



Admission Procedures

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

(This factsheet is updated as of 18 June 2022. Please refer to the latest announcement on [HSUHK Admission Website](#).)

(A) Conditional Offer Holders

<p>20 July 2022 (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 Result Notice of HKDSE Examination and insert the results; 3. Fulfil the conditional offer criteria: Upon verification of the fulfilment of conditional offer criteria, he/she will be notified via email and SMS of downloading admission offer letter, Important Notes to New Students, NMTSS Application Procedures, etc. in the UAS. Fail to fulfil the conditional offer criteria: May still have a chance to receive email and SMS messages for admission offer.
<p>25 July 2022 (Mon) Before 12:00pm</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 20 July 2022)

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](#).

Successful candidates will receive email and SMS notifications in due course.

The screenshot shows the HSUHK Undergraduate Application System (UAS) interface. The 'Progress' tab is selected and highlighted with a red box. Below the navigation tabs, there are sections for 'Application Fee', 'Debit Note', and 'Payment'. The 'Debit Note' table shows a total amount of HK\$5,000. The 'Payment' section shows a receipt for the total amount. Below this, the 'Admission Status' section displays a table with one row for a programme. The 'Conditional Offer' column for this programme contains the text: 'Congratulations! You have a conditional offer from this programme. [Click to view offer]'. Below this text, there are two buttons: 'Claim Conditional Offer' (highlighted with a red box and arrow) and 'Request Reconsideration'.

Step 2. Upload Examination Result Notice (Before 4:00pm on 20 July 2022)

Please follow the instructions and click “**Upload**” to upload the required documents, including **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. It contains instructions for uploading the examination result notice. The instructions state: 'Please upload all pages of the official transcript with proof of programme completion / result slip as stated on the conditional offer letter.' Below this, there are guidelines: 'You are only allowed to upload ONCE.' and '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.' At the bottom, there is an 'Upload' button (highlighted with a red box and arrow) and a note: '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 when received the email and SMS

Fulfil conditional offer criteria

Upon verification of your fulfilment of conditional offer criteria, email and SMS will be sent to you to download the admission offer letter, Important Notes to New Students, NMTSS Application Procedures, etc, by clicking:

- [Click to view offer](#)
- [Important Notes to New Students](#)
- [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 'Payment'. The 'Admission Status' section contains a table with the following data:

Choice	Programme Name	Assessment Arrangement	Conditional Offer	Admission Status	Important Notes
1				Offer Accepted Click to view offer	Important Notes to new students NMTSS Application Procedures

Step 4. Pay Enrolment Deposit^ (Before 12:00nn on 25 July 2022)

- Click **“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 (HK\$5,000)^; and
- Upload the payment receipt on or before the stipulated due date.

The screenshot shows the 'Student Fee' section with a table of debit notes. The 'Payment Method' column contains an 'FPS' icon and a link to 'Other payment methods'. The 'Upload Payment Receipt' column contains a link to 'Upload Payment Receipt'.

Debit Note Type	Debit Note No.	Issue Date	Due Date	Total Amount (HK\$)	Paid Amount (HK\$)	Outstanding Amount (HK\$)	Payment Method	Upload Payment Receipt
Deposit				\$5,000.00	\$0.00	\$5,000.00	To pay online, please click the icon(s) below. FPS Other payment methods	Upload Payment Receipt



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

20 July 2022 (Wed) to 23 July 2022 (Sat)	<ol style="list-style-type: none"> 1. Submit new application and/or the HKDSE examination result notice at HSUHK Campus IN PERSON; or via HSUHK Undergraduate Application System (UAS) if necessary 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, NMTSS Application Procedures, etc. will be given to successful candidates.
25 July 2022 (Mon) Before 12:00nn	<ol style="list-style-type: none"> 5. Follow the payment instructions as stated on the debit note and pay the enrolment deposit of HK\$5,000 to accept the offer[^].
25 July 2022 (Mon) onwards (Until all admission quotas have been filled)	Applicants may receive Clearing Round offers after the announcement of Main Round offer results. Applicants may submit new applications and HKDSE examination result notice via UAS or at HSUHK Campus.

Application Checklist (for on-site application)

Please bring along the items below to complete the admission 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 slips, 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	20 July 2022 - 31 August 2022, 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</td> <td>9:00am - 12:00nn (23 July 2022 ONLY)</td> </tr> <tr> <td>Sun and Public Holidays</td> <td>Closed</td> </tr> </table>	Mon - Fri	9:00am - 12:00nn, 2:00pm - 4:00pm	Sat	9:00am - 12:00nn (23 July 2022 ONLY)	Sun and Public Holidays	Closed
Mon - Fri	9:00am - 12:00nn, 2:00pm - 4:00pm						
Sat	9:00am - 12:00nn (23 July 2022 ONLY)						
Sun and Public Holidays	Closed						
Precautionary Measures	<ul style="list-style-type: none"> • In accordance with the latest government policy, the University has stepped up its vaccination/testing requirements and implemented the vaccine pass arrangements for campus access. Visitors are required to actively present to the person-in-charge of the premises their vaccination record or Exemption Certificate and the relevant QR code, including that saved in “LeaveHomeSafe” mobile application or shown on mobile applications such as “iAM Smart” or “eHealth”, or the QR code shown on their paper vaccination record. • All visitors should check the body temperature, wear face masks and complete the health declaration form before entering the HSUHK campus. 						



Refund Procedures of Enrolment Deposit (HK\$5,000) 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 2022 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 10 August 2022 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, 12 August 2022
4.2 JUPAS Rechecking / Remarking Round offer	12:00nn, 29 August 2022
4.3 JUPAS Clearing Round offer	12:00nn, 31 August 2022
5. The refund will be the enrolment deposit of HK\$5,000 less an administrative fee of HK\$500.

General Information

Undergraduate Application System	https://registration.hsu.edu.hk/oap
Admission Website	https://admission.hsu.edu.hk/
Email	ugadmission@hsu.edu.hk (You are strongly recommended to contact us by e-mail)
Telephone	(852) 3963 5555



Undergraduate
Application System



Admission 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 Admission Website](#).
3. Please complete the online application and upload the Result Notice of HKDSE Examination 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.