



Admissions Procedures

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

(This factsheet is updated as of May 2025. Please refer to the latest announcement on [HSUHK Admissions Website](#).)

(A) Conditional Offer Holders

16 July 2025 (Wed) Before 4:00pm	<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, you 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 message for admission offer.
21 July 2025 (Mon) Before 12:00nn	<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 16 July 2025)

Fulfil conditional offer criteria

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

Fail to fulfil conditional offer criteria

Process the application at HSUHK Campus[#] in person, OR
Click “**Request Reconsideration**” under “Progress” tag via [HSUHK Undergraduate Application System](#).

Step 2. Upload Examination Result Slip (Before 4:00pm on 16 July 2025)

Please follow the instructions and click “**Upload**” to upload the required documents, for example the [HKDSE Examination Results Notice](#). 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.



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(A) Conditional Offer Holders (Con't)

Step 3. Download Admission Offer Letter

Fulfil conditional offer criteria

Upon receipt of required documents and verification of your fulfilment of conditional offer criteria, a notification email will be sent to you. Please download from the [UAS](#) 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, the 'Application Fee' section displays a table with columns: Debit Note No., Issue Date, Due Date, Total Amount (HK\$), Paid Amount (HK\$), Outstanding Amount (HK\$), and Payment Method. The 'Payment Method' column shows 'Paid'. Below this is a 'Payment: (Last updated on ...)' section with a table for Receipt No., Payment Date, Total Amount (HK\$), and a 'Receipt' button. The 'Admission Status' section contains a note about not changing programme choice and a table with columns: Choice, Programme Name, Assessment Arrangement, Conditional Offer, Admission Status, and Important Notes. The 'Admission Status' column shows 'Offer Accepted' with a 'Click to view offer' button. The 'Important Notes' column has a yellow box with 'Important Notes to new students' and 'Factsheet of NMTSS Application Procedures'.

Step 4. Pay Enrolment Deposit[^] (Before 12:00nn on 21 July 2025)

- 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.
- Please be well aware that the conditional offer will lapse if applicants fail to claim the conditional offer and settle the enrolment deposit by the stipulated due date.

The screenshot shows the 'Student Fee' section with a table for 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' is \$5,000.00. The 'Payment Method' column has a red box around the 'To pay online, please click the icon(s) below.' text and an 'FPS' icon. The 'Upload Payment Receipt' column has a red box around the 'Upload receipt' button. Below the table, there is a link for 'Debit note and other payment methods'.



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

16 July 2025 (Wed) to 18 July 2025 (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/online Main Round offers, Important Notes to New Students, Factsheet of NMTSS Application Procedures, etc. will be given to successful applicants.
21 July 2025 (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.
21 July 2025 (Mon) onwards (Until all admission quotas have been filled)	<p>New applicants can choose to submit applications and public examination result slips via UAS or at HSUHK Campus for Clearing Round offers. Applications not being shortlisted for Main Round offers will also be considered.</p> <p>Applicants will be notified of updates via UAS and email. Please check UAS and your email account on a timely basis for your application progress.</p>

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. Recent photograph (preferably in JPG format);
3. Original and photocopy of public examination result slip, e.g. HKDSE Examination Results Notice;
4. Original and photocopy of school reports of Secondary 5 - 6;
5. HK\$100 (per programme) to settle the application fee preferably in cash;
6. 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);
7. Stationery, e.g. ball pen.

[#]Opening Hours of HSUHK Campus (for on-site application)

Address	The Hang Seng University of Hong Kong, Hang Shin Link, Siu Lek Yuen, Shatin, N.T., Hong Kong
Opening Period and Location	<p>16 - 17 July 2025: Lee Quo Wei Academic Building, Yuen Campus, HSUHK</p> <p>18 July - 24 August 2025, or until all admission quotas have been filled: Registry, 4/F, M Building, Yuen Campus, HSUHK</p>
Opening Hours	<p>Mon - Fri 9:00am - 12:00nn, 2:00pm - 4:00pm</p> <p>Sat, Sun and Public Holidays Closed</p>



[^]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 2025 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 6 August 2025 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, 8 August 2025
4.2 JUPAS Rechecking / Remarking Round offer	12:00nn, 25 August 2025
4.3 JUPAS Clearing Round offer	12:00nn, 28 August 2025
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 by uploading the identification document and public examination result slip to [HSUHK Undergraduate Application System](#) as soon as possible in case that you are not able to come to HSUHK in person. Applications will be processed upon receipt of the completed application and application fee.
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.