



Admissions Procedures

of Self-financing Undergraduate Programmes (Year-1 Entry) ^{1, 2, 3}

(This factsheet is updated as of May 2024. Please refer to the latest announcement on [HSUHK Admissions Website](#).)

(A) Conditional Offer Holders

<p>17 July 2024 (Wed) Before 4:00pm</p>	<ol style="list-style-type: none"> 1. Claim conditional offer or make request for reconsideration via HSUHK Undergraduate Application System (UAS); 2. Upload the public examination result slip and insert the results; 3. Fulfil conditional offer criteria: Upon verification of the fulfilment of conditional offer criteria, he/she will be notified via email of downloading admission offer letter, Important Notes to New Students, Factsheet of NMTSS Application Procedures, etc. in the UAS. Fail to fulfil conditional offer criteria: May have a chance to receive email and SMS messages for admission offer.
<p>22 July 2024 (Mon) Before 12:00nn</p>	<ol style="list-style-type: none"> 4. Follow the payment instructions as stated on the debit note and pay the enrolment deposit of HK\$5,000[^] to accept the offer.

Step 1. Claim Conditional Offer / Make Request for Reconsideration (Before 4:00pm on 17 July 2024)

Fulfil conditional offer criteria

Click “**Claim Conditional Offer**” under “Progress” tag via [HSUHK Undergraduate Application System](#).

Fail to fulfil conditional offer criteria

Click “**Request Reconsideration**” under “Progress” tag via [HSUHK Undergraduate Application System](#).

The screenshot shows the HSUHK Undergraduate Application System (UAS) interface. The 'Progress' tab is selected and highlighted with a red box and an arrow. Below the navigation tabs, there are sections for 'Application Fee', 'Admission Status', and 'Student Fee'. The 'Admission Status' section contains a table with columns: Debit Note No., Issue Date, Due Date, Total Amount (HK\$), Paid Amount (HK\$), Outstanding Amount (HK\$), and Payment Method. Below this is a 'Payment' section with a table for Receipt No., Payment Date, and Total Amount (HK\$). The 'Admission Status' section also includes a note: 'Kindly note that applicants are not allowed to change the programme choice and its priority after submission of the online application and settlement of application fee. Programmes will process applications simultaneously regardless of the programme priority and eligible applicants will be given ONE conditional offer / admission offer only. Applicant should check the status of your application regularly from onwards.' Below this is a table with columns: Choice, Programme Name, Assessment Arrangement, Conditional Offer, Admission Status, and Important Notes. The 'Conditional Offer' column for choice 1 contains the text: 'Congratulations! You have a conditional offer from this programme. [Click to view offer] Kindly note that you are not required to settle the enrolment deposit at the current stage.' Below this text, the 'Claim Conditional Offer' button is highlighted with a red box and an arrow.

Step 2. Upload Examination Result Slip (Before 4:00pm on 17 July 2024)

Please follow the instructions and click “**Upload**” to upload the required documents, for example the **Result Notice of HKDSE Examination**. Please make sure the documents should (be):

1. clearly show the applicant’s name and results of all subjects;
2. in A4-size;
3. in Adobe PDF format.

The screenshot shows the 'Claim Conditional Offer' page in the HSUHK UAS. The page title is 'Claim Conditional Offer'. Below the title, there is a message: 'Please upload all pages of the official transcript with proof of programme completion / result slip as stated on the conditional offer letter.' Below this is a 'Guidelines to note:' section with the following instructions: '- You are only allowed to upload ONCE.' '- Please combine all document(s) in ONE PDF file and ensure that your uploaded document is in full document size / A4-size, upright position and high resolution.' Below the guidelines is an 'Upload' button highlighted with a red box and an arrow. To the right of the button, it says 'Maximum number of file: 1' and 'Maximum file size: 9 MB'.



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(A) Conditional Offer Holders (Con't)

Step 3. Download Admission Offer Letter

Fulfil conditional offer criteria

Upon verification of your fulfilment of conditional offer criteria, an email will be sent to you for downloading the admission offer letter, Important Notes to New Students, Factsheet of NMTSS Application Procedures, etc., by clicking:

- [Click to view offer](#)
- [Important Notes to New Students](#)
- [Factsheet of NMTSS Application Procedures](#)

Fail to fulfil conditional offer criteria

Follow the above download procedures once received email and SMS for successful admission.

The screenshot shows the 'Progress' tab selected in the top navigation bar. Below it, there are sections for 'Application Fee' and 'Admission Status'. The 'Admission Status' section contains a table with columns: Choice, Programme Name, Assessment Arrangement, Conditional Offer, Admission Status, and Important Notes. The 'Admission Status' column for the first row shows 'Offer Accepted' with a 'Click to view offer' button. The 'Important Notes' column contains a link to 'Important Notes to new students' and a link to 'Factsheet of NMTSS Application Procedures'.

Step 4. Pay Enrolment Deposit[^] (Before 12:00nn on 22 July 2024)

- Click **“Debit note and other payment methods”** under the “Student Fee” section to download the debit note;
- Follow the instructions as stated on the debit note, and settle the deposit payment of HK\$5,000[^] on or before the stipulated due date; and
- Upload the payment receipt.

The screenshot shows the 'Student Fee' section. It contains a table with columns: Debit Note Type, Debit Note No., Issue Date, Due Date, Total Amount (HK\$), Paid Amount (HK\$), Outstanding Amount (HK\$), Payment Method, and Upload Payment Receipt. The 'Outstanding Amount' for the 'Deposit' row is \$5,000.00. The 'Payment Method' column contains a link to 'Debit note and other payment methods'. The 'Upload Payment Receipt' column contains a link to 'Upload receipt'.



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(B) Applicants via E-APP/HSUHK Undergraduate Application System (C) New Applicants

17 July 2024 (Wed) to 19 July 2024 (Fri)	<ol style="list-style-type: none"> 1. Submit new application and/or public examination result slip preferably at HSUHK Campus IN PERSON; or via HSUHK Undergraduate Application System (UAS) if appropriate; 2. Pay the application fee of HK\$100 per programme for new applicants; 3. Eligible applicants who did not complete the assessment before will be invited for the on-site/online written test and/or interview (if required); 4. On-site Main Round offers, Important Notes to New Students, Factsheet of NMTSS Application Procedures, etc. will be given to successful applicants.
22 July 2024 (Mon) Before 12:00nn	5. Follow the payment instructions as stated on the debit note and pay the enrolment deposit of HK\$5,000[^] to accept the offer.
22 July 2024 (Mon) onwards (Until all admission quotas have been filled)	Applicants may receive Clearing Round offers after the announcement of Main Round offer results. Applicants can choose to submit new applications and public examination result slip via UAS or at HSUHK Campus.

Application Checklist (for on-site application)

- Please bring along the items below to complete the admissions application at HSUHK Campus IN PERSON:
1. Original and photocopy of identification document, e.g. Hong Kong Identity Card;
 2. Original and photocopy of public examination result slip, e.g. Result Notice or SMS message of HKDSE Examination result;
 3. Original and photocopy of school reports of Secondary 5 - 6;
 4. HK\$100 (per programme) to settle the application fee preferably in cash;
 5. HK\$5,000 to settle the enrolment deposit in cash or by cheque (Main round offer holders can choose to pay on site or pay before the stipulated due date as stated on the debit note);
 6. Stationery, e.g. ball pen.

Opening Hours of HSUHK Campus

Address	The Hang Seng University of Hong Kong, Hang Shin Link, Siu Lek Yuen, Shatin, N.T., Hong Kong				
Opening Period	17 July - 23 August 2024, or until all admission quotas have been filled				
Opening Hours	<table> <tr> <td>Mon - Fri</td> <td>9:00am - 12:00nn, 2:00pm - 4:00pm</td> </tr> <tr> <td>Sat, Sun and Public Holidays</td> <td>Closed</td> </tr> </table>	Mon - Fri	9:00am - 12:00nn, 2:00pm - 4:00pm	Sat, Sun and Public Holidays	Closed
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Sat, Sun and Public Holidays	Closed				



^ Refund Procedures of Enrolment Deposit for Local Applicants

Eligibility

Under normal circumstances, the enrolment deposit is non-refundable and non-transferable.

Enrolment deposit refund is only applicable to the following situations:

1. Year-1 admittee of HSUHK undergraduate programme in September 2024 entry and settled the enrolment deposit; AND
2. Accepted Year-1 offer of the following programme via JUPAS⁴ and settled the acceptance fee:
 - 2.1 **UGC-funded** undergraduate programme; OR
 - 2.2 Undergraduate programme subsidized under **Study Subsidy Scheme for Designated Professions / Sectors (SSSDP)**

Online Refund Application

1. Refund applications can be submitted starting from 7 August 2024 via [HSUHK Undergraduate Application System](#).
2. Details will be listed in the “Important Notes to New Students” which will be given with admission offer letter, and can be downloaded via [HSUHK Undergraduate Application System](#).
3. Refund applications will only be processed upon receipt of the completed application AND supporting documents.
4. Refund applications should be submitted on or before the deadlines below; late applications WILL NOT be processed:

4.1 JUPAS Main Round offer	12:00nn, 9 August 2024
4.2 JUPAS Rechecking / Remarking Round offer	12:00nn, 26 August 2024
4.3 JUPAS Clearing Round offer	12:00nn, 29 August 2024
5. An administrative fee of HK\$500 will be deducted from the enrolment deposit.

General Information

Undergraduate Application System	https://registration.hsu.edu.hk/oap
Admissions Website	https://admission.hsu.edu.hk/
Email	ugadmission@hsu.edu.hk (You are strongly recommended to contact us by email)
Telephone	(852) 3963 5710



HSUHK
Undergraduate
Application System



HSUHK
Admissions Website

1. The admission procedures stated in this factsheet are applicable to:
 - 1.1 Local applicants possessing HKDSE qualification; or
 - 1.2 Local applicants possessing non-HKDSE qualifications, e.g. IBDP, GCE A-Level, SAT, etc.
2. The dates and arrangement mentioned in this factsheet are subject to change. Please refer to the latest announcement on [HSUHK Admissions Website](#).
3. Please complete the online application and upload the public examination result slip to [HSUHK Undergraduate Application System](#) as soon as possible for further processing in case that you are not able to come to HSUHK in person.
4. Undergraduate programmes offered by The Hong Kong Metropolitan University, Hong Kong Shue Yan University, etc. are self-financing programmes which are not eligible for refund. Please visit www.ipass.gov.hk for details.