

The Education University of Hong Kong

Guidelines on Online Offer Acceptance

Accessing your offer letter

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.

Application Menu

Applications in Progress

- To create a new application, click **NEW**.
- To view the checklist of an application, click the hyperlink under **Admission Term**.
- To view the summary of an application, click **Preview**.
- To pay application fee or submit an application, click **Continue**.

EXAMPLE

Admission Term	Application No	Application Type	Programme Applied	Field of Study	Date Created	Last Section Updated	Application Status	Summary
SUMMER SEM, (START OF) 2023-24	A11869645	Taught Postgraduate	Not entered	/	Nov 01, 2022	-	-	Preview
SEMESTER 1, 2023-24	A11869645	Professional Development Prog	BWP003 - Certificate in PDP for Primary School Teachers (Mathematics Teaching)	/	Oct 26, 2023		Not Submitted	Preview
SEMESTER 1, 2024-25	A11869645	Taught Postgraduate	MASTER OF ARTS IN TEACHING CHINESE AS / AN INTERNATIONAL LANGUAGE (ONE-YEAR FULL-TIME)		Nov 14, 2023		Not Submitted	Preview

Create a new application

Continue

Submitted Applications

- To update pending grades under Examination Results / Post-secondary Qualification or upload supporting documents, click the hyperlink under **Admission Term**, go to the relevant section to update the information or upload document(s).

Admission Term	Application No	Application Type	Programme Applied	Field of Study	Date Created	Application Status	Summary
SEMESTER 1, 2024-25	A11869645	Taught Postgraduate	MASTER OF SOCIAL SCIENCES IN THERAPEUTIC PLAY AND WELL-BEING (ONE-AND-A-HALF-YEAR FULL-TIME)	/	Nov 14, 2023	Submitted	View
SEMESTER 1, 2024-25	A11869645	Taught Postgraduate	MASTER OF TEACHING (ONE-YEAR FULL-TIME)	Curriculum Development /	Nov 14, 2023	Offer Confirmed [Click here to Accept/Decline Offer]	View

3. View your offer letter by clicking the [[Offer Letter](#)] button.

Accept Offer

(Please read through your offer letter, including but not limited to, the terms and conditions of the admission offer, before indicating your offer acceptance.)

[Offer Letter](#)

Term: SEMESTER 1, 2024-25
Applicant No.: A11869645
Name: TESTING TESTING
Programme Offered: MASTER OF TEACHING (ONE-YEAR FULL-TIME)
Offer Year: Year 1
Specialization: Curriculum Development
Acceptance Fee: \$ 18,175.00
Acceptance Deadline: 15/12/2023
Electronic Payment Number (EPN): 33103041 (Please quote this number when you pay your acceptance fee. Payment details can be found on your offer letter.)

EXAMPLE

4. Pay the acceptance fee by the deadline stipulated in the offer letter.
 [Notes for Fee Payment: [Non-local applicants](#) / [Local applicants](#)]

(You must quote your 8-digit EPN number as stated in your offer letter for identification)

Online Offer Acceptance

- 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. Please also enter your payment reference and then click the **[Submit]** button.

Accept Offer

(Please read through your offer letter, including but not limited to, the terms and conditions of the admission offer, before indicating your offer acceptance.)

Term: SEMESTER 1, 2024-25
Applicant No.: A11869645
Name: TESTING TESTING
Programme Offered: MASTER OF TEACHING (ONE-YEAR FULL-TIME)
Offer Year: Year 1
Specialization: Curriculum Development
Acceptance Fee: \$ 18,175.00
Acceptance Deadline: 15/12/2023
Electronic Payment Number (EPN): 33103041 (Please quote this number when you pay your acceptance fee. Payment details can be found on your offer letter.)

EXAMPLE

Please select the following boxes to indicate your decision on the above admission offer:

- I wish to ACCEPT the above offer of admission*. I have read and agreed to abide by all the terms, conditions and regulations expressed and implied in my offer letter and its attachments.
 I DECLINE the above offer of admission.

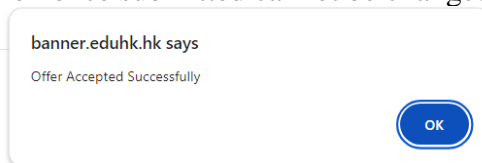
* If you have received more than one offer (including this one) in the same academic year and term, the admission offer which you have accepted previously will be revoked. This practice does not apply to Professional Development Programmes (PDP). Your paid acceptance fee will be transferred to this newly accepted programme. If the acceptance fee paid previously can only cover part of the offer acceptance fee of this programme, you have to pay the shortfall. However, transfer of acceptance fee does not apply on giving up a government funded programme for a self-financed programme nor giving up a JUPAS offer.

Please indicate your payment method and upload a payment receipt/proof (if applicable):

- Bank Deposit
 ATM
 T/T Remittance
 PPS
 Internet Banking

Payment Reference/Remarks:

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.



- 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.*

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SEMESTER 1, 2024-25	A11869645	Taught Postgraduate	MASTER OF TEACHING (ONE-YEAR FULL-TIME)	Curriculum Development /	Nov 14, 2023	Offer Accepted for Verification [View Offer Details]	View

Upload Payment Proof

- 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.


Application Checklist

This is a checklist of your application sections. After you complete a section, a checkmark ✓ will appear by that section. You have to go through all of the following sections before proceeding to next step.

- | | |
|---------------------------------|--|
| ✓ Personal Information | ✓ Current Teaching Employment |
| ✓ Address and Phone | ✓ Research Proposal |
| ✓ Choice of Programme | ✓ Working Experience |
| ✓ Examination Results | ✓ Confidential Report/References |
| ✓ Post-Secondary Qualifications | ✓ Upload Documents  |
| ✓ Other Qualifications | |
- [Return to Application Menu](#)

EXAMPLE

- Please click “**Add New**” under **General Documents**

General Documents [Add New](#) 


For example:


Identity Card/Passport	Referee's Report	Payment Proof (Application Fee)
Recommendation Form	Research Proposal (for EdD)	Payment Proof (Acceptance Fee)
Others	Study Statement	Reply Proforma


Document Type	File Name	File Size (MB)	Date Uploaded
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- Please select “**Payment Proof (Acceptance Fee)**” under **Document Type**. Please also choose the file to “**Upload**”.

Add New Document ×

Document Type:
 

Choose File:
 



- You are **REQUIRED** to pay the admission acceptance fee **AND** upload a payment proof in order to complete the Offer Acceptance procedures.
- After you have accepted the admission offer via the online system, you will receive an acknowledgement via email.
- 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.