

Application Form

2023/24

Undergraduate Programmes

For office use only

For programme team use only

Notes to Applicants

1. Please complete the form in BLOCK LETTERS with a black/blue pen.
2. Each applicant can choose up to three programmes. You are required to fill in the Programme Title(s) and Course Code(s), which can be found in the **Checklist to Applicants**.
3. The completed and signed IC Application Form, together with the required documents and application fee, should be returned to the HKU SPACE Enrolment Centres. A full list of Enrolment Centres and required documents can be found in the **Checklist to Applicants**. You are advised to keep a photocopy of your completed form as a record.
4. Some universities require applicants to submit an additional application form. Please refer to P.3 for details.
5. Incomplete submission will delay the processing of your application. Please ensure that you submit all the required forms and documents on time.

Website: <http://hkuspace.hku.hk/ic>

Telephone: +852 2910 7555

Email: ic@hkuspace.hku.hk

Programme Selection

Please select a **maximum of three** programmes. Refer to the **Checklist to Applicants** for Programme Title(s) and Course Code(s).

1st Choice Programme Title

Course Code

- DP

Year 1 Entry

Year 2 Entry

(Please tick the appropriate box)

2nd Choice Programme Title

Course Code

- DP

Year 1 Entry

Year 2 Entry

(Please tick the appropriate box)

3rd Choice Programme Title

Course Code

- DP

Year 1 Entry

Year 2 Entry

(Please tick the appropriate box)

Personal Particulars

Please tick the appropriate box(es).

Title: Mr Mrs Ms Miss

Gender: Male Female

Name on HKID card or Passport

Name in English

Name in Chinese

Date of Birth

Date /

Month /

Year

Permanent HK Resident

Yes No

(If 'No', see Additional Notes to Non-local Applicants)

Correspondence Address

Room/Flat

Floor

Block

Building

Estate/Street/Road

District (e.g. Wanchai, Kwun Tong, Shatin)

Hong Kong Island

Kowloon

New Territories

Islands

Home Telephone No.

Mobile Phone No.

Email Address

Emergency Contact Person (In case of emergency, we may need to contact your family or friend. Please suggest.)

Contact Person

Phone No.

Education Level

1. Secondary Education

Please provide details including current and/or incomplete studies, in reverse chronological order.

Full name of school	Country	Level attained (e.g. Form 6, Grade 13)	Period of study (mm/yy to mm/yy)

2. Tertiary Education

Please provide details including current and/or incomplete studies, in reverse chronological order.

Full name of institution	Country	Programme title	Level attained (e.g. AD, HD, BA, BSc, MSc)	Period of study (mm/yy to mm/yy)

3. Proof of English Proficiency

Examination	Grade/Score/Level	Year obtained
HKDSE/HKCEE English Language (Syllabus B - for Year 2006 or before)		
HKALE Use of English		
IELTS		
TOEFL		
Others (please specify)		

Work Experience

Please list below your relevant work experience, if any, in reverse chronological order.

Name of company	Position	Full-time/ Part-time	Date of employment (mm/yy to mm/yy)

Equal Opportunities for Learning at IC

The School supports equal opportunity and strongly opposes discrimination / harassment. The document, "Studying in HKU SPACE" is available from the Prospectus/Website and sets out such policy more fully.

It is the School policy to offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of all students, you are invited to indicate on this form whether you require any special assistance. If you do need such assistance, the School may approach you subsequently to obtain further details so as to facilitate our planning and assess how best we can help you.

Special assistance required Yes (if you check yes, you agree to give us further information on your special needs and consent to our further processing of your data.) No

Other Relevant Information

Please provide below information relevant to your application (such as extra-curricular activities, positions of responsibility held, voluntary work, strengths and weaknesses, reasons for applying the programme(s), hobbies and career aspirations).

HKU SPACE Alumni

All enrolled students of HKU SPACE International College will automatically become a lifelong learner and hold a lifelong learner card upon their completion of studies and/or departure. This also confers them the eligibility to be an alumnus of HKU SPACE. If you DO NOT WISH to be an alumnus, please send your request to our alumni office at Room 602A, 6/F, 95 Queensway, United Centre, Admiralty, Hong Kong or via email at: alumni@hkuspace.hku.hk.

Additional Application Form for Specific Universities

An applicant who has chosen to apply the programme(s) below is required to complete the additional application form(s), which can be downloaded from the IC website: <http://hkuspace.hku.hk/ic>. Please submit both application forms at any Enrolment Centre (See the **Checklist to Applicants**).

Programme Title	Additional Form Required
BSc Accounting and Finance# BSc Banking and Finance# BSc Business and Management# BSc Economics and Management#	University of London Application Form
Bachelor of Arts (Hons) Marketing Bachelor of Arts (Hons) Marketing and Management	University of Hull Application Form

Shortlisted applicants will be requested to pay University of London a non-refundable Application Handling Fee of £107, which is reviewed annually and is subject to change without prior notice.

Application Fee

An application fee of HK\$150 for Undergraduate Programmes will be charged.

The fee can be paid by cash or EPS, WeChat Pay or Alipay, crossed cheque or bank draft made payable to "HKU SPACE", VISA or MasterCard, at any of the HKU SPACE Enrolment Centres. The application fee will be waived at specified periods and during IC Weeks. Please refer to IC website or contact IC staff for enquiries.

Sources to Know About IC Programmes

You may tick more than one option:

- | | | |
|---|---|---|
| <input type="checkbox"/> IC website | <input type="checkbox"/> HKU SPACE website | <input type="checkbox"/> E-App |
| <input type="checkbox"/> Information seminars | <input type="checkbox"/> Booth/Seminars at your campus | <input type="checkbox"/> Education exhibitions |
| <input type="checkbox"/> HKU SPACE Learning Centres | <input type="checkbox"/> MTR light boxes | <input type="checkbox"/> Bus shelters/Tram body |
| <input type="checkbox"/> E-mails from HKU SPACE | <input type="checkbox"/> Search engines/e-Forums | <input type="checkbox"/> Social Media Platforms |
| <input type="checkbox"/> Online ad: _____ | <input type="checkbox"/> Newspaper ad: _____ | <input type="checkbox"/> Magazine ad: _____ |
| <input type="checkbox"/> Referral by IC graduates | <input type="checkbox"/> Referral by lecturers/teachers | <input type="checkbox"/> Referral by family/relatives/friends |
| <input type="checkbox"/> Direct mails | <input type="checkbox"/> Others: _____ | |

Notes to Applicants

1. Fees paid are neither refundable nor transferable. However, if an applicant of undergraduate programmes obtains a UGC-funded place in a full-time degree programme from a UGC-funded institution in Hong Kong, IC will make full refund of the tuition fee paid upon request:
 - a. The request for refund must be made in writing to the Administrative Officer of IC before the commencement of the relevant programme.
 - b. The refund process may take up to two months after the submission of the written request.
 - c. The application fee is not refundable.
 - d. Where a refund is approved, fees paid by cash, EPS or cheque will normally be reimbursed by a cheque, and fees paid by credit card will normally be reimbursed to the payment cardholder's credit card account. Applicant will be asked to confirm the refund details in case the account payee and mailing address (for cheque refund) / cardholder (for credit card refund) is not the applicant himself.
2. Receipts will be issued for fees paid but HKU SPACE will not be responsible for any loss of receipt sent by mail. The receipt(s) is not a guarantee that your application is successful.

Additional 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, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa 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 a HKU SPACE 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 visa purposes except for self-financed, part-time locally accredited taught postgraduate programmes awarded within the HKU system through HKU SPACE.

Statement on Collection of Personal Data

1. It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the School may be unable to process and consider their applications.
2. The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by HKU SPACE staff but may be transferred to an authorised third party providing services to the School in relation to the above purposes and prescribed purposes as allowed by the law from time to time.
3. When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials in Paragraph 6 then your contact details and opt-in consent would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by HKU SPACE staff or by staff of an authorised third party providing services to the School in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.
4. Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
5. The School will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any change should be reported to the School immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact the programme teams for separate arrangements.

Use of Personal Data related to Direct Marketing

6. From time to time, the School will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include seminars and events, discounts and offers, clinics and other services as well as the alumni events, privileges and offers, networking opportunities and fund-raising initiatives. Occasionally information from our parent University and fellow HKU subsidiaries may also be sent. Various communication channels will be employed 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 the School at any time.

If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above, including discounts and offers from time to time, please check this box.

7. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have the right to request the School 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. Such applications for access to information should be addressed to the Data Protection Officer, HKU SPACE. For general requests of personal data amendment, please fill out the "Application Form for Personal Data Amendment" and submit it to HKU SPACE.
8. For details on the School's policy on personal data (privacy), please refer to the School Prospectus or Website (<http://hkuspace.hku.hk/policy-statement/privacy-policy>).
9. HKU SPACE, being part of the University of Hong Kong, the Personal Information Collection Statement and the Supplement in relation to the General Data Protection Regulation of the University also apply where applicable and can be accessed from <http://www.aal.hku.hk/admissions/documents/pics.pdf> and https://admissions.hku.hk/tpg/sites/default/files/GDPRPrivacyNotice_ApplicantsandStudents.pdf. Being in partnership with other overseas Universities, it also endeavours to comply to their laws and regulations as far as practicable. However, the School is obliged to maintain part of the students' records in perpetuity for reasons stated in this PIC.

Declaration

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I authorise the School to obtain, and the relevant authorities to release, any information about my qualifications and/or employment as required for my application.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University and the rules of the School.
4. I have noted, understood and agree to the contents of the above notes, the Notes to Applicants, Statement on Collection of Personal Data and HKU SPACE policy on personal data (privacy).
5. I am fully aware that fees paid are non-refundable and non-transferable unless otherwise stated (see Note to Applicants 1).

Applicant's Signature

Date

Checklist to Applicants

Programme Title	Course Code	Collaborative Institution [Year of Establishment (incl. its predecessor)]
UNDERGRADUATE PROGRAMMES FOR YEAR ONE ENTRY FOR HKDSE / IB GRADUATES		
BSc Accounting and Finance  ▲	2145-DP044A (Year 1 Entry)	University of London Business Programmes (Academic Direction: London School of Economics and Political Science (LSE)) [1895]
BSc Banking and Finance  ▲	2145-DP046A (Year 1 Entry)	
BSc Business and Management  ▲	2145-DP041A (Year 1 Entry)	
BSc Economics and Management  ▲	2145-DP045A (Year 1 Entry)	
BA (Hons) Contemporary Media Cultures	2145-DP097A (Year 1 Entry)	University of the Arts London (London College of Communication) [1894 [†]]
UNDERGRADUATE PROGRAMMES FOR SENIOR YEAR ENTRY FOR AD / HD GRADUATES		
CULTURE, COMMUNICATION AND MEDIA		
BA (Hons) Contemporary Media Cultures	2145-DP097A (Year 2 Entry)	University of the Arts London (London College of Communication) [1894 [†]]
BA Mass Communications, Advertising & Public Relations	2145-DP017A	Edinburgh Napier University [1964 [†]]
BA (Hons) Media Production (Programme and award retitling are subject to approval)	2145-DP019A	University of the West of England, Bristol [1595 [†]]
SOCIAL SCIENCES		
Bachelor of Arts (Honours) Social Sciences▲	2145-DP026A	Edinburgh Napier University [1964 [†]]
ART & DESIGN		
Bachelor of Arts (Honours) Graphic Design	2145-DP010A	Middlesex University London [1878 [†]]
Bachelor of Arts (Honours) Interior Architecture	2145-DP009A	
ACCOUNTING, FINANCE, BUSINESS AND MANAGEMENT		
BSc Accounting and Finance  ▲	2145-DP044A (Year 2 Entry)	University of London Business Programmes (Academic Direction: London School of Economics and Political Science (LSE)) [1895]
BSc Banking and Finance  ▲	2145-DP046A (Year 2 Entry)	
BSc Business and Management  ▲	2145-DP041A (Year 2 Entry)	
BSc Economics and Management  ▲	2145-DP045A (Year 2 Entry)	
Bachelor of Science (Honours) Business Management▲	2145-DP048A	University of Plymouth [1862 [†]]
MARKETING MANAGEMENT		
Bachelor of Arts (Hons) Marketing  ▲	2145-DP074A	University of Hull [1927]
Bachelor of Arts (Hons) Marketing and Management  ▲	2145-DP072A	
HOSPITALITY, TOURISM AND EVENTS		
Bachelor of Science (Honours) Tourism Management▲ (to be retitled to Bachelor of Science (Honours) International Tourism Management [#] , effective from September 2023)	2145-DP064A	University of Plymouth [1862 [†]]
Bachelor of Science (Honours) Hospitality Management▲	2145-DP063A	
Bachelor of Science (Honours) Cruise Management (to be retitled to Bachelor of Science (Honours) International Tourism Management (Cruise), effective from September 2023)	2145-DP096A	
Bachelor of Science (Honours) Events Management	2145-DP117A	
SPORT MANAGEMENT AND SPORT COACHING		
Bachelor of Science (Honours) Sport Management▲	2145-DP079A	University of Northumbria at Newcastle [1969 [†]]
Bachelor of Science (Honours) Sport Coaching▲	2145-DP095A	
AVIATION STUDIES		
Bachelor of Aviation Management▲	2145-DP094A	Swinburne University of Technology [1992 [†]]
FOOD AND NUTRITION		
Bachelor of Science (Honours) Food and Nutrition	2145-DP114A	Ulster University [1968]

 Additional application form is required.

▲ This programme is accredited by Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ). For details of QF Level, QR Registration Number and Validity Period of the programmes, please visit <http://www.hkqr.gov.hk>.

The change of the programme title is subject to the final approval of the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ).

† The institutional history can be traced back to earlier than its date of establishment as a university.

Unless stated otherwise, the degree programmes 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.

Supporting Documents

Certified true copies of the supporting documents are required. Applicants should submit **one set of photocopies AND bring along the original documents for verification**, at any of the HKU SPACE Enrolment Centres (see below).

Required supporting documents include:

- a) HKID card (for local applicants) or passport/travel documents (for non-local applicants); *and*
- b) Academic transcripts and award certificates proving the academic qualifications achieved; *and*
- c) Certificate/Proof of English proficiency from recognised public examinations/English tests (e.g. HKDSE/HKCEE/HKALE/IELTS/TOEFL).
- d) For DSE graduates: Secondary School Academic Report (S.4, S.5, S.6) is required in addition.

Note: Applicants who cannot present the above-mentioned documents upon submission of the application form are required to submit all the outstanding documents within 5 working days to any of the HKU SPACE Enrolment Centres. Applicants who fail to submit the additional application form (if applicable) or supporting documents will result in delay of their application processing and result announcement.

HKU SPACE Vaccine Pass

To minimize the risk of COVID-19 transmission in learning centres and offices and to keep the HKU SPACE community safe, access to the HKU campus or HKU SPACE premises will need to comply with the tightened measures in line with the University. Please refer to details on implementation on our Website/Learner Portal and please do note that there may be further updates from time to time to take account of possible changes in the Government guidelines and University arrangements.

Class arrangement during COVID-19

The COVID-19 situation may still be fluid and constantly affect class arrangements in the coming months. The health and safety of our students will always be our top priority. To ensure that students' academic progress is not affected, the School may substitute face-to-face classes with online teaching if necessary in the event that face-to-face classes cannot be held. Our respective Programme Teams will contact the students concerned with details of such arrangements as necessary.

HKU SPACE Enrolment Centres

HKU SPACE Headquarters

3/F, T. T. Tsui Building, The University of Hong Kong, Pokfulam Road, Hong Kong (Exit A2, HKU MTR Station)

Tel: +852 2975 5680 Fax: +852 2546 3538

Weekdays: 8:30am - 6:00pm Saturdays: Closed

Admiralty Learning Centre

3/F, Admiralty Centre, 18 Harcourt Road, Hong Kong (access via the shopping arcade escalators through Exit A, Admiralty MTR Station)

Tel: +852 3761 1111 Fax: +852 2559 4666

Weekdays: 8:30am - 7:30pm Saturdays: 9:00am - 5:00pm

Fortress Tower Learning Centre

1/F, Fortress Tower, 250 King's Road, North Point, Hong Kong (Exit B, Fortress Hill MTR Station)

Tel: +852 3762 0888 Fax: +852 2508 9349

Weekdays: 8:30am - 7:30pm Saturdays: Closed

Island East Campus

2/F, 494 King's Road, North Point, Hong Kong (Exit B3, North Point MTR Station)

Tel: +852 3762 0000 Fax: +852 2214 9493

Weekdays: 8:30am - 7:30pm Saturdays: Closed

HKU SPACE Po Leung Kuk Stanley Ho Community College (HPSHCC) Campus

1/F, 66 Leighton Road, Causeway Bay, Hong Kong

Tel: +852 3762 0100 Fax: +852 3923 7188

Weekdays: 9:00am - 5:30pm Saturdays: Closed

Kowloon East Campus

1/F, 28 Wang Hoi Road, Kowloon Bay, Kowloon (Exit B, Kowloon Bay MTR Station)

Tel: +852 3762 2222 Fax: +852 2305 5070

Weekdays: 8:30am - 7:30pm Saturdays: 9:00am - 5:00pm

Change of Information

If you wish to amend any information or change your indicated choice after submission of the application form, please submit an email request to the College at ic@hkuspace.hku.hk. You should state your full-name, HKID no. and new choice(s) of programme(s) in the email. Telephone or face-to-face notification will not be accepted.