教務處 REGISTRY 香港恒生大學 THE HANG SENG UNIVERSITY OF HONG KONG

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	 Claim conditional offer or make request for reconsideration via HSUHK Undergraduate Application System (UAS); Upload the public examination result slip and insert the results; 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	4. Follow the payment instructions as stated on the debit note and pay the enrolment deposit of HK\$5,000° to accept the offer.

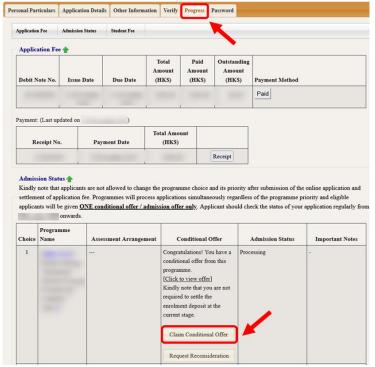
Step 1. Claim Conditional Offer / Make Request for Reconsideration (Before 4:00pm on 16 July 2025)

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.

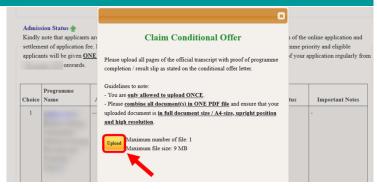


Step 2. Upload Examination Result Slip (Before 4:00pm on 16 July 2025)

Please follow the instructions and click "Upload" to upload the required documents, for example the <u>HKDSE</u>

<u>Examination Results Notice</u>. Please make sure the documents should (be):

- 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

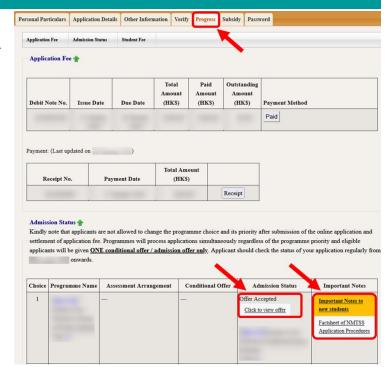
Fulfil conditional offer criteria

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 <u>UAS</u> 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.



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.



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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)	 Submit new application and/or public examination result slip preferably at <u>HSUHK Campus* IN PERSON</u>; or <u>via HSUHK Undergraduate Application</u> <u>System (UAS) if appropriate</u>; Pay the application fee of HK\$100 per programme for new applicants; Eligible applicants who did not complete the assessment before will be invited for the <u>on-site/online written test and/or interview (if required)</u>; 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	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)	New applicants can choose to submit applications and public examination result slips via <u>UAS</u> or at HSUHK Campus for Clearing Round offers. Applications not being shortlisted for Main Round offers will also be considered. Applicants will be notified of updates via <u>UAS</u> and email. Please check <u>UAS</u> and your email account on a timely basis for your application progress.

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	16 - 17 July 2025: Lee Quo Wei Academic Building, Yuen Campus, HSUHK 18 July - 24 August 2025, or until all admission quotas have been filled: Registry, 4/F, M Building, Yuen Campus, HSUHK	
Opening Hours	Mon - Fri 9:00am - 12:00nn, 2:00pm - 4:00pm Sat, Sun and Public Holidays Closed	



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 <u>ugadmission@hsu.edu.hk</u>

(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 <u>self-financing programmes which</u> are not eligible for refund. Please visit <u>www.ipass.gov.hk</u> for details.