

THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

After obtaining your HKU Portal account details, you should **immediately** log in to HKU Portal (<https://hkuportal.hku.hk/>) → 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.

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 log out and close all browser windows.

Completing the online Master Registration

Please note the following when you fill in the Registration form:

(a) Personal Particulars – Biographical: University Number (Student ID) and Degree Curriculum

These pre-entered fields are based on your admission records. No changes are allowed.

(b) Name and CC Codes of Chinese Name

You should enter your name as on your Hong Kong Identity Card (HKID Card), Passport, or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (EEP; 往来港澳通行证). The name entered will be used in all official documents issued by the University, such as Student Registration Card, degree diploma, etc. Incorrect entry of the name may create future difficulties for your identity verification.

Enter the CC Codes of your Chinese name as on your HKID Card, if applicable. Otherwise, please leave this field blank. If the Chinese character displayed after entering the CC Code is incorrect, you can click on the 'Name Choices' button to find other choices provided for each Chinese character. If you could not provide the HKID Card as your identity proof when you submit the identity document for processing of Student Registration Card, your Chinese name will NOT be recorded in the University system.

Please refer to '[Guidelines on Completing the Name Field during Online Master Registration](#)' for more details.

(c) HKID 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. You should submit a copy of your HKID Card to your Faculty after the Card has been issued. If HKID Card record is missing, your Chinese name (if applicable) will not be recorded in the University system.

(d) Passport Number

Please fill in the number of your Passport / Exit-Entry Permit (EEP; 往来港澳通行证) and 'Issue Country'.

(e) ID No. of Home Country (only for students from Mainland China)

If you are a student from Mainland China, please fill in this field with the national ID from Mainland China. For non-Mainland China students, please leave this field blank.

(f) 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.

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

This section is for you to confirm your local/non-local status. The default status is set according to the information you provided during admission application. If the status shown is no longer accurate, please leave the field untouched and download the '[Form for Update of Local/Non-local Status](#)' to update your status. The completed Form, together with the appropriate supporting documents, should be submitted to your Faculty immediately after your Master Registration.

(h) Place of Permanent Right of Abode

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

(i) 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 the People's Republic of China should select 'China' as their Country of Legal Nationality.

(j) Parent / Guardian Information

For students under the age of 18 as at September 1 of the admission year, please enter details of your parent / guardian who will complete the Consent Form for you.

(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 purposes in the three lines provided.

(m) Home Address (in English)

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

(n) Contact Phone Number

Please enter your phone number in Hong Kong.

(o) Hong Kong Mobile Phone Number

(If you do not have a HK mobile phone number yet, please leave it blank first but update it later when available.)

Please enter your 8-digit mobile phone number in Hong Kong without hyphens, brackets, or 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 details of a contact person in case of an emergency occurring during your period of study at 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. The account name entered should be the same as recorded on your bank statement / passbook.

After Completion of Online Master Registration

1. After submitting the Master Registration form, you can still update your contact information (such as address and phone number) and bank account details via the HKU Portal anytime during your studies.
2. Except the above-mentioned parts, any modification or subsequent changes of personal particulars will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with relevant supporting documents.
3. After completing the Master Registration, you should submit your photograph and identity document for the production of Student Registration Card by uploading the documents via HKU Portal (please refer to '[Online Submission of Identity Document and Photograph for Student Registration Card](#)') / submitting a [paper form](#) as required by your curriculum.

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Photograph Submission for Student Registration Card

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 your Student Registration Card:

- A clear photocopy of your Hong Kong Identity Card (HKID) or Passport that contains your English name (only the side with the holder's personal particulars and photograph is required).
- 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.

To Note:

*You are required to present the original identification documents submitted, the original and a photocopy of your student visa (if applicable) for verification when you collect your card.

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

HOW TO SUBMIT THE REQUIRED DOCUMENTS

1. You are required to return this form with your HKID/Passport to your Faculty Office. Please staple the **photocopy** of your HKID/Passport/ Exit-Entry Permit together with this form. Photograph submitted without a copy of the HKID/Passport will not be processed.
2. HKID/Passport/ Exit-Entry Permit (往来港澳通行证) photocopies should be made on A4 size (210mm x 297mm) paper and will not be returned.
3. Please glue your photograph 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 photo-capture.
4. The photograph will be used for reproduction of a digitized image and will not be stuck onto the Student Registration Card.
5. Please complete the personal information below. We will contact you via the given contact details should we require further information from you.

Please stick your photograph here

University No.:										
(This is a 10-digit University number stated in your HKU Portal)										
Surname:					Given Name(s):					
Curriculum:	{e.g. MPhil or PhD}									
Contact number in H.K.:					Personal E-mail:					

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.

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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

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**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.

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