The Education University of Hong Kong
Guidelines on Online Offer Acceptance

Online Offer Acceptance

1. Please log in your online application account at www.eduhk.hk/acadprog/online

2. Click the link [**Click here to Accept/Decline Offer**] to access the Accept Offer Page.

3. Click the [**Offer Letter**] button on the top left-hand corner to download the offer letter and attachments. For environmental-friendly purpose, no hard copy will be sent to you by post. You are strongly advised to download the offer letter including the attachments/documents and save them to your own device for record. The offer letter and relevant attachments will be removed at the end of the admission exercise.

4. On the Offer Acceptance Page, please indicate your decision on the admission offer and the method for payment of your admission acceptance fee as appropriate.

Payment by **WeChat Pay/ Alipay/ AlipayHK**

5. If you choose to pay your admission acceptance fee online by **WeChat Pay/ Alipay/ AlipayHK**, you will be redirected to the relevant payment gateway to make the payment. Please follow the instructions to complete the payment. Otherwise, the system will be suspended for 40 minutes.

6. Upon successful payment, your application status will be changed to "*Offer Accepted*".

Payment by **ATM/ Bank Deposit/ Internet Banking/ PPS/ T/T Remittance**

7. If you choose to pay your admission acceptance fee by **ATM/ Bank Deposit/ Internet Banking/ PPS/ T/T Remittance**, please enter your payment reference and then click the [**Submit**] button.

There will be a pop-up window to confirm your submission. Decision must be submitted before the acceptance deadline and decision once submitted cannot be changed.

8. An updated application status* will be shown on your application.

   It normally takes 10 - 14 working days for our Finance Office to receive and verify your payment.

Upload Payment Proof

9. Please upload a payment proof to your online application account (except PPS payment by phone) before the acceptance deadline. You are advised to save your document with the file name "**Accept <<Programme Code>>**" (e.g. Accept A1M087) in pdf, gif, jpg or MS word format.

10. Please click "**Add New**" under **General Documents**

11. Please select "**Payment Proof (Acceptance Fee)**" under **Document Type**. Please also choose the file to "**Upload**".

12. You are REQUIRED to pay the admission acceptance fee AND upload a payment proof in order to complete the Offer Acceptance procedures.

13. After you have accepted the admission offer via the online system, you will receive an acknowledgement via email.

14. Upon checking your payment by our staff, your application status will be updated from "*Offer Accepted to Verification*" to "*Offer Accepted*" *.

** It normally **takes 10 - 14 working days** for our Finance Office to receive and verify your payment. Overseas payment via T/T remittance will take longer time. Once your payment is received and verified, your application status will be changed to "Offer Accepted".*

*To avoid any delay, please ensure that you have quoted your **EPN number (8-digit Account Number for Electronic Payments)** when you make a payment.*

If there are any irregularities regarding your payment, we will contact you by email in due course.