

# APPLICATION FORM



## Executive Certificate in Marine Insurance

Intake	Application Code	Application Fee	Receipt Number
<input type="checkbox"/> Feb 2025	2270-EP142A	\$150	

### 1. PERSONAL PARTICULARS (Enter the following information in BLOCK LETTERS)

Surname \_\_\_\_\_ Given Name \_\_\_\_\_

Title : Mr  Ms  HKID Card No. \_\_\_\_\_

Name in Chinese

Date of Birth (DD-MM-YYYY) \_\_\_\_\_ Nationality \_\_\_\_\_

Correspondence Address \_\_\_\_\_

Mobile Phone \_\_\_\_\_ E-mail Address \_\_\_\_\_

Position \_\_\_\_\_

Employer's name \_\_\_\_\_

Permanent Hong Kong Resident: Yes  No  (See NOTE TO NON-RESIDENT APPLICANTS behind.)

#### Application Procedure

Submit the following documents in person to HKU SPACE enrolment counters.

1. Application Form and a crossed cheque for HK\$200 application fee (Non-refundable) payable to "HKU SPACE".
2. Certified photo copies of full educational certificates and transcripts (please produce originals of the documents for certification upon admission at SPACE Learning Centre);
3. Testimonials or other documentary proof of the applicant's working experience for non-standard admission requirements.

After screening the documents, programme team will inform student by email for paying the course fee.

1. Please submit the Enrolment/Payment Slip and a crossed cheque payable to "HKU SPACE" to enrolment counter. Credit card (VISA / Master) payment are also acceptable at enrolment counter. Course fee should be paid by semester;

Note :

1. An application form without copies of supporting documents **WILL NOT** be processed. You will be required to produce originals of the documents for certification upon admission to the programme. Payment for application fee and course fee by credit card (VISA / Master) are also acceptable.
2. Applicants are required to provide a HKID card for admission assessments and student records. Applicants will be asked to present HKID for verification if applying in person at enrolment counters or to attach a copy of HKID if applying by post.

**Postal Address** : Please complete this part in **BLOCK LETTERS**

Name \_\_\_\_\_

Postal Address \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## 2. ACADEMIC QUALIFICATIONS (secondary and above in reverse chronological order)

Education Institution Name	Class or level reached	Date of Award	Main Subject

## 3. WORKING EXPERIENCE (in reverse chronological order)

Company Name	Position held	Dates	
		from	to

**COVID-19 Control Measures at HKU SPACE 2019** 冠狀病毒病防疫措施 To minimize the risk of COVID-19 transmission in learning centres and offices and to keep the HKU SPACE community safe, access to the HKU campus or HKU SPACE premises will need to comply with the tightened measures in line with the University. Please refer to details on implementation on our Website/Learner Portal and please do note that there may be further updates from time to time to take account of possible changes in the Government guidelines and University arrangements.

為防範及控制 2019 冠狀病毒病的傳播以及保障學院學員及員工的安全，進入香港大學校園或香港大學專業進修學院處所，皆須遵從與香港大學一致的收緊防疫措施，請密切留意學院網頁及學員網站公佈的具體細節，並須留意有關運作可能不時跟隨政府及大學的安排而作調整。

**HKU SPACE Alumni** All new enrolled students in the School will automatically become an alumnus of HKUSPACE. If you DO NOT WISH to be an alumnus, please check this box.

### Equal Opportunities for Learning at HKU SPACE

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. Special assistance required Yes No

### Statement on Collection of Personal Data

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 in Paragraph 6 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 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.

### Use of Personal Data related to Direct Marketing

6. 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, 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 through various communication channels such as direct-mail, email and mobile phone, 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.

**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.**

7. 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.
8. 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>.

### Notes to Non-local Applicants

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, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa 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 a HKU SPACE academic programme/course does not guarantee the issue of a student visa. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU System through HKU SPACE.

### Declaration

1. I declare that all information given in this application form 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.
4. 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).

Signature \_\_\_\_\_

Date \_\_\_\_\_