

Course applied for : Higher Certificate in Medical Laboratory Science
 Program Code : HS027A
 Application Code : 2245-HS027A
 Application fee : **HK\$150** (non-refundable)
 Cheque should be made payable to "HKU SPACE"

Applicant's Name (in block letters): _____
 (Please use the name as appeared on your HKID Card) Family Name Given names

- The completed application form together with the following:
- (a) photostat copies of the relevant certificates and transcripts;
 - (b) a reference letter (**original copy**) from your current employer giving details of job position, current job responsibilities, start date of employment;
 - (c) application fee in the form of a crossed cheque made payable to "HKU SPACE"; and
 - (d) a copy of your HKID card

should be sent to:
 College of Life Sciences and Technology
 HKU SPACE
 13/F, Fortress Tower
 250 King's Road, North Point, HONG KONG
 (Attn.: Ms. Rosie So)

Sufficient postage should be paid to avoid unsuccessful delivery of application.

<i>For Office Use Only</i>	
Ref No.: _____	Elective Option
Decision (<input checked="" type="checkbox"/> as appropriate)	<input type="checkbox"/> Clinical Biochemistry
Conditional Offer (Qualifications / Reference Letter) <input type="checkbox"/>	<input type="checkbox"/> Haematology and Serology
Reject (Not qualified / Job not relevant / Others) <input type="checkbox"/>	<input type="checkbox"/> Histopathology and Cytology
Accepted <input type="checkbox"/>	<input type="checkbox"/> Medical Microbiology

Please complete this part if you submit a hardcopy.

Name

Full Postal Address



APPLICATION FORM
HIGHER CERTIFICATE IN MEDICAL LABORATORY SCIENCE
PROGRAM CODE: HS027A
APPLICATION CODE: 2245-HS027A

(If you apply via **enrollment counter**, please start from "1. PERSONAL PARTICULARS")

(If you apply via **online application**, you may consider starting from "6. ADDITIONAL INFORMATION")

1. PERSONAL PARTICULARS

Name in Chinese

Title: Dr Mr. Mrs. Ms. Miss

Family Name _____

Given Names _____

HKID No. _____ Gender _____ Nationality _____

Date of Birth (dd/mm/yyyy) _____ Permanent HK Resident Yes No

HKU SPACE Student No. (if any) _____ E-mail _____

Residential Address _____

Mobile No. _____ Office No. _____ Home No. _____

2. CURRENT EMPLOYMENT

Occupation / Position _____

Company Name _____ Starting date of current employment _____

Office Address _____

3. ACADEMIC QUALIFICATIONS (in chronological order)

Institution	Name of Award (e.g. Associate of Science, Bachelor of Science, etc., major/specialty, and result)	Date of Attendance From (MM/YYYY) to (MM/YYYY)	Part-time or Full time
<i>e.g.</i> University of Hong Kong*	<i>e.g.</i> Bachelor of Science Major in Biochemistry (First Class Honours, cGPA:3.7/4.0)	08/2017— 07/2021	Full time

**Photocopies of relevant certificates and transcripts must be attached.*

4. PROFESSIONAL QUALIFICATIONS/EXAMINATION (in chronological order)

Qualifications / Examination	Awarding Institution (Country/Region)	Grade (if applicable)	Date of Award (MM/YYYY)
<i>e.g.</i> Associate of the Hong Kong Institute of Medical Laboratory Sciences AHKIMLS (AHKMTA)	<i>e.g.</i> Hong Kong Institute of Medical Laboratory Sciences (Hong Kong)	N/A	02/2022

**Photocopies of relevant certificates and transcripts must be attached.*

5. PREVIOUS WORKING EXPERIENCE (in chronological order)

Company/Organization	Position	Date of Employment From (MM/YYYY) to (MM/YYYY)	Part-time or Full time
<i>e.g.</i> Hospital Authority/Queen Mary Hospital*	<i>e.g.</i> Patient Care Assistant II	07/2021—06/2023	Full time

*Supporting documents (e.g. reference letters must be attached.

(Please start from here if you apply via online application)

6. ADDITIONAL INFORMATION

1. Are you **currently** registered with the HKSAR Medical Laboratory Technologists (MLT) Board? **Yes / No**
(If yes, please indicate the level of registration in the appropriate box)

Part I Part II Part III

2. Specialist Subject Preferred (Please rank your preferences (**1 is most preferred, 4 is least preferred**) in the appropriate boxes).

Clinical Biochemistry Haematology and Serology Histopathology and Cytology Medical Microbiology

The number of electives offered will be subject to demand and the availability of teaching resources. In Year 2, students must study the same elective specialist subjects as in Year 1.

3. Have you previously applied for the “Higher Certificate in Medical Laboratory Science (HTC)” programme?

No Yes, this is my ____ time apply for HTC.

4. Have you previously been enrolled in the “Higher Certificate in Medical Laboratory Science (HTC)” programme before?

No Yes, I was enrolled in _____ (e.g. 2022-24)

7. REASON(S) FOR TAKING THE COURSE AND YOUR EXPECTATIONS FROM THE COURSE

(You may attach additional paper if necessary.)

Other Relevant Information

(Applicable to NEW students or PAST students who have an update)

HKU SPACE Alumni

All new enrolled students in HKU SPACE (the School) will automatically receive a lifelong learner card which serves as the student card. It also confers eligibility to become an alumnus of HKU SPACE. If you DO NOT WISH to be an alumnus, please check this box.

I do not wish to become an alumnus of the School.

Equal Opportunities for Learning at HKU SPACE

It is the policy of the School 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

If yes, please give more details below:

Please be assured that any personal information you supply will be kept strictly confidential.

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 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.

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. This will also include 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. 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 to 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 to 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>).
9. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement of the University also applies and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.pdf>. Being in partnership with other overseas Universities, it also endeavours to comply with 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.

General Notes to Applicants

1. Enrolment can be done in person at or by post (specifying "Programme/Course Application") to any of the School's Enrolment Centres by completing this application form and submitting it with the appropriate application/course fee(s) and any required supporting documents.
2. Fees paid by crossed cheque or bank draft should be made payable to "HKU SPACE".
3. For general and short courses, applicants may be required to pay the course fee in cash or by EPS, Visa or MasterCard if the course will start shortly.
4. 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.
5. 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.
6. 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.
7. 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.
8. Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).
9. Please refer to the HKU SPACE Prospectus and the official website for full details of enrolment procedures for HKU SPACE Programmes.

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 dependents, 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 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 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.

6. 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 agreed to the contents of the above notes, Statement on Collection of Personal Data, and HKU SPACE policy on personal data (privacy).

Signature: _____ Date: _____

Closing Date for Application

13 April 2024