**Guideline for EdUHK Online Application**

**Personal Information** (Checklist item 1 of 12)

Please fill in your personal information in this section.

* HKID Card No. /

Mainland ID Card No. (For Mainland Applicants without HKID) /  
Passport No. (For Applicant who without HKID and Mainland ID)

* Surname/ Family Name (in English)
* Given Name (in English)
* Chinese Name (if Applicable)
* Sex
* Date of birth
* Are you a local applicant? ( applicants who are required a student visa to study in Hong Kong are regarded as non-local applicants)
* Nationality

**Address and Phone** (Checklist item 2 of 12)

Please fill in your correspondence address and contact method in this section.

* Correspondence address
* Country
* E-mail
* Mobile Phone Number
* Home Phone Number
* Office Phone Number

**Choice of Programme** (Checklist item 3 of 12)

This section is selecting your choice for which study programme

* Application type
* Admission Term
* Choice of Programme

**Postgraduate Studentship** (Checklist item 4 of 12)

If you have applied for the Hong Kong PhD Fellowship Scheme, please provide your HKPFS Reference Number here.

Please also state your intention for applying the postgraduate studentship, and fill in the “Place of Birth”.

**Examination Results** (Checklist item 5 of 12)

Please fill in your examination results in this section and update your pending grade/ score with uploaded supporting document(s) once available.

* (A) Language Examinations  
  - (i)English Language (including IELTS, GCSE English, TOEFL, CET, LPAT English. For IELTS and LPAT English, please input overall and sub-test scores.)  
  - (ii)Chinese/ Putonghua Examinations
* (B) Hong Kong Public Examinations (including HKALE, HKASE, HKDSE, HKCEE)
* (C) GCE AL/ GCE AS/ GCSE/ IGCSE/ IB Examinations
* (D) Other Public Examinations

With following columns

* Exam name
* Exam year
* Exam subject
* Grade/ Score
* Grade/ Score pending

**Post-Secondary Qualifications** (Checklist item 6 of 12)   
Please fill in you Post-Secondary Qualifications  
- Level of Award  
- Name of Institution  
- Country  
- Title of Award (in FULL TITLE)  
- Duration(in years)  
- Mode of study  
- Major  
- Minor  
- Medium of instruction  
- Award of classification  
- Award of classification pending  
- Current study  
- Start date of attendance  
- End date of attendance  
- Current year of study  
- Means of Qualification obtain (Research/ Coursework/ Both)  
- Cumulative GPA/ Grade (For current student only)  
- Final Cumulative GPA/ Grade  
- Final Cumulative GPA/ Grade pending  
- (Expected)Date of graduation

**Other Information** (Checklist item 7 of 12)  
This section is for your other records – (A)Publication, (B)Training/ Internship, (C)Extracurricular Activities, (D)Volunteer work/ Community services  
- (A)Publication  
 - Publication type,   
 - Author(s),  
 - Title of Publication,  
 - Name of Journal/ Conference/ Publisher  
 - Publication status  
 - Citation/ Publication information  
 - URL of the publication

* (B) Training/ Internship  
  - Name of Organisation  
  - Country  
  - Course/ Programme Attended  
  - Participation period From (mm/yyyy)  
  - Participation period to (mm/yyyy)
* (C)Extracurricular Activities  
  - Name of Organisation  
  - Last position/ Capacity held  
  - Participation period From (mm/yyyy)  
  - Participation period to (mm/yyyy)  
  - Major responsibilities
* (D)Volunteer work/ Community services  
  - Name of Organisation  
  - Nature of Business  
  - Participation period From (mm/yyyy)  
  - Participation period to (mm/yyyy)  
  - Major responsibilities

**Other Qualifications** (Checklist item 8 of 12)

Please fill in your other qualifications by

* Title of award / Qualification
* Top of Form
* Awarding institution
* Type of membership
* Country
* Date of award (MM/YYYY)

**Proposed Research Area** (Checklist item 9 of 12)   
Please fill in your   
- proposed research area (required)  
- proposed supervisor (optional)  
- research proposal (required)

**Working Experience** (Checklist item 10 of 12)

Please fill in your working experience with

* Employer
* Position
* Start date (MM/YYYY)
* End date (MM/YYYY)
* Subject taught(if you were teacher)/ responsibilities
* Full time or Part time

**Confidential Report/References** (Checklist item 11 of 12)

Please fill in your Referees’ information with

* Title
* Name
* Position
* Organization
* Contact no.
* Address
* E-mail

**Upload Documents** (Checklist item 12 of 12)

Please upload the following documents (in pdf,gif,jpg and MS word format):

* Statement of research interest or research proposal
* Transcripts/ Certificate of Post-secondary study
* Referee’s reports
* Public examination certificates
* Language examination certificates
* Vision statement for HKPFS only
* Payment proof