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

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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.

4) Read the 'Application Instruction' and click "NEXT".

5) Check the course information in 'Application Details' and click "NEXT".

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'.

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.

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)".

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.

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	

Province 例: 四川省
*Address Line 1 地址行列 1
中国四川省

City 例: 成都市
*Address Line 2 地址行列 2
成都市

Other address details 例: 一环路南一段 XX 号
*Address Line 3 地址行列 3
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

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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".**

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.

(Steps ii and iii are for editing personal information)

ii)   **Fill in the required information and click "NEXT".**

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.**

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

R — 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	[ ]	

Province 例: 四川省

Address Line 1
地址行列 1
[   ]

City 例: 成都市

Address Line 2
地址行列 2
[   ]

Other address details 例: 一环路南一段 XX 号

Address Line 3
地址行列 3
[   ]

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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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.

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

R — 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

K▮▮▮▮▮▮▮

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

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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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".

Statement on Collection of Personal Data

9) Read ‘Statement on Collection of Personal Data’ and click “NEXT”.

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

R - 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。

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General Notes to Applicants

11) Read 'General Notes to Applicants' and click "NEXT".

General Notes to Applicants 一般注意事項

R—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。

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Declaration

12) Read 'Declaration' and check the box to accept the contents. Click "NEXT".

Payment Information

13) Read ʻPayment Information' and click "NEXT".

Payment Information 繳交學費

R 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，但你必須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、 網上繳費置、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 alternation 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）對你在網上付教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，以繳費置(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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14) Review the payment details, select a payment method (Alipay / Credit Card / FPS / PPS / WeChat Pay) and click "NEXT".

15) Make a payment

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

Order Summary		Payment Options 🔒

Order Summary

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

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

Order Amount	**HKD 7100.00**

Payment Options 🔒

▦ QR Code

ALIPAYHK PAY

支 Alipay HK

[QR Code image]

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.

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

HKUSPACE
HKU School of Professional and Continuing Education

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」付費二維碼，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.

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

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 ▇▇▇▇
Payment Confirmation No. 付款確認號碼	SSPGDEV▇▇▇
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

HS   noreplyscore@hkuspace.hku.hk
To ▇▇▇▇▇▇▇▇▇▇

Payment Confirmation 付款確認

Name 姓名	▇▇▇▇▇▇▇▇▇
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	SSPGDE▇▇▇▇▇▇
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).

- END -