

# Hang Seng Management College

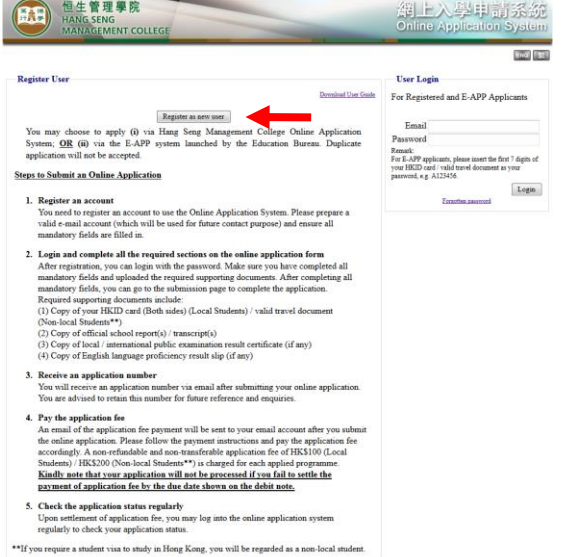

## Online Application System

Version 4.1

User Guide

Welcome to the Online Application System. You may submit your application before and after the release of the public examination results, e.g. HKDSE. Our admission officers will reply you as soon as possible. You can upload your documents in the system before you are asked to attend an interview.

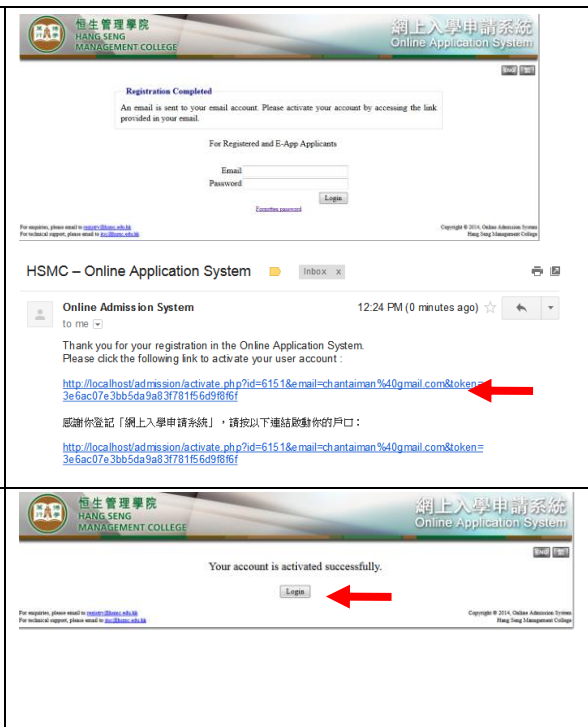
### Step 1 - Registration

| Steps  | Diagram   |
|--|---|
| <p>1. Open an Internet browser, and type the following address:<br/><a href="http://registration.hsmc.edu.hk/oap/">http://registration.hsmc.edu.hk/oap/</a></p> <p>You will see the Online Application System as shown in the right. Read the instruction. Click the "<u>Register as a new user</u>" button to register.</p> |  <p>The screenshot shows the homepage of the Online Application System. At the top, there is a header with the college logo and the text '網上入學申請系統 Online Application System'. Below the header, there are two main sections: 'Register User' and 'User Login'. In the 'Register User' section, there is a button labeled 'Register as a new user' which is highlighted with a red arrow. Below this button, there is a list of steps to submit an online application. The 'User Login' section is for registered and E-APP applicants and includes fields for email and password, along with a 'Login' button.</p>        |
| <p>2. You see the User Registration page.</p> <p>Fill in the information, type in the verification code, and then click the "Register" button.</p>   |  <p>The screenshot shows the 'User Registration' page. The form is divided into several sections: 'Personal Particulars' (with a note that all fields are mandatory), 'Password', and 'Verification'. The 'Personal Particulars' section includes fields for Name in English, Name in Chinese, HKID/Valid Travel Document No., and E-mail Address. The 'Password' section has fields for Password and Verify Password. The 'Verification' section has a field for Verify Code. A red circle highlights the 'Personal Particulars' section, and a red arrow points to the 'Register' button at the bottom of the page.</p> |

3. Congratulations! You have successfully registered to use the system. An email is sent to your account. Check your email account for the activation message.

Click the "activation" link to confirm your registration.

4. The browser will be opened, and a web page confirms that you have activated your account successfully. Click "Login" to fill in the Online Application Form.



**Step 2 - Fill in the Application**

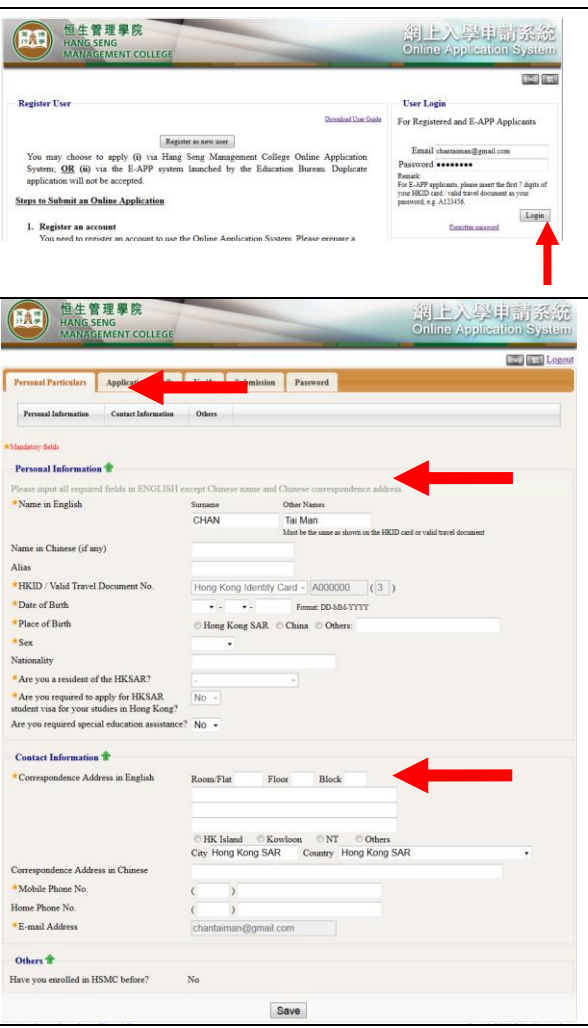
5. In the front page, type your "Email" "Password" and click the "Login" button

6. You see the Online Application Form. It is divided into two parts:

- ✧ Personal particulars
- ✧ Application Details

Fill in the personal particulars accordingly.

Click "Save" to continue.



7. You can now fill in the Application Details.

- ✧ Choices of Study
- ✧ Highest Education Level
- ✧ ... And so on

You can also upload your supporting documents (e.g. identity card, certificates and public examination results).

When finish, click "Save" to continue.

**Personal Particulars** | **Application Details** | **Verify** | **Print** | **Logout**

Choices of Study | Education | Public Exam | Supporting Documents | Supplementary Information

**Choices of Study**

An application fee of \$100 (Local Students) / \$200 (Non-local Students) is charged for each Programme Choice.

- Applicants can apply for admission to more than one programme without the cap.
- Programmes will process applications simultaneously regardless of the programme priority.
- Each eligible applicant is given ONE conditional offer / confirmed offer only.
- Applicants may not be arranged for assessment (if any) of other programme choices if they have one HSMC conditional offer on hand.

| Choice | Programme Title | Year | Concentration |
|--------|-----------------|------|---------------|
| 1      | Please select   | ---  | ---           |
| 2      | Please select   | ---  | ---           |
| 3      | Please select   | ---  | ---           |

Note: Applicant cannot apply for different years in the same programme.

**Highest Education Level Achieved before September 2016**

--- Please select ---

**Secondary and Post-secondary Education**

| Date of Attendance From (mm/yyyy) | To (mm/yyyy) | School/College/Institution Attended/Attending | Country | Programme Title | Full-time/Part-time | Qualification |
|-----------------------------------|--------------|---|---------|-----------------|---------------------|---------------|
| - / - / -                         | - / - / -    | Local Secondary School                        |         |                 | Full-time           |               |
| - / - / -                         | - / - / -    | Local Secondary School                        |         |                 | Full-time           |               |
| - / - / -                         | - / - / -    | Local Secondary School                        |         |                 | Full-time           |               |

**Public Examination Qualifications**

Please insert your public examination result(s).  
If you are currently studying, you should insert your public examination result(s) once you have received it.

| HKDSE Results   | HKALE Results   | HKCEE Results | GCE A-Level Results | GCSE Results | IB Results | Cockao Results |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|-----------------|---------------|---------------------|--------------|------------|----------------|----------------|-----------------|-------|-----------------|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| <table border="1"> <thead> <tr> <th>HKDSE Subjects</th> <th>Year of Attempt</th> <th>Grade</th> <th>Component Grade</th> </tr> </thead> <tbody> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> <tr><td>-</td><td>-</td><td>-</td><td>-</td></tr> </tbody> </table> |                 |               |                     |              |            |                | HKDSE Subjects | Year of Attempt | Grade | Component Grade | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - | - |
| HKDSE Subjects  | Year of Attempt | Grade         | Component Grade     |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
| -   | -               | -             | -                   |              |            |                |                |                 |       |                 |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |

| Examination  | Year of Attempt | Results  |
|--|-----------------|--|
| SAT Reasoning Test   | YYYY            | Total Score  |
| Other International Examination  | YYYY            |  |
| Test of English as a Foreign Language (TOEFL)                                      | YYYY / -        | Test taking - Total Score<br>Speaking - Listening<br>Reading - Writing |
| International English Language Testing System (IELTS)                              | YYYY / -        | Overall<br>Listening - Reading<br>Writing - Speaking                   |
| GPA / Average mark   | YYYY +          | Total Score = g. 3.6 / e.g. 4.0  |
| Overall GPA / Average mark (For Graduates of Associate Degree/Higher Diploma only) | YYYY +          | Total Score = g. 3.6 / e.g. 4.0  |

**Work Experience**

| Date of Employment From (mm/yyyy) | To (mm/yyyy) | Name of Company | Position | Full-time/Part-time |
|-----------------------------------|--------------|-----------------|----------|---------------------|
| - / - / -                         | - / - / -    |                 |          | Full-time           |
| - / - / -                         | - / - / -    |                 |          | Full-time           |
| - / - / -                         | - / - / -    |                 |          | Full-time           |

**Supporting Documents**

(1) You may upload either JPEG image or PDF document files. Each JPEG image file must be at least 200 dpi, and no more than 2 MB.  
(2) Please make sure the uploaded image/document is in A4-size, upright position and high quality.

Required supporting documents include:  
1. Copy of your HKID card (Both sides) / valid travel document  
2. Copy of official school report(s) / transcript(s)  
3. Copy of local / international public examination result certificate (if any)  
4. Copy of English Language proficiency result slip (if any)

| Document                           | Document Year | File Name         | Document Size | Upload Time         |
|------------------------------------|---------------|-------------------|---------------|---------------------|
| HKDSE                              | 2016          | HKDSE-001.jpeg    |               | 2016-06-29          |
| HKID / Valid Travel Document       | 2016          | IDENTITY-001.jpeg |               | 2016-06-29 11:32:31 |
| HKID / Valid Travel Document       | 2016          | IDENTITY-002.jpeg |               | 2016-06-29 11:33:11 |
| --- Please select the document --- |               |                   |               |                     |

**Supplementary Information**

Please provide information which you feel will be of interest to the selection panel such as extra-curricular activities, voluntary work, your strengths and career aspirations.

**How did you learn about the programmes? (Can select more than one option)**

Programme Prospectus/Leaflet  College webpage  Radio Programme  
 Referrals by Friends/Teachers/Relatives  HSSC/HSMC Alumni  Online Media  
 College Talk  Newspaper or Magazine  Banner  
 Admission Seminar  Exhibition  Others, please specify: \_\_\_\_\_

**Save** **Back**

### Step 3 - Verify and Submit Application

8. You can now verify your information. If you find anything wrong, you may go back and edit the pages:
- ✧ Personal Particulars
  - ✧ Application Details.
- You can also print a copy of your form.
- Finally, click "Confirm" to continue.

恒生管理學院  
HANG SENG  
MANAGEMENT COLLEGE

網上入學申請系統  
Online Application System

Personal Particulars Application Details **Verify** Submission Password

Choices of Study

| Choice | Programme Title | Year | Concentration |
|--------|-----------------|------|---------------|
|        |                 |      |               |

Personal Information

Name in English: CHAN Tai Man (Surname First)  
 Name in Chinese (if any):  
 HKID / Valid Travel Document No.: A000000(3) (Hong Kong Identity Card)  
 Date of Birth: (Format: YYYYMMDD)  
 Place of Birth:  
 Sex:  
 Nationality:  
 Are you a resident of the HKSAR? -  
 Are you required to apply for HKSAR student visa for your studies in Hong Kong? No  
 Are you required special education assistance? No

Contact Information

Correspondence Address in English: Room/Flat Floor Block  
 City: Hong Kong SAR  
 Country: Hong Kong SAR  
 Correspondence Address in Chinese:  
 Mobile Phone No.: -  
 Home Phone No.: -  
 E-mail Address: chantaiman@gmail.com

Work Experience

| Date of Employment |                 | Name of Company | Position | Full-time/<br>Part-time |
|--------------------|-----------------|-----------------|----------|-------------------------|
| From<br>(mm/yyyy)  | To<br>(mm/yyyy) |                 |          |                         |
|                    |                 |                 |          |                         |

Supporting Documents

| Document                     | Document Year | File Name         | Upload Time         |
|------------------------------|---------------|-------------------|---------------------|
| HKDSE                        | 2016          | HKDSE-001.jpeg    | 2016-06-29 11:30:02 |
| HKID / Valid Travel Document | 2016          | IDENTITY-001.jpeg | 2016-06-29 11:32:31 |
| HKID / Valid Travel Document | 2016          | IDENTITY-002.jpeg | 2016-06-29 11:33:11 |

Supplementary Information

How did you learn about the programmes? (Can select more than one option)

9. Please read Authorization and Declaration in detail. Please note that once you submitted your application, you are only allowed to amend the contact information (except email address), public examination results and upload supporting documents. Click "Agreement Box" and then click "Submit" to continue.

恒生管理學院  
HANG SENG  
MANAGEMENT COLLEGE

網上入學申請系統  
Online Application System

Personal Particulars Application Details **Verify** Submission Password

Disclaimer

Applicants have to make representations or warranties about the completeness, accuracy and reliability of all information they have submitted via this system. Hang Seng Management College (HSMC) takes no responsibility, and will not be liable, for any missing or misrepresentation of applicants' information which will result in disqualification of their applications for admission to and resultant registration with HSMC.

In no event will we be liable for this system being unavailable due to technical issues beyond our control, and HSMC does not accept responsibility for any loss or damage arising from any cause of use in connection with this system.

Authorization and Declaration

- I have noted, understood and agreed that once I submit my application, I am allowed to amend the contact information (except email address), update public examination results and upload the supporting documents ONLY. For other changes, I need to inform the Registry in writing.
- I understand that all information provided will be used in the admission exercise. Upon my enrollment in the College, the provided data will become part of my student record and will be used for academic, administrative, alumni affairs, statistical, institutional communication and research purposes of the College. The data will only be accessible by relevant personnel and myself and be kept strictly confidential. Unsuccessful applications and supporting documents will be destroyed after the exercise.
- I have noted, understood and agreed that under the provisions of the Personal Data (Privacy) Ordinance, I have the right to request access to, and correction of, my personal data. Should I wish to access my data or make corrections, I need to submit my request(s) in writing to Registry of the College (ugadmission@hsmc.edu.hk).

I have read and accepted the above mentioned statements.

10. Congratulations! You have submitted your application. Please keep your Application Number for future reference. You may click the link to [View and Print your application](#)

Click "Continue" to leave.

Thank you for applying to our programme(s).

An email of the application fee payment has been sent to your email address. Please follow the payment instructions and pay the application fee accordingly. A non-refundable and non-transferable application fee of HK\$100 (Local Students) / \$200 (Non-local Students) is charged for each applied programme. You can check the payment status via this link: <http://www.hsmc.edu.hk> by inserting your email address and password. For E-APP applicants, please insert the first 7 digits of your HKID card / valid travel document as your password, e.g. A123456. **Your application will not be processed if you fail to settle the payment of application fee by the due date shown on the debit note.**

You are able to amend / update your contact information (except email address), update your public examination results or upload the supporting documents after submission. For other changes, please contact Registry directly in writing (Email: [regadmission@hsmc.edu.hk](mailto:regadmission@hsmc.edu.hk); Fax: (852) 3963-5553).

Required supporting documents include (on A4-size):  
 (1) Copy of your HKID card (Both sides) / valid travel document  
 (2) Copy of official school report(s) / transcript(s)  
 (3) Copy of local / international public examination result certificate (if any)  
 (4) Copy of English language proficiency result slip (if any)

**\*\*Please note that the processing time of your application may be extended if you fail to upload any of the above mentioned documents.**

Eligible applicants will be notified of written test-interview arrangement (if any) in due course via email and/or by phone. Should you have any queries, please contact us at 3963-5555. Thank you for your attention.

**Application**

Application No.: 1600252325  
 Name in English: CHAN Tai Man (Surname First) Hong Kong ID: A0000003

感謝閣下報讀本校課程。

繳費通知書已傳送給您的電子郵件地址，請根據通知書上提及的繳費方法繳交報名費。報名費為每個報讀課程港幣一百元(本地生) / 港幣二百元(非本地生)，不可退還及轉給其他申請人。你亦可以按以上連結，輸入已登記的電郵地址及密碼(透過E-APP報名之申請人，請輸入身份證號碼前七位數字之數字，例如A123456)，以查閱繳費是否成功。請留意在繳費通知書上顯示的到期繳費日之前繳付報名費，否則其申請將不予處理。

在遞交申請後，如需修改 / 更新個人聯絡資料(不包括電郵地址)，或更新公開考試成績，或上載其他證明文件，可備以上途徑登入網上申請系統進行更改或上載。若需更改其他資料，則必須電郵 ([regadmission@hsmc.edu.hk](mailto:regadmission@hsmc.edu.hk)) 或傳真 (852-3963-5553) 到院務處。

需遞交的其他證明文件包括 (以A4紙張大小為標準): (一) 香港身份證之正面及背面或有效旅行證件副本  
 (二) 畢業或肄業證書  
 (三) 本地 / 國際公開考試成績證書副本 (如有)  
 (四) 英語聽力或筆試成績證書副本 (如有)

**\*\*如你沒有上載以上提及的任何一份證明文件，則有可能延長處理你的申請，敬請留意。**

如報讀之課程附有入學試，則合資格之申請人將獲電郵或電話通知面試安排。如有任何問題，請致電3963-5555。

**申請**

申請編號: 1600252325  
 英文姓名: CHAN Tai Man (姓氏在前) 香港身份證號碼: A0000003

[View and Print your application](#)

Continue

11. In future, you may login again to view your submission and application processing status.

Personal Particulars Application Details Verify Progress Password

恒生管理學院  
 HANG SENG  
 MANAGEMENT COLLEGE

Application for Admission 2016-2017

For office use only:  
 Received on: 2016-11-23  
 Application No.: 1600252325  
 Paid Amount: 0  
 Receipt No.: 0

Choices of Study

| Choice | Programme Title | Year | Concentration |
|--------|-----------------|------|---------------|
|        |                 |      |               |

Personal Information

Name in English: CHAN Tai Man (Surname First)

Personal Particulars Application Details Verify Progress Password

Application Fee Admission Status Student Fee

Application Fee

| Debit Note No. | Issue Date       | Due Date         | Total Amount (HK\$) | Paid Amount (HK\$) | Outstanding Amount (HK\$) |
|----------------|------------------|------------------|---------------------|--------------------|---------------------------|
| AF16005899     | 23 November 2016 | 07 December 2016 | \$100.00            | \$0.00             | \$100.00                  |

Payment:

| Receipt No. | Payment Date | Total Amount (HK\$) |
|-------------|--------------|---------------------|
|             |              |                     |

Admission Status: Applicant should check the status of your application regularly from December 2015 onwards.

| Choice | Programme Title   | Assessment Arrangement | Conditional Offer | Admission Status   | Important Note |
|--------|---|------------------------|-------------------|--|----------------|
| 1      | [BA-ABCC] Bachelor of Arts (Honours) in Applied and Human-Centred Computing Year: 1 |                        |                   | Pending for processing until the application fee payment is completed. |                |

Student Fee

Please download the debit note and submit payment according to its instructions.

| Debit Note Type | Debit Note No. | Issue Date | Due Date | Total Amount (HK\$) | Paid Amount (HK\$) | Outstanding Amount (HK\$) |
|-----------------|----------------|------------|----------|---------------------|--------------------|---------------------------|
|                 |                |            |          |                     |                    |                           |

Payment:

| Receipt No. | Payment Date | Total Amount (HK\$) |
|-------------|--------------|---------------------|
|             |              |                     |