

Online Enrolment and Payment for Short Course / First-come-first served Programme

Table of Contents

Student Guide: Online Enrolment and Payment for Short Course / First-come-first-served Programme.....	3
Search Programme/ Course.....	3
Input Personal Particulars	5
Equal Opportunities for Learning at HKU SPACE & HKU SPACE Alumni	16
Statement on Collection of Personal Data.....	17
Use of Personal Data Related to Direct Marketing	18
General Notes to Applicants.....	19
Declaration	20
Payment Information	21
Payment Confirmation.....	28
Complete Survey.....	30

Student Guide: Online Enrolment and Payment for Short Course / First-come-first-served Programme

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

Search Programme/ Course

1) Search Programme/Course



2) Choose a Programme/Course



- 3) Click “APPLY NOW” (or “立即報名”) and redirect into the online application form.

The screenshot shows the HKU SPACE website. At the top, there is a navigation bar with links for '認識學院', '學習', '入學申請', '教與學', and '國際'. Below this, a banner for '中國美術' (Chinese Art) is displayed. The main content area features the course title 'Chinese Calligraphy Series: Standard and Running Script I' and '中國書法系列: 楷書與行書(一)'. A table provides details about the course, including the course code 'ARTC9002', the start date '2025年8月8日 (星期五)', and the duration '共12講, 約3個月'. A red box highlights the '立即報名' (Apply Now) button in the top right corner of the course details section.

- 4) Read the ‘Application Instruction’ and click “NEXT”.

The screenshot shows the 'Application Instruction' page. The title 'Application Instruction 申請指引' is at the top. The page contains seven numbered instructions in English and Chinese. The English instructions are: 1. Applicants are reminded that they should only apply for the same programme /course once through counter or online application. 2. Applicants from outside the region are reminded to set the Internet browser language to English before starting the application for a smooth process. 3. Applicants should not leave the online application idle for more than 10 minutes. Otherwise, applicants have to start the application process all over again. 4. Only Early Bird Discount is supported in Online Applicants (Application). To enjoy other types of discount, please visit one of our enrolment centres. 5. HKU SPACE Mastercard cardholders who wish to enjoy 10-month interest free instalment scheme (only applicable to courses with tuition fees of HKD 2,000 or above.) must pay their tuition fees in person at any of our HKU SPACE Enrolment Centres. 6. Applicants who wish to apply for award-bearing programmes should prepare the required documents for upload (please refer to the Programme's webpage). Submitted documents must be in doc, docx, jpg or pdf format, with each file not exceeding 20MB in size. 7. 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. The Chinese instructions are: 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. 外地申請人在申請前務必將互聯網瀏覽器語言設置為英文，以確保申請過程順利進行。 3. 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。 4. 網上報名只支援「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。 5. 香港大學專業進修學院Mastercard卡持有人如欲享用十個月免息分期付款優惠 (只適用於報讀港幣2,000元或以上之課程)，必須親臨本學院設有報名服務的教學中心作付款安排。 6. 申請人如欲申請學歷頒授課程，請先預備所需上載之文件 (可參考課程網頁)。提交之文件限以doc, docx, jpg 或 pdf 格式，每份文件的大小請勿超過20MB。 7. 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 of the page.

5) Check the course information in 'Application Details' 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	2024/25 January
Course Title 課程名稱	C Call: Standard&Running I
Course Code 課程編號	ARTC 9002
Class Number 班別	1807

NEXT 下頁 >>

Input Personal Particulars

6) Enter your H.K.I.D., Mainland I.D. or Passport Number, Nationality, 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./Mainland 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. card/Mainland I.D. card/passport for verification in subsequent screening process.
請輸入香港身分證/內地居民身分證/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/內地居民身分證/護照以供本學院核對之用。

*H.K.I.D./Mainland I.D./Passport
香港身分證 / 內地居民身分證 / 護照

☒ H.K.I.D 香港身分證
☐ Mainland I.D. 內地居民身分證
☐ 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./Mainland I.D./Passport Number
香港身分證 / 內地居民身分證 / 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
國籍

*Date of Birth
出生日期 Day日 Month月 Year年

*Validation Code
驗證碼


<<返回 BACK **NEXT 下頁>>**

7a) For New Applicants:

- i) Fill in 'Personal Particulars' and click "NEXT".

Note

- a. Please ensure that your English name and Chinese name (if any) are entered exactly as they appear on your H.K.I.D. Card, Mainland I.D. Card or Passport. These names will be used for all correspondence and official documents (e.g. transcript, official receipt).
- b. Please ensure that the Mobile Phone No. and Email Address you entered are accurate as they will be used for communication and payment confirmation.

Personal Particulars 個人資料

A B C D E F

*Name Prefix
稱謂

MR

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

*Last Name
英文姓氏

CHAN

e.g. CHAN

*First Name
英文名字

TAI MAN

e.g. TAI MAN

Name in Chinese
中文姓名

陳大文

e.g. 陳大文

H.K.I.D./Mainland I.D./Passport
香港身分證 / 內地居民身分證 / 護照

☒ H.K.I.D 香港身分證

☐ Mainland I.D. 內地居民身分證

☐ 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./Mainland I.D./Passport Number
香港身分證 / 內地居民身分證 / 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

*Nationality
國籍

HKG

*Date of Birth
出生日期

Day日 04 ▼ Month月 01 ▼ Year年 1989

*Mobile Phone No.
流動電話

61234567

*Email Address
電郵地址

chan@gmail.com

*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

<<返回 BACK

NEXT 下頁>>

- c. If you are non-Permanent HK Resident, please read “Notes to Non-Local Applicants (非本地申請人注意事項)” .

***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

Notes to Non-local Applicants 非本地申請人注意事項

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, EXCEPT for those admitted to Hong Kong as dependants, or on a Permit for Proceeding to Hong Kong or Macao (also known as “One-way Permit”), or under any of the schemes indicated in paragraph (I) below, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants who are issued with a valid employment visa or training visa, or members of the Consular Corps, or foreign domestic helpers, or admitted under any of schemes listed in paragraph (II) below, also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Admission to an HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are not considered by the Immigration Department for student visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU system through HKU SPACE.

非本地申請人必須持有由香港特區政府入境事務處所簽發的學生簽證方可入讀本院，申請人入學前須辦妥有關手續。惟持有前往港澳通行證(俗稱「單程證」)者，或以受養人士身分，或透過以下章節(I)任何一項計劃獲批准來港者，毋須經事先批准，可修讀全日制及兼讀制課程。非本地申請人若為獲發有效工作或受訓簽證身者，或為駐港領使人員，或為外籍家庭傭工，或透過以下章節(II)任何一項計劃獲批准來港者，則毋須事前批准，亦可修讀兼讀制課程。獲香港大學專業進修學院課程取錄並不代表能成功獲發有關學生簽證。除自資並經本地評審，而有關學銜按香港大學體制，經香港大學專業進修學院頒發的兼讀制深造修讀課程外，兼讀制課程暫不在入境處考慮批發學生簽證課程之列。

- ii) Fill in 'Additional Information' and click "NEXT".

Location: Hong Kong

Note: For addresses written in Chinese, please enter your full address in Address Line 1.

Additional Information 附加資料

A

B

C

D

E

F

Correspondence Address 通訊地址

*Location
位置

☒ Hong Kong 香港 ☐ Mainland China 中國內地

*Address Type
地址類型

☒ Residential 住址 ☐ Business 公司

*Address Line 1
地址行列 1

e.g. FLAT X, XX/F., BLOCK X [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)]
FLAT H, 12/F., BLOCK A

Address Line 2
地址行列 2

e.g. XXXX COURT, XXX XXX ROAD
WING HONG COURT, TAI HUNG ROAD

Address Line 3
地址行列 3

e.g. POKFULAM, HONG KONG
MONG KOK, KOWLOON

*Area Code
地區編號

K

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 MEI MEI

*Mobile Phone
流動電話

98898888

<< 返回 BACK

NEXT 下頁 >>

Location: Mainland China

Note: For addresses written in Chinese, please enter the province, city and other address details in Address Line 1, Address Line 2 and Address Line 3 respectively.

Additional Information 附加資料

A B C D E F

Correspondence Address 通訊地址

***Location**
位置

☐ Hong Kong 香港 ☒ Mainland China 中國內地

***Address Type**
地址類型

☒ Residential 住址 ☐ Business 公司

***Postal**
郵政編碼

610000

***Address Line 1**
地址行列 1

Province 例: 四川省
中国四川省

***Address Line 2**
地址行列 2

City 例: 成都市
成都市

***Address Line 3**
地址行列 3

Other address details 例: 一环路南一段 XX 号
一环路南一段 20 号

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

陈美美

***Mobile Phone**
流動電話

2842248222222

<< 返回 BACK

NEXT 下頁 >>

7b) For Existing Students:

If the system can retrieve your record:

- i) **Verify the partially displayed personal information carefully (Check the box if you need to edit the personal information). Click “NEXT”.**

Personal Particulars 個人資料

A 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. (Note: If the following contact information shows empty, please click NEXT and provide the information.)
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。(註：如下列的聯絡資料顯示為空白，請點擊下頁及提供相關資料。)

Phone No. *****246
電話號碼

Email Address pcc **@*****
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。

<<返回 BACK NEXT 下頁>>

Note

If your Phone No. and/ or Email Address are not in our School records, the checkbox will be automatically selected and disabled. Click “Next” to enter the required information.

Personal Particulars 個人資料

A 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. (Note: If the following contact information shows empty, please click NEXT and provide the information.)
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。(註：如下列的聯絡資料顯示為空白，請點擊下頁及提供相關資料。)

Phone No.
電話號碼

Email Address
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。

<<返回 BACK NEXT 下頁>>

(Steps ii and iii are for editing personal information)

ii) Fill in the required information and click “NEXT”.

Personal Particulars 中文內容

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./Mainland I.D./Passport Number Y264 [REDACTED]
香港身分證/ 內地居民身分證/ 護照號碼

Date of Birth 1993/04/28
出生日期

Phone No. [REDACTED]
電話號碼

Email Address [REDACTED]
電郵地址

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

<<返回 BACK NEXT 下頁>>

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

Location: Hong Kong

Note: For addresses written in Chinese, please enter your full address in Address Line 1.

Additional Information 附加資料

Correspondence Address 通訊地址

*Location
位置

☒ Hong Kong 香港 ☐ Mainland China 中國內地

*Address Type
地址類型

☐ Residential 住址 ☐ Business 公司

e.g. FLAT X, XX/F., BLOCK X [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)]

Address Line 1
地址行列 1

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

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。

<<返回 BACK

NEXT 下頁>>

12 | Page

Location: Mainland China

Note: For addresses written in Chinese, please enter the province, city and other address details in Address Line 1, Address Line 2 and Address Line 3 respectively.

Additional Information 附加資料

A B C D E F

Correspondence Address 通訊地址

***Location**
位置

☐ Hong Kong 香港 ☒ Mainland China 中國內地

***Address Type**
地址類型

☐ Residential 住址 ☐ Business 公司

Postal
郵政編碼

Address Line 1
地址行列 1

Province 例: 四川省

Address Line 2
地址行列 2

City 例: 成都市

Address Line 3
地址行列 3

Other address details 例: 一环路南一段 XX 号

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。

<<返回 BACK

NEXT 下頁>>

Notes for both New Applicants and Existing Students

If the identity number entered is invalid, a prompt message will appear as shown below. Please re-try or contact our programme staff for assistance.

Personal Particulars 個人資料

A B C D E F

Please enter your H.K.I.D./Mainland 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. card/Mainland I.D. card/passport for verification in subsequent screening process.

請輸入香港身分證/內地居民身分證/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/內地居民身分證/護照以供本學院核對之用。

*H.K.I.D./Mainland I.D./Passport
香港身分證 / 內地居民身分證 / 護照

☒ H.K.I.D 香港身分證
☐ Mainland I.D. 內地居民身分證
☐ 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./Mainland I.D./Passport Number
香港身分證 / 內地居民身分證 / 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
國籍

HKG

*Date of Birth
出生日期

Day日 06 Month月 09 Year年 1996

*Validation Code
驗證碼

40906

Sorry, your HKID / Mainland I.D. / Passport Number or Date of Birth is not entered correctly, please try again

對不起，閣下所填寫的香港身分證 / 內地居民身分證 / 護照號碼 / 出生日期沒有正確輸入，請重試

<<返回 BACK NEXT 下頁>>

If the H.K.I.D. Number does not match the Date of Birth in the School records, a prompt message will appear as shown below. Please re-try or contact our programme staff for assistance.

Personal Particulars 個人資料

A

B

C

D

E

F

Please enter your H.K.I.D./Mainland 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. card/Mainland I.D. card/passport for verification in subsequent screening process.

請輸入香港身分證/內地居民身分證/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/內地居民身分證/護照以供本學院核對之用。

***H.K.I.D./Mainland I.D./Passport**
香港身分證 / 內地居民身分證 / 護照

☒ H.K.I.D 香港身分證
☐ Mainland I.D. 內地居民身分證
☐ 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./Mainland I.D./Passport Number**
香港身分證 / 內地居民身分證 / 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**
國籍

***Date of Birth**
出生日期

Day日 Month月 Year年

***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。

<<返回 BACK NEXT 下頁>>

Equal Opportunities for Learning at HKU SPACE & HKU SPACE Alumni

- 8) Choose whether you need special assistance (This checkbox is optional) and read 'HKU SPACE Alumni'. Then, click "NEXT".

Other Information 其他資料

A B C **D** E F

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

The School supports equal opportunity and strongly opposes discrimination / harassment. The document, "Studying in HKU SPACE" is available from the School Prospectus/Website and sets out such policy more fully.

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.

學院支持平等機會並強烈反對歧視/騷擾行為。在課程手冊/網頁刊載的【學在HKU SPACE】進一步闡述有關政策。

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 students newly enrolled in the School may apply for a Lifelong Learner Card which serves as a student card. It also confers eligibility to become an alumnus of HKU SPACE. To apply for a Lifelong Learner Card, please visit our School Website to download the related Photo Collection Form (Home > Admission > Enrolment Methods > Lifelong Learner Card), complete and submit it to the programme team or any of the School's Enrolment Centres for processing.

所有初次入讀本院學生可申請終身學員證作學生證用途。持證人可成為香港大學專業進修學院校友。如欲申請終身學員證，可瀏覽本院網頁下載相關表格 (主頁 > 入學申請 > 報名辦法 > 終身學員證)，填妥並遞交課程小組或各學院報名中心作處理。

<<返回 BACK

NEXT 下頁>>

Statement on Collection of Personal Data

9) 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 to the school 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 opt-in consent 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. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.

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 (please quote "Data Access Request"). 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 and the Supplement in relation to the General Data Protection Regulation of the University also apply where applicable and can be accessed from https://ase.hku.hk/doc/PICS_159_716.pdf and https://admissions.hku.hk/sites/default/files/2021-02/GDPR%20Privacy%20Notice%20%28Applicants%20and%20Students%29190913_0.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，申請人的聯絡資料及同意接收學院推廣訊息的記錄將保留作此等用途），獲取錄者的個人資料會被留作學生記錄，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。報名付款時所收集的個人資料，則依法例規定留作相關用途，以及退款處理之用（如需要）。

4. 如獲取錄，申請人需提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，請準准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（請註明“查閱資料要求”）。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及有關於通用數據保障條例之附加內容亦適用於本學院，詳情請參閱https://ase.hku.hk/doc/PICS_159_716.pdf 及 https://admissions.hku.hk/sites/default/files/2021-02/GDPR%20Privacy%20Notice%20%28Applicants%20and%20Students%29190913_0.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，但學院仍會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 >>

Use of Personal Data Related to Direct Marketing

- 10) Read ‘Use of Personal Data related to Direct Marketing’ and choose whether to receive promotional materials (These checkboxes are optional). 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 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。

From time to time, the alumni office will send the latest updates to alumni members on the alumni events, privileges and offers, volunteering activities, and networking opportunities to you. Various communication channels such as direct-mail, email and 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 enrolment year etc). You always have the right to make subsequent changes on your choice if receiving further information for alumni by sending a written unsubscribe request (by email or by post) to the ALUMNI 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）將用作與校友會溝通渠道，校友會將透過信件、電子郵件、流動電話和社交媒體等為學員和校友送上校友會的最新資訊及推廣訊息，如校友會講座及活動、校友會會員尊享優惠、義工活動及校友聯誼等。閣下可隨時以書面或電郵方式向校友會申明是否願意繼續接收有關資訊。

☐ If you DO NOT WISH to receive the 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>>

General Notes to Applicants

11) 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. 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.

2. 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.

3. 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.

4. 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.

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

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

1. 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。

2. 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。

3. 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。

4. 如在開課前三天仍未知悉上課地點，請與課程組聯絡。

5. 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。

6. 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。

<<返回 BACK NEXT 下頁>>

Declaration

- 12) Read ‘Declaration’ and check the box to accept the contents. Click “NEXT”.

Declaration 聲明

A 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。

<<返回 BACK

NEXT 下頁>>

Payment Information

13) 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 enrolment, please proceed to online payment now. You may pay by Visa, MasterCard, PPS, Online WeChat Pay, Online Alipay or FPS. To pay by Visa or MasterCard, you need to enter the password for "Verify by VISA" or "MasterCard SecureCode" to authenticate your identity. Otherwise your online payment cannot be processed. Should you encounter any problem, please contact your credit card issuing bank. Upon successful completion of the online payment, an email with the payment confirmation will be sent to the applicant. To print an official receipt, please visit any of the School's Enrolment Centres.

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、網上繳費靈、微信支付、支付寶或轉數快繳付。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。成功完成網上付款後，付款確認的電子郵件將發送給申請人。如需列印正式收據，請親臨本學院各報名中心辦理。

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。

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 PPS (for online payment only), Online WeChat Pay, Online Alipay or FPS 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，以繳費靈（只限網上付款）、微信支付、支付寶或轉數快方式繳交之款項，將以支票退款；以信用卡繳交之款項，退款將直接退還到支付款項時使用的信用卡戶口。

<< 返回 BACK NEXT 下頁 >>

- 14) Review the payment details, select a payment method (Alipay / Credit Card / FPS / PPS / WeChat Pay) and click “NEXT”.

Payment Information 付款詳情

A

B

C

D

E

F

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

Term 學期	2024/25 January
Course Title 課程名稱	C Call:Standard&Running I
Course Code 課程編號	ARTC 9002
Class Section 班別	1807

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
SC009 SC009A ARTC9002	7,100.00
Total 總額	HKD 7100.00

Your Payment of HKD (7100) will be collected through our secured third party payment service provider 你所繳付的HKD 7100 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

Alipay

Alipay

Credit Card

FPS

PPS

WeChatPay

<< 返回 BACK

NEXT 下頁 >>

15) Make a payment

a. For Alipay, use your mobile device via Alipay APP to scan the QR code.

Order Summary


Please complete the payment in **00:14:51**


Merchant Name	HKU SPACE	ALIPAYHK PAY
Order ID	ALI1000000074	
Order Time	2024/11/18	
Product Name	Online Admission Fee	

Order Amount**HKD 7100.00**

Payment Options

QR Code





Please scan the QR code with
AlipayHK
No APP? Scan to download

Already Paid?

Warm Reminder:
1.If already paid,please do not repeat scan.Please contact seller.

Verify the payment details shown on the Alipay App in your device and click to confirm the payment.

Once payment success, click “Back TO MERCHANT”.



Payment Successful

Merchant Name	HKU SPACE
Order ID	ALI1000000074
Order Time	2024/11/18



Back TO MERCHANT

- b. 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 7,100.00**
Merchant: HKU Space
Invoice Number: ICR2200008608

Press your payment method to pay.

Card Type  

[« 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 7,100.00**
Merchant: HKU Space
Invoice Number: ICR2200008608

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.

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.

- c. For FPS payment, use mobile device via your bank APP to scan the QR code.

 **HKU SPACE**
The Hong Kong University of Applied Sciences

Payment via FPS

Amount:	7100.00
---------	---------

FPS Payment QR Code:



13:10

Faster Payment System (FPS)
Please scan the above FPS Payment QR code by using your Mobile Bank App.
For details, please contact your bank directly.

Please close this browser after you complete the payment process. Email acknowledgment will be sent to your email account once the system confirms the payment record.

「轉數快」
請使用你的銀行流動應用程式掃描以上的「轉數快」銀碼二維碼，費用即可透過「轉數快」系統繳交。
詳情請向您的銀行查詢。

當你完成付款後，請關閉這個瀏覽器。當系統確認你的付款後，你將會收到電郵確認通知。

Verify the payment details shown on the bank App in your device and click to confirm the payment.

- d. 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

Merchant Name: HKU SPACE

Reference Number: UAT1SPG00007326

Amount (HK\$): 7100.00

8-digit PPS Account Number or PPS Account Name * :

PPS Internet Password:

☐ 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".

*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](#).

- e. For WeChat Pay, use your mobile device via WeChat APP to scan the QR code.

Order Summary

Please complete the payment in **00:14:52**

Merchant Name HKU SPACE


Order ID WEP1000000079

Order Time 2024/11/18

Product Name Online Admission Fee

Order Amount HKD 7100.00


Payment Options

 QR Code

WECHAT PAY

 微信支付



 Please scan the QR code with WeChat

Already Paid?

Warm Reminder:

1.If already paid,please do not repeat scan.Please contact seller.

Verify the payment details shown on the WeChat App in your device and click to confirm the payment.

Once payment success, click “Back TO MERCHANT”.



Payment Successful

Merchant Name	HKU SPACE
Order ID	WEP1000000079
Order Time	2024/11/18

[Back TO MERCHANT](#)

Payment Confirmation

16) If the payment is successful, you will receive a payment confirmation.

Payment Confirmation 付款確認						
	A	B	C	D	E	F
Term 學期	2024/25 January					
Course Title 課程名稱	C Call:Standard&Running I					
Course Code 課程編號	ARTC 9002					
Class Section 班別	1807					
Applicant Number 申請人編號	60108599 [REDACTED]					
Payment Confirmation No. 付款確認號碼	SSPGDEV [REDACTED]					
Transaction Status 交易狀況	Approved					
Amount 總額	HKD7100.					
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。						

17) You will also receive a payment confirmation email.

Please keep this for future reference.

Payment Confirmation Email 付款確認電郵



noreplyscore@hkuspace.hku.hk

To

Payment Confirmation 付款確認

Name 姓名	[REDACTED]	
Applicant Number 申請人編號	60108590	
Institution 機構	HKU SPACE	
Term 學期	2024/25 January	
Programme 課程	SC009A	Art and Design
Course 課程	ARTC9002	C Call-Standard&Running I
Class Number 班別	1807	
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	SSPGDE1 [REDACTED]	
Payment Date 付款日期	18-Nov-2024	

Payment Item Description 付款項目	Payment Currency 付款貨幣	Payment Amount 付款數目
JK019 JK019A JAPN2002	HKD	7100
Total 總額	HKD	7100

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。

If you need an official receipt, please visit one of our enrolment centres and present the identity document used during your online enrolment (i.e. Hong Kong Identity Card, Mainland Identity Card or Passport) for verification.

Complete Survey

- 18) Upon completion of payment, please fill in the 'Survey'. Click "NEXT" until complete the survey, then click "SUBMIT" (This part is optional).

Survey 問卷調查

A 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

6 Is your employer giving you financial support towards the course you have applied for? 你的僱主是否贊助你修讀本課程？
Please select ONE only 選擇其中一項

☐ Yes 是
☐ No 否

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

- END -