

THE EDUCATION UNIVERSITY OF HONG KONG
Diploma in Early Childhood Education (Supporting Learning and Teaching for
Non-Chinese Speaking Children) (One-year Full-Time) (A1E001)

Step-by-step Instruction Guide for Online Application

Step 1: Prepare the application

Prepare all the required materials before making your online application.

<u>Must complete before submission</u>	<u>Allow uploading after the submission</u>
<ul style="list-style-type: none">✓ Your identity document (Passport/Hong Kong Identity Card)✓ Personal Information including a valid email address, home address and telephone number✓ If you choose online payment, a valid credit card (VISA, MasterCard or UnionPay) for payment of the application fee	<ul style="list-style-type: none">✓ Hong Kong Public Examinations (including HKALE, HKASE, HKDSE, HKCEE)✓ Results in Recognized Chinese Examinations (including GCE, GCSE, and IGCSE)✓ Results in other public examinations/qualifications

Step 2: Create an application account (www.eduhk.hk/acadprog/online)

1. Scroll down to the bottom of the page and click ***‘Continue’*** to start the online application.

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your application(s). Applications without a completed Principal Recommendation Form will not be processed.

Notes for Non-local applicants


- Application opens for non-local students seeking admission to our Full-time Bachelor's Degree Programmes (via non-JEE route) for Fall 2022.
- 2022/23 年度本科課程（內地應屆高考生適用）入學申請經已開始。截止日期為2022年6月12日 晚上11時59分(北京時間)。
- EdUHK does not encourage students to entrust their application to any third party agents and we always contact applicants directly on updates regarding the applications. You must complete and submit your own application and provide your own personal and contact details. Please refer to the official EdUHK channels, such as programme websites and the [admission system](#), for the required information to complete your application.

Notes for JUPAS applicants

- If you are JUPAS applicant, according to the regulations of Joint University Programmes Admissions System (JUPAS), you CANNOT submit applications via both JUPAS and non-JUPAS (Direct Application) routes for our Government-funded Full-time Undergraduate/Sub-degree programmes in the same academic year. Such non-JUPAS applications will NOT be considered and any application fee paid will NOT be refunded.

Upon successful submission of your application, you will receive an application acknowledgement by email. If you do not receive the acknowledgement, please log in your account and check the status of your application.

EdUHK UGC-funded students applying for change of programme/major/year should submit their application to Academic Regulations and Records Section of the Registry. For details of the application procedure, please refer to the Registry website at <https://www.eduhk.hk/re/modules/content/item.php?categoryid=9&itemid=19>

 Continue

2. Choose 'All programmes for local and non-local applicants'.

EdUHK Online Application Systems

Home 繁體中文 簡體中文 英文

Apply for Admission to the University's Programmes

All Programmes
(for Local and Non-Local Applicants)
[Not Applicable to Applicants with Mainland Gaokao only]

Full-time Undergraduate Programmes
(for Applicants with Mainland Gaokao)
本科課程(內地應屆高考生適用)

Special Announcement

1. Please visit www.eduhk.hk/acadprog for the application period.
2. Please read the [Personal Information Collection Statement](#) before application.

Remark: Online Application System is best viewed with Chrome v.87, Firefox v.83 and Edge v.44 on Windows 10.

Search

3. Click 'here' to create a NEW application account.

EdUHK Online Admission System

Admissions Login

If you are a returning user, please enter your Login ID and PIN to login.
[Online Application - Guided Tour](#)

Login ID: (Case sensitive)
PIN:

Login

If you forget your PIN, please click [here](#).
If you are a new user, please click [here](#).

Please fill in ONLY ONE of the following identification:

Hong Kong Identity Card Number: Z1234567
(Please ignore the parentheses, e.g. Z1234567)
Mainland Identity Card Number:
(For Mainland applicants without HKID)
Passport Number:
(For those without HKID and Mainland ID)

Then, please fill in the following personal information:

Surname: TESTING
Given Name: ACCOUNT
Date of Birth (DD/MM/YYYY): 01/09/2000 (e.g. 18/01/1990)
Email: testing@hotmail.com

Continue

[Return to Homepage](#)

5. Enter your login ID, password and robot check number, then click Login.

EdUHK Online Admission System

Admissions Login - New User

Please create a Login ID and PIN. Your PIN must be a six-digit number.

Create a Login ID: testdece
Create a PIN: *****
Verify your PIN: *****

Please enter the number shown in the right hand side: 3250 3 2 5 0 Refresh

Login

[Return to Homepage](#)

Step 3: Submit your application

6. Select the application type '**Full-time Sub-degree**', then click Continue.

EdUHK Online Admission System

Select an Application Type

Please select the Application Type you are applying for.

Application Type: Full-time Sub-degree

Continue

[Return to Homepage](#)

7. Select the Admission Term '**SEMESTER 1, 2025-26**', then click Fill Out Application.

EdUHK Online Admission System

Apply for Admissions

Please select the term you are applying for and click **Fill Out Application** to continue.

* - Indicates a required field.

Application Type: Full-time Sub-degree

Admission Term: SEMESTER 1, 2022-23

Surname / Family Name: TESTING

Given Name: ACCOUNT

Fill Out Application

[Return to Application Menu](#)

8. Complete all mandatory fields of the online application form, then click Continue.

EdUHK Online Admission System

Application Checklist CHANGE PIN EXIT

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.

1 Personal Information	1 Post-Secondary Qualifications
1 Address and Phone	1 Other Qualifications
1 Choice of Programme	1 Working Experience
1 Examination Results	1 Upload Documents
1 Secondary School Attended	

Return to Application Menu

Continue

Make sure the information you entered in the online application form is complete and accurate. Otherwise, The Registry may not be able to process your application and your chance of admission will be affected.

9. Choose the programme '**1-yr FT Diploma in Early Childhood Education (Supporting Learning and Teaching for Non-Chinese Speaking Children)**', then click Save and Continue.

EdUHK Online Admission System

Choice of Programme (Checklist Item 3 of 9)

* - Indicates a required field.

Application Type: Full-time Sub-degree

Admission Term: SEMESTER 1, 2022-23

Choice of Programme: 1-yr FT Diploma in Early Childhood Education (Supporting Learning and Teaching for Non-Chinese Speaking Children) programme

Save and Continue

[Return to Checklist without saving changes](#)

10. Upload the supporting materials, then click Save and Continue.

EdUHK Online Admission System

Upload Documents (Checklist item 9 of 9) CHANGE PIN EXIT

Notes to Applicants

Please upload the following documents in support of your application:

- **Transcripts/Certificate of Post-secondary study** (If you are our graduate in 1995 or after, you do not need to submit any copies of EdUHK/HKIE academic transcript(s) and certificate(s).)
- **Public Examination and Language Examination Certificates**
- **Reply Proforma** (not applicable to online acceptance)
- **Others** (such as award certificates, non-academic achievements)

File Format

We accept documents in pdf, gif, jpg and MS word format.

File Size

You are allowed to upload files up to a total of 25MB and the maximum size for each file is 4MB. **All uploaded documents will be shared among all programmes applied.**

How to Upload

Please click "Browse" to select document in your local hard disk and then click "Add" to upload the document.

Please note that the University will not accept supporting documents sent via other means.

Document Type

- ☐ Transcripts/Certificates of Post-secondary Study
- ☐ Public Examination Certificates
- ☐ Language Examination Certificates
- ☐ Payment Proof (Application Fee)
- ☐ Others
- ☐ Reply Proforma
- ☐ Payment Proof (Acceptance Fee)

Summary

Your account

Quota: 25.00 MB Used: 0.00 MB Free: 25.00 MB

Uploaded Documents

File Name	Document Type	File Size (MB)	Date Uploaded	Action
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File to upload: No file chosen

[Return to Checklist without saving changes](#)

Tips for uploading documents:

1. Make sure you have included all relevant qualifications with supporting materials (e.g. academic transcripts, public examination results, etc).
2. Electronic or scanned copy is accepted.
3. The maximum capacity of your upload files is **17MB in total**.
4. The maximum size for **each file is 4 MB**.
5. Supporting documents must be submitted via the online system.

11. Read the declaration and submit the application.

EdUHK Online Admission System

Please select application for submission. CHANGE PIN EXIT

Applications in Progress

Admission Term	Application Type	Programme Applied	Field of Study	Date Created	Summary	Select for submission
SEMESTER 1, 2022-23	Full-time Sub-degree	1-yr FT Diploma in Early Childhood / Education (Supporting Learning and Teaching for Non-Chinese Speaking Children) programme		Apr 06, 2022	Preview	<input checked="" type="radio"/>

Note: You will not be able to select the programme to proceed if: (1) You have not gone through all of the sections in the application form; OR (2) the application deadline has already passed.

DECLARATION

1. I declare that all the information given above in support of my application is to the best of my knowledge accurate and complete. I understand that any omission or misrepresentation of information will lead to disqualification of my application for admission and subsequent enrollment in the University.
2. I understand that it is my responsibility to read and follow any programme-specific application procedures pertaining to the programme for which I am applying.
3. I understand that any aspect of the course and course offerings (including, without limitation, the content of the course and the manner in which the course is taught) may be subject to change at any time at the sole discretion of the University. Without limiting the right of the University to amend the course and its course offerings, it is envisaged that changes may be required due to factors such as staffing, enrolment levels, logistical arrangements and curriculum changes.
4. I authorise The Education University of Hong Kong to:
 - a. use my data as a basis for various types of processing in relation to my application;
 - b. have my personal data transferred to the student record system of the University upon my admission to the programme;
 - c. use my data (except all personal identifiers such as name, HKID number) for statistical and research purposes;
 - d. obtain information about my public examination results, records of studies or professional qualifications from the relevant examination authorities, assessment bodies or academic institutions in Hong Kong and elsewhere if deemed appropriate;
 - e. use my data to carry out checks of my applications, and any records of my studies in the University and other institutions in Hong Kong and elsewhere if deemed appropriate;
 - f. forward my personal data and details of my current school to the Education Bureau to facilitate the arrangements for the employment of replacement teacher upon my admission to the programme (only applicable to full-time Professional Development Programmes);
 - g. inform the Education Bureau/School Management Committee of my serving school of any changes of my student status which may affect the employment of replacement teacher upon my admission to the programme (only applicable to full-time Professional Development Programmes); and
 - h. forward my attendance records to the Education Bureau/School Management Committee of my serving school at any time in connection with the monitoring of my attendance during the programme (only applicable to full-time Professional Development Programmes).

☒ I have read and agreed to abide by the above declaration.

Please make sure all the relevant sections have been filled in and the information provided is accurate and complete.

Step 4: Make a payment

(A) Online payment

1. Choose 'Online Payment'.

EdUHK Online Admission System

Please be certain that all information is complete and accurate before proceed to next step. You may review your profile upon clicking the link under "Summary". Should you have pending grades/awards, you should update your grades/awards online and upload the supporting documents (e.g. transcript/certificate) once they are available. Please don't send any documents by post or email.

You are about to pay for the following application:

Applications in Progress

Admission Term	Application Type	Programme Applied	Field of Study	Date Created	Fee	Summary
SEMESTER 1, 2022-23	Full-time Sub-degree	1-yr FT Diploma in Early Childhood Education (Supporting Learning and Teaching for Non-Chinese Speaking Children) programme	/	Apr 06, 2022	HKD 150	Preview

Fee: HKD 150

The application fee (HKD\$150) for local applicants is non-refundable and non-transferable.

Upon successful submission of your application, you will receive an acknowledgement by email. If you encounter problems with online payment, please submit your application fee by other payment methods, such as ATM and bank deposit.

☒ Online Payment ☐ Other Payment Methods

[Back](#)

2. Select a payment method card (VISA, MasterCard or UnionPay) to pay.

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Amount: **HKD 150.00**

Merchant: The Education University of HK

Invoice Number: APPL-1811-00165837

Press your payment method to pay.


Card Type



« Cancel, and return to The Education University of HK

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.



3. Complete the payment by filling in the credit card information.

Amount: **HKD 150.00**

Merchant: The Education University of HK

Invoice Number: APPL-1811-00165838

Card Information

Enter your card information.

Card Type: **VISA**

Credit Card Number: - - -

Expiry Date: MM YYYY Card Verification Number: [What is this?](#)

Pay Now

« Cancel, and return to The Education University of HK

4. Other Payment Method Choose **'Other Payment Methods'**.

EdUHK Online Admission System

Please be certain that all information is complete and accurate before proceed to next step. You may review your profile upon clicking the link under "Summary". Should you have pending grades/awards, you should update your grades/awards online and upload the supporting documents (e.g. transcript/certificate) once they are available. Please don't send any documents by post or email.

You are about to pay for the following application:

2020-21

Applications in Progress

Admission Term	Application Type	Programme Applied	Field of Study	Date Created	Fee	Summary
SEMESTER 1, 2022-23	Full-time Sub-degree	1-yr FT Diploma in Early Childhood Education (Supporting Learning and Teaching for Non-Chinese Speaking Children) programme	/	Apr 06, 2022	HKD 150	Preview

Fee: HKD 150

The application fee (HKD\$150) for local applicants is non-refundable and non-transferable.

Upon successful submission of your application, you will receive an acknowledgement by email. If you encounter problems with online payment, please submit your application fee by [other payment methods](#), such as ATM and bank deposit.

[Back](#)

Input the payment reference (e.g. bank-in slip, ATM advice, Telegraphic Transfer) to complete the payment procedure. For details, please refer to the Methods other than Online Payment (see Annex I).

Step 5: After payment

Your application will be sent to the Registry after you have completed the payment procedure. An application acknowledgement will be emailed to you within one day of your submission.

Note:

1. *Individual notifications, such as application acknowledgement, interview arrangements, admission offer etc. will be sent to you by email. **You are strongly advised to check your email and online application account regularly for interview schedules and admission status.***
2. *Please note that not all applicants of the programme will be interviewed. **Only successful applicants will receive individual notifications by email.** No individual notifications will be sent to unsuccessful applicants and waitlisted applicants*
3. *If you are a returning user and wish to create a new application for another programme/subject/class, the system will automatically replicate a new form based on the information you previously submitted. You are welcomed to update your application with new information. However, some data fields may not allow changes (i.e. data dimmed in the application form) for subsequent applications in the same admit term and programme type. Should you wish to amend or provide new information, please contact the Registry by email with your application number and programme quoted.*

November 2024

The Education University of Hong Kong
Payment of Application Fee
Methods other than Online Payment

If you are not able to pay online, you may pay your application fee by one of the following methods. Please input a Payment Reference for our record and upload the copy of your payment proof to your online application account. All your payment proof must clearly show your full name and programme applied.

1) Bank Deposits or Automatic Teller Machine (ATM) in Hong Kong: You may pay the application fee by direct deposit or ATM transfer to EITHER ONE of the following accounts:

- i) Account No. 267-170330-011 of the Hang Seng Bank; or
- ii) Account No. 015-195-25-00003-9 of the Bank of East Asia

2) T/T Remittance from overseas*: Please quote the following information for overseas bank transfer and provide your full name and programme applied as payment reference:

Beneficiary Bank:	The Bank of East Asia Limited
Beneficiary Bank Address:	10 Des Voeux Road, Central, Hong Kong
Name of Account Holder:	The Education University of Hong Kong
Account No.:	015-195-25-00003-9
SWIFT Code:	BEASHKHH

**Please note that you shall be responsible for all bank charges incurred and please check with your bank for details. Bank charges for local handling banks are around HK\$240. You are required to settle the shortfall if the remittance received is not enough to cover the total amount of bank charges as well as the application fee.*

****IMPORTANT NOTES****

A) THE APPLICATION FEE ONCE PAID IS NOT REFUNDABLE.

B) Applications will not be processed without payment. Cash and cheque are not accepted.

C) You need to keep the original receipt of the deposit slip / ATM advice / any other relevant receipt as a proof of payment for our verification upon request.

For enquiries, please contact us at (852) 2948 6886 or email to:

Research Postgraduate (PhD / MPhil) Admissions (rpg@eduhk.hk)

Doctoral Degree (EdD) Admissions (edd@eduhk.hk) (eddchi@eduhk.hk)

Taught Master's Degree Admissions (tpgadmission@eduhk.hk)

PGDE Admissions (pgdeadmission@eduhk.hk)

Undergraduate and Sub-degree Admissions (admission@eduhk.hk)

Professional Development Programmes Admissions (pdp@eduhk.hk)

Admissions, Registrations and Academic Planning Section

The Registry

June 2022