UNIVERSITY OF LONDON

HKUSPACE 香港大學專業進修學院 HKU School of Professional and Continuing Education

Tel.: 3761 1122 Fax: 2527 0489
Website: http://hkuspace.hku.hk/londonu

University of London Programmes
Guidance Notes for Application

(Please read carefully before you complete this application form)

Important Notes

A. Complete the questions on the following pages in full and in BLOCK LETTERS with black pen. If you have any problems, please look for advice in the following notes **and** in the accompanying prospectus.
   - If there are any questions which are not applicable to you, write N/A.
   - Question 15 concerns the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these requirements, your application can still be considered.

     However, you may be required to complete another course of study first, before we admit you.

B. Fees **are not refundable**. The completed application form together with the appropriate application fee should be submitted to HKU SPACE. **Do not send the fee separately**.

C. It is **your** responsibility to ensure that the application is submitted before the closing date. **The University cannot be held responsible if you, or a third party, submit the application after the closing date has passed**.

D. Remember, if you enrol with a college or other institution for a course of tuition, it **does not** constitute registration as a University of London student. You are strongly advised to wait for confirmation from the University that you have been given an offer of registration **before** you enrol for a particular qualification.

E. If you are required to submit any information in support of your application, it is **your** responsibility to obtain it. The University cannot undertake to obtain information/evidence on your behalf.

How To Apply

The completed application form together with the following documents should be returned to HKU SPACE office in person at the following address during opening hours as below:

University of London (Admissions Office)
HKU SPACE Admiralty Learning Centre
Room 313, 3/F, Admiralty Centre
18 Harcourt Road
Hong Kong

Opening Hours: Monday – Friday: 9:00 am – 7:30 pm
Saturday : 9:00 am – 1:00 pm
(Sunday and Public Holiday: Closed)

(i) ***original* and *photocopied* evidence of your full name (including any change of name) and date of birth**
(i.e. Hong Kong identity card, passport, birth certificate, marriage certificate, deed poll or statutory declaration);

(ii) **evidence of every qualification listed on your application form, including *original* certificate/s and *ONE* set of photocopies; and**
(Original certificate/s will be verified by our Admissions Office and returned to you immediately at no extra cost. If you cannot provide original certificate/s, you should contact the appropriate awarding/examining authority and arrange for them to send us direct a certified statement of results.)

(iii) **application fee of £65** *(This fee is non-refundable).* Cash, EPS, WeChat Pay, Alipay or VISA/Mastercard in HK$ at the daily exchange rate are accepted at the HKU SPACE Admiralty Enrolment Centre.

University of London

Programme	Application Deadline#
COMPUTER SCIENCE Bachelor of Science in Computer Science Specialisms: Data Science / Games Development / Machine Learning and Artificial Intelligence / Physical Computing and the Internet of Things / User Experience / Virtual Reality / Web and Mobile Development	17 March / 8 September
HUMANITIES English Bachelor of Arts in English Diploma of Higher Education in English Certificate of Higher Education in English English Individual Courses	23 September
LAWS Bachelor of Laws (LLB) Graduate Diploma in Commercial Law Laws Individual Courses	1 April / 1 October
PROFESSIONAL ACCOUNTANCY Bachelor of Science in Professional Accountancy	10 February / 11 August
PSYCHOLOGY Bachelor of Science in Psychology	17 March / 16 September
UNIVERSITY OF LONDON LSE GLOBAL PROGRAMMES BSc Accounting and Finance BSc Business and Management BSc Economics and Management BSc Finance	1 October

Remarks:

Please note that these deadlines are not necessarily the same as the application deadline of HKU SPACE preparatory courses. Some HKU SPACE courses may be full or start well before the application deadline of the University of London programmes. Therefore, you are strongly advised to submit your University of London application as soon as possible, such as before June every year.

UNIVERSITY OF LONDON

HKU SPACE

SRN | | | | | | | | | |

(for office use only)

Application Form

Please complete all parts in BLOCK LETTERS and with BLACK PEN.

1–9. Personal Details

1. Student Name (name as appeared on H.K.I.D. card or Passport)

Surname/Family Name:

First Name(s)/Given Name(s):

Your names **in the order** you wish them to appear on the University's records and on your final certificate:

2. Title: ☐ Prof ☐ Dr ☐ Mr ☐ Mrs ☐ Ms **3.** Gender: ☐ Male ☐ Female

4. Date of Birth (dd/mm/yyyy): ____/____/_____ **5.** H.K.I.D./ Passport No.

6. Nationality: **7.** Contact Phone No.:

8. Home Address: Room/Flat | Floor | Block/Tower

Building | Estate/Street/Road

District ☐ Hong Kong Island ☐ Kowloon ☐ New Territories

9. Email Address (please complete in BLOCK LETTERS):

10. Programme for which you are applying

- ☐ Bachelor of Laws (LLB)
- ☐ Graduate Diploma in Commercial Law
- ☐ BSc Computer Science
- ☐ Others: _____
- ☐ BSc Accounting and Finance
- ☐ BSc Business and Management
- ☐ BSc Economics and Management
- ☐ BSc Finance

11. Do you wish to be considered for the GRADUATE ENTRY ROUTE?

(Graduate Entry Route is ONLY available for the LLB programme and BSc degrees in the fields of Accounting, Business, Economics, Finance and Management.)

☐ Yes ☐ No

12. Mode of Study

☐ Attending Courses at HKU SPACE ☐ Study Independently ☐ Others

(All non-local applications must refer to and comply with point 20 on page 3)

13. Students with Special Needs

Do you need any specific access arrangements? ☐ Yes ☐ No

14. Previous Application

Have you ever submitted an application to the University of London before? ☐ Yes ☐ No

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*Please do not fill in anything below this line – **FOR OFFICE USE ONLY***

DECISION

- First Check (initials)
- Second Check (initials)

Application Fee Paid	£
Date Received	
Method of Payment	

STENCIL/S DATE

REFERRAL DETAILS AND DECISION

LETTER OF ELIGIBILITY ISSUED FOR

_____

DATE OF ISSUE _____

☐ RPL _____

_____

_____

15. Qualifications

Qualification	Awarding Institution	Programme Title	Grade	Month/Year
☐ Postgraduate Certificate / Diploma / Master Degree or above				
☐ Bachelor Degree				
☐ Associate Degree ☐ Higher Diploma ☐ Advanced Diploma ☐ Professional Diploma				
	If you wish to apply for the *AUTOMATIC RECOGNITION OF PRIOR LEARNING*, *please go to Question 16.*			

Qualification	Subject	Grade	Month/Year
☐ HKDSE	English Language:		
☐ HKAL / HKCEE	Mathematics:		
☐ GCE A levels / GCE O levels / GCSE			
☐ IB Diploma			
☐ Others			
☐ English Language Proficiency Exam	IELTS		
	Others (*please specify*):		

☐ *Awaiting for upcoming examination result? if Yes, please specify* _____

16. Recognition of Prior Learning (RPL)

Do you wish to apply for RPL?

☐ Yes *(please read the following notes and complete the details below.)* ☐ No *(please go to Question 17)*

Notes:

a. Do not complete this question if you are applying for Graduate Entry Route of the LLB degree programmes as you cannot be considered for RPL if you wish to register via this route.
b. A fee is charged for consideration to be given to RPL requests received by the University of London. The **only** exception is when a qualification gives 'automatic' RPL. **Please note that the RPL fee is not refundable even if the RPL is not subsequently awarded.**
c. No RPL will be awarded unless **specific** application has been made for the RPL to be considered (even if the RPL is listed as 'automatic').
d. All RPL requests are considered on an individual basis and are awarded at the discretion of the University of London.

A. Module from which you wish to apply RPL	B. The qualification upon which you are basing your request

17. Working Experience (if applicable)

18. Supporting Statement - What are your reasons to apply for this programme?

19. Use of Personal Data

a. HKU SPACE / the University of London will send you the latest updates and promotional materials on the availability of the programmes and courses, seminars and events 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, 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 HKU SPACE.
If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, please check this box. ☐

b. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request HKU SPACE / the University of London 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. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.

c. For details on HKU SPACE / the University of London's policy on personal data (privacy), please refer to the prospectus or websites.

20. 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, 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 / the University of London 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. For non-local applicants for all courses/programmes, as their visa/entry permit status may be subject to changes from time to time, and if they select to apply in person, are required to have their H.K.I.D. (if issued) and passport/visa documents photocopied by learning centre staff to facilitate verification. Non-local applicants applying by post are required to attach a copy of their H.K.I.D. (if issued) and passport/visa documents.

(I) Quality Migrant Admission Scheme (QMAS)
Capital Investment Entrant Scheme (CIES)
Immigration Arrangement for Non-local Graduates (IANG)
Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents (ASSG)
Top Talent Pass Scheme (TTPS)
New Capital Investment Entrant Scheme (New CIES)

(II) Technology Talent Admission Scheme (TechTAS)
Enhanced Supplementary Labour Scheme (ESLS)
Sector-specific Labour Importation Schemes (SLIS)
Special Scheme to Import Care Workers for Residential Care Homes (CWS)
Investment for Entrepreneurs under the General Employment Policy (GEP)
Admission Scheme for Mainland Talents and Professionals (ASMTP)

21. Declaration to be signed by the Applicant – please read carefully before signing

a. I declare that all information provided in this application form and the accompanying documents is accurate and complete. I understand that any misrepresentation may result in the disqualification of my application for admission or registration with HKU SPACE / the University of London, without entitlement to any refund. Making, submitting, or using false instruments (including forged documents) is a serious criminal offence under the Crimes Ordinance (Cap. 200, Laws of Hong Kong) and may lead to prosecution and imprisonment. HKU SPACE / the University of London will refer any suspected admission fraud to the Police and reserves the right to take further action as appropriate.

b. I agree to HKU SPACE / the University of London processing the personal data provided in this form for admission, registration and academic and administrative communication purpose.

c. I confirm that I have (or will have) online access by the time I register for this programme.

Signature: _____ Date: _____

Name in Block Letters: _____

These are exempted courses under the Non-local Higher and Professional Education (Regulation) Ordinance. It is a matter of discretion for individual employers to recognise any qualification to which these courses may lead.

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