of the above notes, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).

本人已細閱，明白並同意以上注意事項、收集個人資料聲明及有關香港大學專業進修學院在處理個人資料(私隱)的守則。

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## 17) Read 'Payment Information' and click "Next".

**Payment Information 繳交學費**

A — B — C — D — E — F

You have completed the sections related to your online application. To confirm your enrollment, please proceed to online payment now. You may pay by Visa, MasterCard or PPS. To pay by Visa or MasterCard, you need to enter the password for "Verify by VISA" or "MasterCard SecureCode" to authenticate your identify. Otherwise your online payment cannot be processed. Should you encounter any problem, please contact your credit card issuing bank.

你已填妥報名資料，但你必需現在進行網上繳交學費，以確認你的報讀申請。款項可透過VISA、萬事達卡或網上繳費靈繳付。如使用VISA或萬事達卡付款，你必需輸入「Visa 驗證」或「MasterCard SecureCode」以核對身分，否則網上付款將無法完成。過程中如遇上任何問題，請聯絡發卡銀行。

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**Disclaimer**

The School provides a platform for online services for a selected range of products it offers. While every effort is made to ensure timeliness and accuracy of information contained in this website, such information and materials are provided "as is" without express or implied warranty of any kind. In particular, no warranty or assurance regarding non-infringement, security, accuracy, fitness for a purpose or freedom from computer viruses is given in connection with such information and materials.

The School (and its respective employees and subsidiaries) is not liable for any loss or damage in connection with any online payments made by you by reason of (i) any failure, delay, interruption, suspension or restriction of the transmission of any information or message from any payment gateways of the relevant banks and/or third party merchants for processing credit/debit/smart card or other payment facilitation mechanism; (ii) any negligence, mistake, error in or omission from any information or message transmitted from the said payment gateways; (iii) any breakdown, malfunction or failure of those gateways in effecting online payment service or (iv) anything arisen out of or in connection with the said payment gateways, including but not limited to unauthorised access to or alteration of the transmission of data or any unlawful act not permitted by the law.

**免責聲明**

本學院為學院開設的其中一些課程提供在線服務的平台。雖然本學院會力求在有關網頁上刊載的資訊正確和合時，但本學院卻不能為這些資訊作出任何明確或隱含的保證。本學院尤其不會保證下列各項：資訊並無侵犯版權，資訊可安全使用、資訊準確、資訊適合任何目的、資訊不含電腦病毒等。

本學院（包括其僱員及附屬機構）對你在網上付款而由下列原因所導致的任何損失，一概不負責；上述原因包括：（1）由付款銀行或獨立商戶因為付款的網關在處理付款的信用卡、付款卡、智能卡或其他付款的設施時出現任何信息或資訊傳送的失誤、延誤、中斷、中止、或限制；（2）從付款的網關傳送而來的任何信息或資訊中出現的疏忽、錯誤、誤差或遺漏；（3）付款的網關在完成網上付款時出現的故障、失靈、或失誤；或（4）任何由付款的網關引起或與付款的網關相關的原因，包括未獲授權進入、資料傳送的改動、任何非法行為等。

以上中文本純作參考之用，如內容與英文版本有任何歧義，一切以英文版本為準。

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**IMPORTANT**

Fees paid are not refundable except under very exceptional circumstances, subject to the School's discretion. In exceptional cases where a refund is approved, fees paid by cash, EPS, cheque or PPS (for online payment only) will normally be reimbursed by a cheque, and fees paid by credit card will normally be reimbursed to the payment cardholder's credit card account.

**重要事項**

除由學院裁定的特殊情況之外，一切已繳費用概不退還。如獲學院批准退還款項，以現金、易辦事、支票或繳費靈(只限網上付款)方式繳交之款項，將以支票退款；以信用咭繳交之款項，退款將直接退還到支付款項時使用的信用卡戶口。

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18) Review the payment details, select a payment method (Credit Card / PPS) and click “Next”.

**Payment Information 付款詳情**

**R B C D E F**

Please confirm the below application details  
請確認以下報讀資料

Term 學期	2019/20 May
Programme 課程	AC004A Postgraduate Diploma in Professional Accounting

Please confirm the below payment details.  
請確認以下付款資料

Item Description 付款項目	Payment Amount 付款數目
Application Fee	200.00
<b>Total 總額</b>	<b>HKD 200.00</b>

Your Payment of HKD (200) will be collected through our secured third party payment service provider 你所繳付的HKD 200 將透過第三方付款平台進行交易

Please select payment method  
請選擇繳費途徑

Credit Card  
Credit Card  
PPS

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**NEXT 下頁>>**

## 19) Make a payment

a) For credit card payment, choose your Card Type, input your credit card number, the expiry date and card verification number. Click 'Pay Now' to confirm payment.

BEA 東亞銀行

EN | 繁 | 簡

Amount: **HKD 200.00**  
Merchant: HKU Space  
Invoice Number: UAT00075561

Press your payment method to pay.

Card Type: **VISA** 

« Cancel, and return to HKU Space

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd. 

Your payment instruction will be securely transmitted to the bank for authorisation.

BEA 東亞銀行

EN | 繁 | 簡

Amount: **HKD 200.00**  
Merchant: HKU Space  
Invoice Number: UAT00075562

**Card Information**

Enter your card information.

Card Type: **VISA**

Credit Card Number:  -  -  -

Expiry Date:  MM  YYYY Card Verification Number:  [What is this?](#)

**Pay Now**

« Cancel, and return to HKU Space

**Visa Secure**

This payment website supports Visa Secure.  
You might be redirected to your card issuing bank and required to enter a password for authentication.  
Please contact your card issuing bank for service details.

**VISA**  
SECURE

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd. 

Your payment instruction will be securely transmitted to the bank for authorisation.

Use of this service is subject to the [Terms of Service](#) and [Privacy Policy](#)

**b) For PPS payment, input your PPS account number and password.  
Click "Submit" to confirm payment.**



You **must read** the Terms and Conditions, Legal Disclaimer & Copyright Notice and Personal Information Collection Statement before clicking "Submit" for payment. For PPS Services General Terms and Conditions of Use, please browse ppshk.com

<b>Merchant Name:</b>	HKU SPACE
<b>Reference Number:</b>	UAT1SPG00007325
<b>Amount (HK\$):</b>	200.00
<b>8-digit PPS Account Number or PPS Account Name * :</b>	<input type="text"/>
<b>PPS Internet Password:</b>	<input type="text"/>

I have read and hereby accept the PPS Services General Terms and Conditions of Use.

PPS customers will receive SMS alert on every successful payment made to the merchant categories of "Credit Services" & "Securities Broker".

**Submit** **Cancel**

\*If you don't have a PPS account yet, you may create your PPS Account at any nearby PPS Registration Terminal. For details, please click [here](#).

20) If payment is successful, you will receive a payment confirmation. Please keep this for future reference.

**Payment Confirmation 付款確認**

A horizontal navigation bar at the top right shows steps A through F, with F highlighted in blue.

Term 學期	2019/20 May
Programme 課程	AC004A Postgraduate Diploma in Professional Accounting
Applicant Number 申請人編號	60027433
Payment Confirmation No. 付款確認號碼	UAT00075567
Transaction Status 交易狀況	Approved
Amount 總額	HKD200.00

Currency used is Hong Kong Dollar.  
使用貨幣為港元

A confirmation email has been sent to your email account.  
確認電子郵件已經發送到閣下的電子郵件帳戶

Due to system lag between payment and application submission, this payment does not guarantee successful admission. In case of unsuccessful submission, our programme staff will approach you shortly.

由於付款和課程申請系統有時差，成功付款並不保證成功被獲錄取。任何不成功的申請，學院職員將儘快與閣下聯絡。

**Next 下頁>>**

File Message Help PDF-XChange Tell me what you want to do

28/5/2020 (週四) 9:59

**P** please-do-not-reply@scoreuat04.hkuspace.hku.hk  
Payment Confirmation Email 付款確認電郵

To: [REDACTED]

**Payment Confirmation 付款確認**

Name 姓名	[REDACTED]	
Applicant Number 申請人編號	60027445	
Institution 機構	SPACE	
Term 學期	2019/20 May	
Programme 課程	AC004A	Postgraduate Diploma in Professional Accounting
Class Number 班別	0	
Payment Status 付款狀況	Approved	
Payment Method 付款方法	Online Credit Card Payment	
Payment Confirmation No. 付款確認號碼	[REDACTED]	
Payment Date 付款日期	28-May-2020	

Payment Item Description 付款項目	Payment Currency 付款貨幣	Payment Amount 付款數目
Application Fee	HKD	200
Total 總額	HKD	200

Please note that this is NOT an official receipt. 請注意這並不是官方收據

During the online application process, asynchronous application and payment submission may occur. Successful payment may not guarantee successful application submission. In case of unsuccessful submission, our programme staff will contact you shortly.

在網上報名過程中，可能數個申請或付款同時出現。因此，成功付款並不能確保成功報讀該課程。任何不成功的申請，學院職員將儘快與閣下聯絡。

**21) Upon completion of payment, please proceed to Survey by clicking "Next". After completing the survey, click "Submit". This part is optional.**

**Survey** 開卷調查

**F** **B** **C** **D** **E** **F**

To help us understand your learning needs, please answer the following questions. Please note that the information you provide may be used to assist the School's research in continuing education. This part of the form is optional.  
為使本學院了解學員的學習需要，請填妥以下問卷。你所提供的資料，可能作為本學院對持續教育研究之用。學員可根據個人意願決定填寫與否。

Please tick the appropriate boxes. 請在適當的方格加上剔號。

**1 Your highest education level achieved** 你的最高學歷程度：

**Please select ONE only** 選擇其中一項

Below Secondary 5 (HKCEE) 中五（香港中學會考）以下

Secondary 5 (HKCEE) or equivalent 中五（香港中學會考）或同等程度

Secondary 6 – 7 (HKAL) or equivalent 中六 – 中七（香港高級程度會考）或同等程度

Secondary 6 (HKDSE) or equivalent 中六（香港中學文憑）同等程度

Associate degree / sub-degree / certificate / diploma 副學士 / 副學位或非學位證書 / 文憑

Bachelor's degree 學士學位

Postgraduate certificate / Postgraduate diploma 深造證書 / 深造文憑

Master's degree 碩士學位

Doctorate degree 博士學位

**2 What are the most important factors for your choosing of the present course at HKU SPACE?** 你選擇在香港大學專業進修學院修讀此課程，最重要的因素是什麼？

**Please select the 3 most important factors and rank them from "1" to "3", with "1" as the most important.**  
請選擇3個最重要因素並以1至3進行排列，以1為最重要

✓ Good reputation of the institution 機構有良好聲譽

✓ A variety of courses to choose 有多種課程可供選擇

✓ High academic quality of the courses 課程的學術質素高

✓ Qualification awarded are widely recognised 學歷被社會廣泛承認

✓ Good quality of teaching staff 導師質素高

✓ Good teaching and learning facilities 教學設備完善

✓ Convenient locations of learning centres 上課地點方便

✓ Reasonable course fees 學費合理

✓ Others 其他

Please specify here 請列明

**3 Which channel(s) do you usually receive information on continuing education?** 你通常透過以下哪個渠道獲得有關持續教育的資訊？

**You can choose MORE THAN ONE.** 可作多項選擇

School website & School eDirect Mail (eDM) 學院網站 / 學院電子郵件

School prospectus / programme brochure 學院課程手冊 / 課程單張

TV / radio advertising 電視 / 電台廣告

Newspaper / magazine advertising 報章 / 雜誌廣告

Transport / outdoor advertising 公共交通工具 / 戶外廣告

Internet advertising 網站廣告

Mobile advertising 流動電話廣告

eDirect Mail (eDM) 電子郵件

Keyword search (SEM) 關鍵字搜尋

Seminar / Exhibition / School Open Day 講座 / 展覽 / 開放日

From the organisation currently working at 從現職機構獲得資訊

Office building 商業大廈派發點

From friends / relatives 親朋推介

Others 其他

Please specify here 請列明

4 Profession 行業：

You can choose MORE THAN ONE. 可作多項選擇

- Accounting / Auditing 會計、核數
- Administration / Secretarial / General Management 行政、秘書、一般管理工作
- Advertising / Sales and Marketing / Customer Services 廣告、營銷及市場推廣、顧客服務
- Architectural / Building & Construction / Project Engineering / City Planning 建築、建造、項目工程、城市規劃
- Art / Creative / Design 藝術、創意行業、設計
- Banking / Finance / Investment / Insurance 銀行、金融、投資、保險
- Business Management 商業管理
- Chinese Medicine 中醫藥
- Community / Social Services 社會服務
- Computer Science / Information Technology (IT) 電腦、資訊科技
- Education 教育
- Engineering / Machinery 工程、機械
- Entertainment / Recreation / Sports 娛樂、康樂、體育管理
- Environmental Sciences 環境科學
- Food and Beverage 餐飲
- Government / Public Utilities 政府部門、公共機構
- Hospitality and Tourism 款客服務、旅遊
- Housing / Property Management / Real Estate 樓宇、物業管理、地產
- Human Resource / Training 人事、培訓
- Legal 法律
- Library Management 圖書管理
- Logistics / Transportation 物流、運輸交通
- Manufacturing 製造業
- Media / Communications / Public Relations / Publishing / Translation 媒體、傳訊、公關、出版、翻譯
- Medical / Health Care / Nutrition / Beauty 醫療、保健、營養、美容
- Merchandising / Purchasing / Trading 採購、貿易
- Retail / Wholesale 零售、批發
- Science and Technology 科學及科技
- Telecommunications 電訊
- Others 其他

Please specify here 請列明

5 What are your area(s) of interest? 你對以下哪些課程範疇感興趣？

You can choose MORE THAN ONE. 可作多項選擇

- Accounting and Finance 會計、財務
- Architecture, Housing and Built Environment 建築、房屋及建造環境
- Art, Design and Performing Arts 美術、設計及表演藝術
- Business and Management 工商管理
- Chinese Medicine 中醫藥
- Hospitality and Tourism Management 款客及旅遊業管理
- Information Technology and Library Science 資訊科技及圖書館科學
- Languages and Humanities 語言及文史哲
- Law 法律
- Life, Health and General Sciences 生命、護理及普及科學
- Marketing and Communications 市場推廣及傳訊
- Social Sciences 社會科學
- Sport, Exercise and Recreation Management 康樂及體育管理
- Others 其他

Please specify here 請列明

6 Are you going to pay the fee of the course you have applied for in full by yourself? 學費是否由你全數支付？

Please select ONE only 選擇其中一項

- Yes 是
- No, I shall pay \_\_\_\_\_ % of the course fee by myself. 否, 我只支付全數學費 \_\_\_\_\_ %  
的百分之 \_\_\_\_\_。

Please specify here 請列明

7 Monthly personal income 個人每月收入：

Please select ONE only 選擇其中一項

- \$0 - \$9,999
- \$10,000 - \$14,999
- \$15,000 - \$19,999
- \$20,000 - \$29,999
- \$30,000 - \$39,999
- \$40,000 - \$49,999
- \$50,000 or above 或以上

End 問卷完  
Thanks 謝謝

SUBMIT