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.
- Questions 12 to 16 concern the University's entrance requirements, as listed in the relevant section of the accompanying prospectus. Even if you do not satisfy these requirements, we can still consider your application. 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.

F. Please provide your up-to-date email address as this will be used for communication.

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 £107** *(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.

Application Deadline

University of London

Programme	Application Deadline#
BUSINESS ADMINISTRATION - Bachelor of Science in Business Administration Pathway: General / Marketing / Human Resource Management / International Business	28 September
COMPUTER SCIENCE - BSc 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	4 March / 11 September
ECONOMICS, MANAGEMENT, FINANCE AND THE SOCIAL SCIENCES (EMFSS) *Attending courses is required.* - BSc Accounting and Finance - BSc Business and Management - BSc Economics and Management - BSc Finance**	1 October
HUMANITIES Divinity - Bachelor of Divinity - Diploma of Higher Education in Divinity - Certificate of Higher Education in Divinity - Divinity Individual Courses	1 September
English - Bachelor of Arts in English - Diploma of Higher Education in English - Certificate of Higher Education in English - English Individual Courses	15 September
Philosophy - Bachelor of Arts in Philosophy - Diploma of Higher Education in Philosophy - Certificate of Higher Education in Philosophy - Philosophy Individual Courses	1 October
LAWS - Bachelor of Laws (LLB) - Graduate Diploma in Commercial Law - Laws Individual Courses	1 April / 1 October
PSYCHOLOGY - Bachelor of Science in Psychology	4 March / 11 September

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.

BSc Finance**

The former BSc Banking and Finance award title is now only available to students who registered in 2022-23 or earlier. The NEW BSc Finance will follow the same curriculum as the former BSc Banking and Finance.

The course operator is applying for exemption for the BSc Finance 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 this course may lead.

UNIVERSITY OF LONDON

SRN ☐☐☐☐☐☐☐☐

(for office use only)

Application Form

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

1–8. 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/YY): ____/____/____ **5.** H.K.I.D./ Passport No.: _____

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

8. Home Address:

_____

_____ Country: _____

Email Address (please complete in BLOCK LETTERS):

_____

9. Programme for which you are applying _____

(For details, please refer to the List of Programmes under the Guidance Notes.)

10. Mode of Study

Attending Courses at HKU SPACE ☐ Study Independently ☐ Other ☐

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 Economics, Management, Finance and the Social Sciences programme)

YES ☐ **NO** ☐

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

RECOGNITION OF PRIOR LEARNING (RPL)	
A. APPLICATION MADE	☐
B. DECISION (✓ as appropriate)	
• RPL given (for the subject/s listed)	☐
• First Check (initials)	☐
• Second Check (initials)	☐

Application Fee	£
Fee Paid	
Date Received	
Method of Payment	

STENCIL/S   DATE

REFERRAL DETAILS AND DECISION

LETTER OF ELIGIBILITY ISSUED FOR

_____

DATE OF ISSUE _____

RPL_____

_____

_____

_____

_____

12. School Leaving Qualifications

(e.g. HKDSE, GCSE, 'O' and 'A' levels; Baccalaureate; High School Diploma, etc. Give full details of subjects passed, in chronological order. Group together all subjects that were passed in one sitting.)

Month/Year	Examining Body	Full Title of Subject	Level	Grade

13. Degree, Diploma or Teaching Certificates

Give full details of degrees, higher educational diplomas or certificates. This information **must** include the awarding/examining body, the full title of the award, the classification/GPA (if applicable) the date awarded, the length of the course and whether the course was taken full time or part time. You should also include details of any qualification on the basis of which you are seeking Recognition of Prior Learning (see question 17).

14. Occupational and Professional Qualifications

Give full details of any final examination/s which you have passed, indicating membership (including level/status), if appropriate. You should also include details of any qualification on the basis of which you are seeking Recognition of Prior Learning (see question 17).

15. Examinations for which you are awaiting results

Examinations for which you are awaiting results (including date(s) of examinations)

16. **English Language Proficiency**

A. Is English your first language/mother tongue?　　　Yes ☐　　　　No ☐

B. If your first language/mother tongue is not English, please answer the following questions:

i) Have you had substantial (minimum of 18 months) secondary/higher education conducted in English?

Yes ☐ (provide evidence)　　　No ☐

ii) Have you had substantial (minimum of 18 months) work experience conducted in English?

Yes ☐ (provide evidence)　　　No ☐

iii) Have you passed an examination in English language (for example GCSE/GCE 'O' level)?

Yes ☐ (provide evidence)　　　No ☐

iv) Have you passed, at an appropriate level, a test of proficiency in English language in the last three years that is acceptable to the University of London (for example, TOEFL or IELTS)?

Yes ☐ (If 'yes', please give full details below and provide evidence)　　　No ☐　Go to question 17

Examination or Test	Grade or Score	Subject	Date

17. **Recognition of Prior Learning (RPL)**
(Please read the section on RPL applications in the prospectus carefully before completing this question.)

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 – these are listed in the Prospectus and *Regulations* for each degree. **Do not send the fee with your application form.** You will be sent an RPL Request Pack when your application has been received by the Admissions Office. You will be asked to return the form, together with the necessary fee, if required. **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. Include full details of any qualifications with which you are seeking RPL as given in questions 13 and 14.

e. All RPL requests are considered on an individual basis and are awarded at the discretion of the University of London.

Do you wish to apply for RPL?

No ☐　Go to question 18　　　Yes ☐　Complete the details below

A. List the papers or complete year's study for which you are seeking RPL:	B. On the basis of which qualification/s (detailed in questions 13 or 14) are you making this request?
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

18. Work Experience (if applicable)

What is your current/previous occupation? (including length of service). Please tell us if you are not working or are retired, and give details of your previous employment.

19. Supporting Statement – What are your reasons for applying to register for this programme?
(Please give your reasons below **in a minimum of 100 words**; you may continue on a separate sheet if you wish.)

20. Students with a Disability and/or Special Needs

Do you have a disability and/or other specific access requirements?

Yes ☐   No ☐

21. Previous Applications / Registrations

A. Have you ever submitted an application to the University of London before?

No ☐   Yes ☐   If 'yes', please give the year ☐☐☐☐

B. Have you received an Offer Letter from the University of London before?

No ☐   Go to question 22   Yes ☐   Complete the questions below

> **i)** Were you an Internal / On-campus or Off-campus student? *(Please ✓)*
> **Internal / On-campus** ☐   **Off-campus** ☐
>
> **ii)** Write your name as it appears on the Offer Letter _____
>
> Your student number (if known) _____   Year of offer ☐☐☐☐
>
> The Programme to which it applies _____
>
> Which school of the University of London were you an internal student? (if applicable) _____
>
> **iii)** Did you subsequently register as a student of the University of London?
>
> No ☐   Yes ☐   If 'yes', please give the year ☐☐☐☐

22. Use of Personal Data

a. The University 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 and mobile phone, 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 the University.

   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 the University 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 us.

c. For details on the University's policy on personal data (privacy), please refer to the prospectus or website.

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

a. I declare that the information I have given and the statements made by me on this form are, to the best of my knowledge and belief, true and correct.

b. I agree to the University 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.

d. As a student of the *BSc Accounting and Finance*, *BSc Banking and Finance **, BSc Business and Management* and *BSc Economics and Management* programmes, I understand that I must attend a full-time or part-time course at a recognised teaching centre, including HKU SPACE.

Signature: _____   Date: _____

Name in Block Letters: _____

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