## Admission of Subject-Based Students

Please read the notes for applicants before completing this form.

# To be completed by applicant (in English and in BLOCK LETTERS)

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| Name in English(as shown on HKID card/Passport/Mainland ID card) |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Name in Chinese |  |  |  |  |  |  |
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| HKID/Passport/Mainland ID No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  | If you are a non-local applicant,please enter ‘Y’ (see note 1 overleaf) |
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| Date of Birth |  |  |  |  |  |  |  |  |  |  |  | (e.g. 31 JAN 1990) |  |  |
|  | Day | Month |  Year |  |  |  |  |  |  |  |  |  |  |
| Sex |  | Male (M) /Female (F) |  |  |  |  |  |  |  |  |  |  |  |  |
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| Nationality |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Correspondence Address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Residential Address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Home Telephone No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Mobile No. |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Email Address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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| EMERGENCY CONTACT INFORMATION |
| Contact Person |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Contact Phone |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Contact Address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| Email Address |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

If you are a current PolyU student, please state your current student no. and the programme you are attending:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 If you are a PolyU alumnus, please state your student no. and the programme(s) you had taken:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

# Subjects intended to enroll

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| --- | --- | --- | --- |
| Subject Title | Subject Code | Semester*(please tick as appropriate)* | To be input by subject offering dept. |
| For approved cases, student to attend the following subject group *(to facilitate fee calculation and subject registration)* |
| 1 | 2 | Summer |
| Group No. | Fee per credit |
|  |  |  |  |  |  |  |
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## III. Authorization and declaration of applicant

 I authorize The Hong Kong Polytechnic University to use my data provided above for the following purposes:-

1. as a basis for processing my application for admission as subject-based student;

1. for the University to send me information on the University and/or Departments including programmes it offers from time to time;
2. for transferring to the student record system upon enrolment. The data together with my photo image collected at the time of registration will be used in activities and services provided by units of the University in support of my study at the University;
3. for using my contact information to maintain on-going communication with me after my completion on the subject(s), including the delivery of announcement and other information, such as activities and education programmes; and
4. for statistical and research purposes (all personal identifiers such as name, HKID number, address and telephone number will be deleted)

Signature of applicant Date

**FOR OFFICE USE**

**IV. Decision of Department**

*(Please forward the completed application form to the Academic Secretariat for follow-up for approved cases only)*

|  |
| --- |
|  Application is \*approved/rejected. |

|  |  |
| --- | --- |
|  | Approval from Faculty Deans has been sought due to total enrolment per class exceeding the maximum  |

 limit of 25%.

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|  | Informed applicant of the decision and subject(s) to be accepted on |  |
|  | by |  |  |  |  |

|  |  |
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|  | A copy of applicant’s HKID card/Passport/Mainland ID card, and a recent colour photograph  |

 measuring 3 cm x 3.2 cm are attached for student identity card processing.

|  |  |
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|  | Alumni Sponsorship is offered to the student.  |

 Signature Date

 Faculty/Departmental Enrolment Liaison Officer

 \*delete as appropriate

**V. Action taken by the Academic Secretariat**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  Application form received on  |  | , with photograph *attached/not attached.* |

|  |  |
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|  |  For current student, copied to the department concerned, where appropriate.  |

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|  |  Student record updated on  |  | by  |  |

|  |  |  |  |  |
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|  |  Notice of offer sent to student on  |  | by  |  |

(11/13)

**Notes for Applicants**

***Completion of form***

1. Applicants should complete Sections I to III of the form. Non-local students are people who require student visas/permit issued by the Hong Kong Immigration Department to enter Hong Kong for the purpose of education.  Spouses and dependent children up to 18 years old of non-local people who are permitted to work in Hong Kong by the Immigration Department and hold dependent visas are not considered to be non-local students. In the case of non-local applicants who possess only a visitor or a tourist visa, we can neither register them as a student nor allow them to commence study until a student visa is obtained.
2. Completed form together with a photocopy of your HKID card/Passport/Mainland ID card (it will be destroyed after the printing of Student Identity Card), and a recent colour photograph (measuring 3 cm x 3.2 cm) should be submitted to the Department offering the subject(s). In cases where the subjects intending to enrol are offered by two different departments, the application form should be returned to the Academic Secretariat, 1/F., Li Ka Shing Tower of PolyU.
3. For those applicants who wish to enrol on two or more subjects concurrently, and are also currently enrolled on programmes offered by PolyU or any other institutions, they are advised to seek advice from the current department concerned before submitting an application for subject-based enrolment. They should also note that the University is not responsible for making alternative arrangement for clashes in class and examination timetables.

***Notification of application results***

1. The department hosting the subject will inform the applicant of the result of their application and the class timetable and/or assessment arrangements.
2. Successful applicants will receive a written notification from the Academic Secretariat inviting them to settle the requisite fee and collect the student identity card within 2 weeks after the receipt of the application.

***Fee refund policies***

1. Except for subject cancellation, subject fees paid are neither refundable nor transferable.
2. Caution money will be charged upon admission. It will be refunded at the end of the semester subject to no outstanding items with the University.

***Student identity card***

1. Students will be issued a Student Card and they may use this card to access to the University Library and Student Computing Centre. Rights to use any facilities of the University are given at the discretion of the University.

***Certification***

1. Having satisfied all the prescribed requirements for subject completion, student will be issued an official assessment result notification at the end of the semester and can apply for a transcript of studies on a paid basis.

***Further admission***

1. Admission of subject-based students will be processed on a semester basis and students need to re-apply for admission if they wish to enroll on subjects in other semesters.
2. Subject-based students are required to follow the normal application procedures and observe the prevailing entrance requirements prescribed for the programme and the credit transfer policy, if they later wish to seek admission to PolyU programmes leading to formal awards.

***Use of information***

1. Personal data provided in this application will be used solely for the purpose of this admission, and in this connection the data will be handled by the Academic Secretariat and other relevant departments in support of the applicant’s study at PolyU.
2. Under the provisions of the Personal Data (Privacy) Ordinance, applicants have rights to request access to, and the correction of, their personal data. Applicants wishing to access or make corrections to their data should submit written requests to the Academic Secretariat.