

THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

1. After you obtained your HKU Portal account details, you should **immediately** login to HKU Portal (<http://hkuportal.hku.hk>), look for Self Services → Master Registration to complete your online Master Registration. If you do not complete the online Master Registration, your Student Registration Card cannot be issued and you cannot enroll in any course.
2. There are 6 pages in the Master Registration form. Pages 1 to 5 are for data input. Page 6 is the confirmation page. After completing each page, press “Save & Next” to go to the next page. After you have reviewed the information on Page 6, press “Submit” to confirm the data you have entered. After pressing the “Submit” button, you will see an acknowledgement page. You may then logout from the system and close all the browser windows.

Completing the online Master Registration

Please take note of the following when you fill in the registration form:

(a) **University Number and Degree Curriculum**

These fields will be pre-entered for you on the basis of information extracted from your admission records. No changes will be allowed.

(b) **Name**

You should enter your name as it appears in your Hong Kong Identity Card (HKID Card), Passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证). Do **not** enter a comma to separate your Christian name. Also, **do not enter** a name different from your HKID Card or Passport, otherwise your Student Registration Card, degree diploma and other documents from the University will be issued with an unofficial name. This may create future difficulties for you with respect to identity verification.

If you have difficulties completing your Name and CC Code fields, please refer to the “[Guidelines on Completing the CC Code and Name Field](#)” for reference.

(c) **CC Code of Your Chinese name**

Enter the CC Codes of your Chinese name as indicated on your HKID Card, if applicable. Otherwise, please leave this field blank.

After inputting the CC Codes, you should click on the ‘Display Chinese Name’ button. If the Chinese name displayed is incorrect, you can find other choices provided for each of the Chinese characters.

You should pay attention to the notes provided and make the correct choice.

(d) **HKID Card Number**

If available, enter your HKID Card number carefully. For non-local students, if you have not received your HKID Card (not even a temporary one), please leave this field blank and fill in your Passport number or your identity card number from your home country. You should submit a photocopy of your HKID Card to your Faculty after it has been issued.

If HKID Card record is missing, your Chinese name (if applicable) will not be shown on all University documents.

(e) **Passport Number**

Please fill in the number of your Passport / Exit-Entry Permit and “Issue Country”.

(f) **ID Number of Home Country (only for students from Mainland China)**

Please fill in this field the national ID from Mainland China.

(g) **Place of Residence/Household in Mainland China (only for students from Mainland China)**

If you are a student from Mainland China, you **MUST** fill in this field.

For non-Mainland China students, please leave this field blank.

(h) **Type of Visa/Entry Permit Required to Study in Hong Kong**

This section is for you to confirm your local/non-local status since application for admission. The default status is set according to the information you provided during application for admission. If the status shown is no longer accurate, please leave the field untouched and download the “[Form for Updating Local/Non-local Status](#)” for

updating your status. The completed form should be submitted to your Faculty immediately after your Master Registration.

(i) Place of Permanent Right of Abode

Select the place where you have the legal right of permanent residence.

(j) Country of Legal Nationality

This must be as stated in the Passport you hold. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should select “Hong Kong (SAR) of PRC” as their Country of Legal Nationality.

Only holders of a valid Passport issued by People’s Republic of China can select “China” as their Country of Legal Nationality.

(k) Type of Disability

If applicable, please complete as appropriate.

(l) Contact Address (in English)

Please fill in your full address in **Hong Kong** for postal purpose in the three lines provided.

(m) Home Address (in English)

Please fill in your full home address in your home country for postal purpose in the three lines provided. You must clearly state the Country in your address.

(n) Contact Phone number

Please enter your phone number in Hong Kong.

(o) Mobile Phone number

(You may leave it blank and input it later if you do not have a HK mobile phone number yet, but you must update it in HKU Portal once it is available.)

Please enter your 8-digit mobile phone number in Hong Kong without hyphen or bracket signs (for example, 5432XXXX). The University will contact you by calling you or sending important SMS messages (e.g. about rescheduling of examinations during bad weather) via this number when necessary.

(p) Home Phone number

Please enter your home phone number in your home country.

(q) Emergency Contact

Please enter a contact person in case of an emergency occurring during your period of study in HKU.

(r) Bank Account Details

You should provide details of your account at one of the local banks so that the University can deposit any scholarships and grants awarded to you.

After Completion of Online Master Registration

1. Once the Master Registration page is submitted, it will no longer be available for modification. Any subsequent changes of personal particulars after Master Registration (except address, telephone number and bank account details which can be amended via the HKU Portal) will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with the relevant supporting documents.
2. After completed the online Master Registration, you should submit your photograph and identity document for the production of the Student Registration Card by uploading the documents via HKU Portal / submitting a paper form as required by your curricular. For details of submission via HKU Portal, please refer to “[Online Submission of Identity Document and Photograph for Student Registration Card](#)”.

Academic Support and Examinations Section, Registry

May 2022

THE UNIVERSITY OF HONG KONG

Photograph Submission for Student Registration Card (Hard Copy format)

Please ensure that you have completed the online Master Registration via the HKU Portal account assigned to you (<http://www.hkuportal.hku.hk> → Self Service → Master Registration). Please follow the instructions on this sheet to submit your photograph and supporting documents for the Student Registration Card.

You are required to submit the following for processing your Student Registration Card:

- A colour photograph of yourself which meets the following specifications:
 - taken within the last 6 months to reflect your current appearance;
 - showing full frontal face with clear facial features and without hat or sunglasses; and
 - taken against a plain background.
- A clear photocopy of your Hong Kong Identity Card (HKID) or Acknowledgment of Application for Hong Kong Identity Card (i.e. temporary HKID Card)
 - If you still have not received your HKID Card (not even a temporary one), you can submit either your Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证), or
 - your Passport that contains your English name (only the side with the holder's personal particulars and photographs)
- For non-local students: a clear copy of your Visa if you require a Visa/Entry Permit issued by the Director of Immigration to stay in Hong Kong and study in HKU. You may submit this later if you have not yet received it.

To Note:

*You are required to present the original identification documents submitted for verification when you collect your card.

*Please do not send in original identification documents (i.e. your HKID/Passport/Visa).

HOW TO SUBMIT THE REQUIRED DOCUMENTS

Please stick your
photograph here

1. Please return this form with your HKID/Passport/Visa (if applicable) to your Faculty Office. Please staple the HKID/Passport/Visa together with this form. Photograph submitted without a copy of the HKID/Passport will not be processed.
2. HKID/Passport/Visa photocopies should be made on A4 size (210mm x 297mm) paper and will not be returned.
3. Please glue your photograph (which will be used for reproduction of a digitized image) to the box on the left. The photograph's size must not be larger than 55mm x 45 mm and not smaller than 50 mm x 40 mm. You should not fold, staple or attach the photograph to this Form by paper clips or write on the back of the photograph, otherwise it will make the photograph unsuitable for student card production.
4. Please complete the personal information below. We may contact you via the given contact details should we require further information from you.

University No.: (The 10-digit University number stated in your HKU Portal)									
Surname:			Given Name(s):						
Curriculum:	{e.g. MPhil}								
Contact phone number in H.K.:			Personal email:						

The information collected will be used by the University for all academic and administration purposes in accordance with the Personal Data (Privacy) Ordinance.

Information for New Students on Using Central IT Facilities

Please visit ITS website (<https://its.hku.hk/students/>) for more information on HKU Portal, HKU Email, Student Information System, etc.

THE UNIVERSITY OF HONG KONG

Information for UG and TPG Students on Academic Integrity and Student Plagiarism

To: All new HKU students

The University upholds the highest standards of academic integrity and accepts zero tolerance of plagiarism. Students who have committed plagiarism are subject to various consequences, including academic failure and disciplinary actions. According to the Policy on Student Plagiarism in Undergraduate and Taught Postgraduate Curricular, students who have committed plagiarism will be recorded in the University's central register where repeated offenders will be identified for the University to take respective actions.

2. To avoid committing plagiarism, students are strongly advised to visit <https://tl.hku.hk/plagiarism/> for more information on relevant policies and regulations, and learning resources.

June 2020

THE UNIVERSITY OF HONG KONG

**Personal Information Collection Statement
for
Applicants and Students**

1. This is a personal data collection statement made under the Personal Data (Privacy) Ordinance (“the Ordinance”).
2. Personal data provided by you to The University of Hong Kong (“the University”) through the completion of admission application and, if admitted, through the registration procedures and during studies at the University will be used for the University to perform its administrative, education, academic and research functions, and for the directly related purposes.
3. Unless otherwise specified, provision of personal data is voluntary. However, failure to provide the relevant personal data will render the University unable to perform the relevant functions, e.g. unable to consider your application for admission or provide the facilities or services.
4. Without prejudice to the foregoing, the purposes and use of the personal data collected are elaborated as follows.
5. As regards your application for admission, the personal data collected will be used for the purposes prescribed in the application forms/documents and will serve the following purposes:
 - a. as basis for selection for admission, award of entrance scholarships, and communication on admission-related matters;
 - b. as evidence for verification of your identity, your qualifications and academic records in relevant institutions and organizations in Hong Kong or other places, and other information provided in the application forms/documents; and
 - c. identifying possible multiple applications and records of your previous and existing studies at the University and other institutions.
6. In case of application for admission to a programme jointly offered or collaborated by the University and its partner institution(s), your personal data provided to the University will be transferred to the partner institution(s) concerned for the purposes as stated in paragraph 5 above.
7. If you are admitted as a student of the University, your personal data provided during the application process will be transferred to the student record system of the University, together with your personal data (including the photo image) provided during registration, to become part of your official student records.
8. Personal data of the students of the University will be used for all purposes relating to studies at, activities conducted by, and facilities, services and benefits provided by the University (in particular those governed by the relevant regulations, policies and

procedures of the University). Personal data and photo images of students may also be used for the purpose of conduct of student activities.

9. Personal data of the students of the University (including study records) will be used by the University, during studies at and after leaving the University, for conducting statistical analysis, research, survey, review and audit.
10. Upon leaving the University, personal data of the students of the University will also be used for maintaining contact, updating the latest developments of the University, and provision of information (such as activities of the University).
11. Your personal data will be kept confidential and handled by the authorized staff members of the University. The University may transfer your personal data to parties outside the University, for the above functions and purposes, such as processing of student visa, arrangements of activities (including but not limited to exchanges, internships, placements, and field trips), and granting of scholarships and financial aids, and when it is required by law.
12. Under the provisions of the Ordinance, you have the right to request the University to ascertain whether it holds your personal data, to request it to supply to you a copy of the data, and to apply for correction of the data, as necessary. Applications for access to personal data should be made by using the specified form and on payment of a fee. Requests for correction of personal data should be made in writing with supporting documentation. Please address such applications and requests to the Data Protection Officer, Registry, The University of Hong Kong, except for requests for access to examination-related personal data which should be submitted to the office of the home Faculty direct.
13. You may click http://www.hku.hk/about/policies_reports/privacy_policy.html for the Privacy Policy Statement of the University.

September 2021