



**Electronic Advance Application System for  
Post-secondary Programmes  
(E-APP)**

**User Guide for Applicants**

Version: 3.2  
Education Bureau

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## 1. Introduction

### 1.1 What is E-APP?

Electronic Advance Application System for Post-secondary Programmes (E-APP) ([www.eapp.gov.hk](http://www.eapp.gov.hk)) is a one-stop online application system for post-secondary programmes developed by the Education Bureau. Candidates sitting for the Hong Kong Diploma of Secondary Education Examination (HKDSE) in the current academic year may lodge advance applications for full-time locally-accredited sub-degree and undergraduate programmes (including sub-degree programmes under the Study Subsidy Scheme for Designated Professions/Sectors and most of the eligible programmes under the Non-means-tested Subsidy Scheme for Self-financing Undergraduate Studies in Hong Kong) that are not covered by the Joint University Programmes Admissions System (JUPAS) via the E-APP before the release of HKDSE results.

### 1.2 About the System

#### Security

- User name and password should be kept CONFIDENTIAL
- Password should be changed regularly
- Do not leave your computer unattended while updating your personal information or programme choices
- Logout from E-APP when you are not using

#### Browsers

The E-APP website (<https://www.eapp.gov.hk>) is best viewed with the following browsers:

- Chrome (Windows, MacOS, iOS, Android)
- Safari (MacOS, iOS)
- Edge (Windows)
- Firefox (Windows, MacOS, iOS, Android)

#### 30-Minutes Time-Out Session

- The E-APP account will be automatically logged out after 30 minutes idle time.

### 1.3 Contact Us

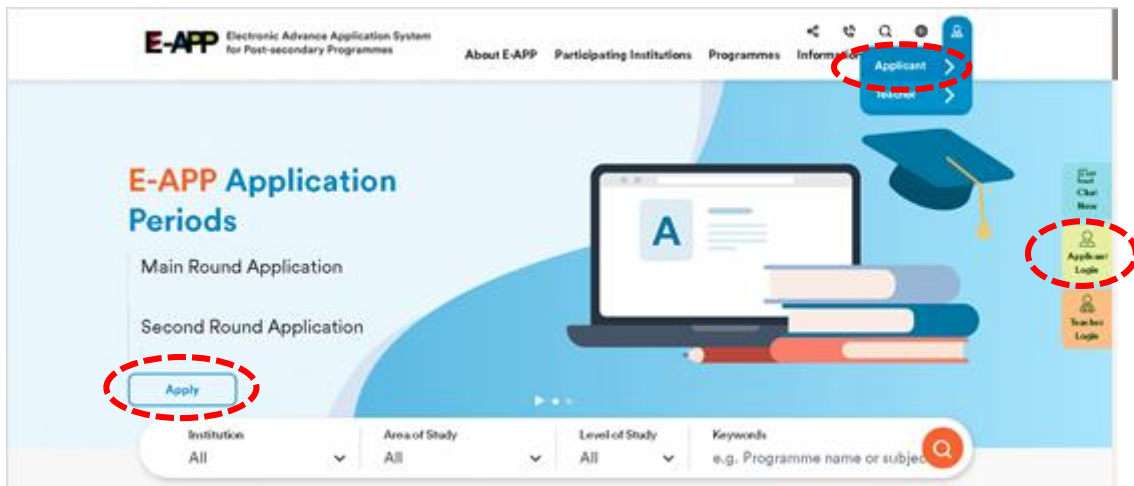
For enquiries, please contact E-APP hotline at 3104 2560 during office hours or email to [eapp\\_post\\_sec@edb.gov.hk](mailto:eapp_post_sec@edb.gov.hk).

## 2. User Registration

### 2.1 Create Account

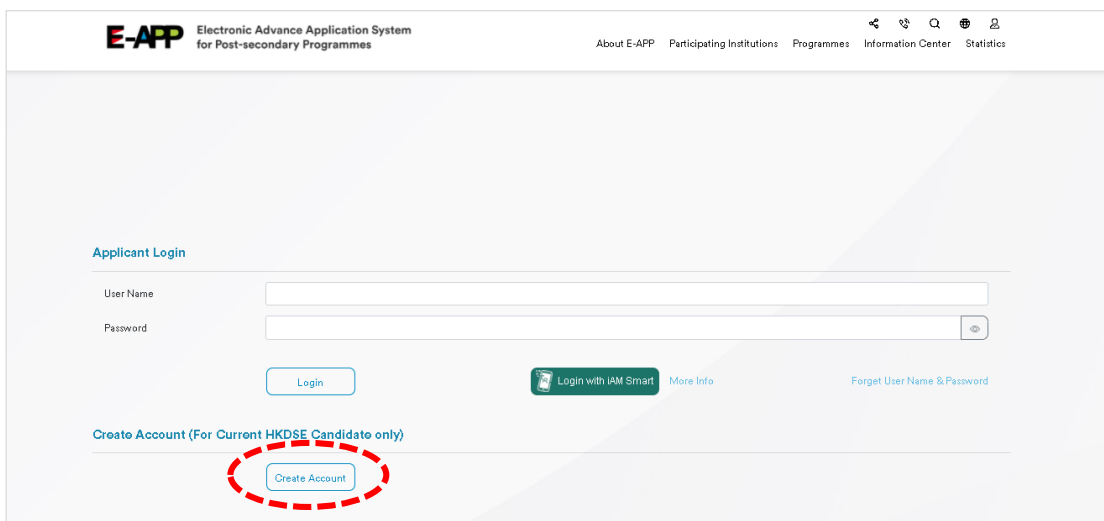
Step 1

Click “Applicant”, “Apply” or “Applicant Login” to enter the Applicant Login page.



Step 2

Click “Create Account”.



Step 3

Confirm that your eligibility for the application, enter the security code, accept the “Important Notes” and click “Continue” to the next step.

**E-APP** Electronic Advance Application System for Post-secondary Programmes

Home > Create Account

Fields marked with \* are mandatory.

1. Current Hong Kong Diploma of Secondary Education Examination (HKDSE) Candidate \*
2. Please enter security code \*

Yes  No

06201

**Important Notes**

1. You must be a candidate sitting for the Hong Kong Diploma of Secondary Education Examination (HKDSE) in the current academic year. It normally takes 30 minutes to create an account. If the session times out, you may log in again to resume the process.
3. Before you start, please make sure you have:
  - (a) Your Hong Kong Identity Card (HKID) number (or Passport number if you have no HKID);
  - (b) Details of your academic qualifications (including local and non-local qualifications); and
  - (c) Image copy of your Secondary 4, Secondary 5 and Secondary 6 examination results and Student Learning Profile in JPEG/ PNG/ PDF format (file size smaller than 3 MB each).
4. Before submitting application(s), please refer to the respective programme and admission details, including:
  - (a) Entry requirements;
  - (b) Programme curriculum and other related information;
  - (c) Application period; and
  - (d) Application fees.
5. You only need to submit the application to each institution via the system once.

I have read, fully understood and accepted the Important Notes.

Print Download Continue

## 2.2 Personal Particulars

Enter the personal information required, and click “Next” to the next step.

**E-APP** Electronic Advance Application System for Post-secondary Programmes

Home > Create Account

1 Fill in Personal Particulars 2 Select Preference 3 Select Verification Method

Fields marked with \* are mandatory.

**Personal Particulars**

Local Applicant  Non-local Applicant

You are a LOCAL applicant if you are a holder of :

- LS1) Hong Kong Permanent Identity Card;
- LS2) Documents issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) showing right to land / right of abode in Hong Kong;
- LS3) One-way Permit for entry to Hong Kong;
- LS4) Full-time employment visa / work permit;
- LS5) Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Immigration Department of the Hong Kong Special Administrative Region);
- LS6) Visa / entry permit for Quality Migrant Admission Scheme;
- LS7) Visa / Entry permit for Capital Investment Entrant Scheme;
- LS8) Visa / Entry permit for Admission Scheme for the Second Generation of Chinese Hong Kong Permanent Residents; or
- LS9) Visa label for unconditional stay.

**Account Information**

User Name \* eappte123

Password \* [masked]

Confirm Password \* [masked]

8 - 20 characters  
A mixture of letters and numbers  
A mixture of both uppercase and lowercase letters

Form filling with IAM Smart e-ME [More Info](#)

**ID Type & No. \*** Hong Kong Identity Card A263432 (1)

**Surname (in English) \*** CHAN

**First Name (in English) \*** TAJ MAN

**Chinese Name \*** 陳大文  
 I don't have a Chinese Name

**Chinese Commerical Code** 7H5 1129 2429

**Date of Birth (dd/mm/yyyy) \*** 09/09/2000

Form filling with IAM Smart e-ME [More Info](#)

**Sex \***  Male  Female

**Address (in English) \***

Room	1102	Floor	11	/F	Block
Building	HAPPY BUILDING <span style="float: right;">x</span>				
Estate	HAPPY COURT <span style="float: right;">x</span>				
Street	BROADWOOD ROAD <span style="float: right;">x</span>				
District	HAPPY VALLEY <span style="float: right;">x</span>				
Area	HONG KONG ISLAND <span style="float: right;">x</span>				

**Home Phone No.** (+852) Hong Kong x 3104 2560

**Contact Mobile Phone No. \*** (+852) Hong Kong x 9976 5432

**Confirm Contact Mobile Phone No. \*** (+852) Hong Kong x 9976 5432

**Contact Email Address \*** eapptet21@gmail.com

**Confirm Contact Email Address \*** eapptet21@gmail.com

?
E-APP and Institution(s) may contact you by text messages or emails, please ensure the above information is correct.

**Remarks**

If you are a candidate of current HKDSE and not able to create account, you are required to submit (1) the eForm for the [Manual Account Creation / Update](#) (2) a copy of your HKDSE "Candidate Entry Information Checklist" or Admission Form issued by the Hong Kong Examinations and Assessment Authority, and/or (3) other supporting documents (if needed).

Next

**Notes:**

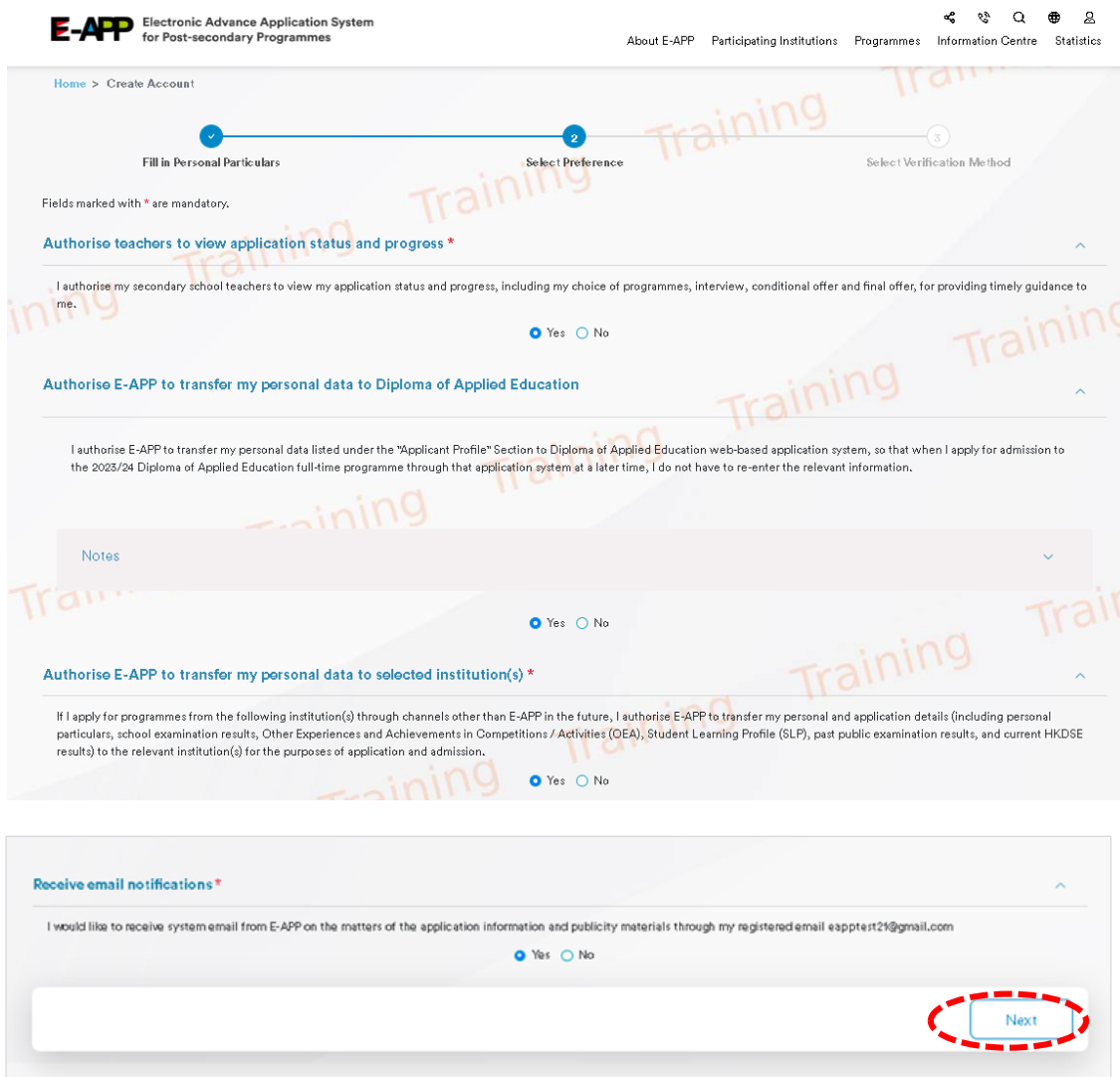
- Once the E-APP account is created, user name will not be able to modify.
- ID Type & No, Name and Date of Birth must be identical with applicant's HKDSE Candidate Entry Information Checklist or Admission Form issued by Hong Kong Examinations and Assessment Authority (HKEAA).
- E-APP and Institution(s) may contact applicant by SMS or emails, please ensure the information provided is correct.

### 2.3 User Preferences

Set up the following user preferences:

- authorise teachers to view application status and progress;
- authorise E-APP to transfer the user data to Diploma of Applied Education;
- authorise E-APP to transfer the user data to selected institution(s); and
- receive email notifications

and click “Next” to the next step.





## 2.4 Account Verification Method

Choose either “Email” or “SMS” to verify your account. Then click “Submit”.

Home > Create Account

1 2 3

Fill in Personal Particulars Select Preference Select Verification Method

Fields marked with \* are mandatory.

**Account Verification Method \***

I would like to receive verification code by following method.

Email  SMS

Back Submit

## 2.5 Confirmation of Account Creation

### Step 1

Applicant can preview the inputted information. If the information is correct, click “Confirm” to continue.

Home > Create Account

**Personal Particulars**

Local Applicant

**Account Information**

User Name *	eapptest123	
ID Type & No. *	Hong Kong Identity Card	A363432(1)
Surname (in English) *	CHAN	
First Name (in English) *	TAI MAN	
Chinese Name *	陳太文	
Chinese Commercial Code	7115 1129 2429	
Date of Birth (dd/mm/yyyy) *	09/09/2000	
Sex *	Male	
Address (in English) *	Room	1102
	Floor	11
	Building	HAPPY BUILDING
	Estate	HAPPY COURT
	Street	BROADWOOD ROAD
	District	HAPPY VALLEY
Area	HONG KONG ISLAND	
Home Phone No.	(+852) Hong Kong	3104 2560
Contact Mobile Phone No. *	(+852) Hong Kong	9876 5432
Contact Email Address *	eapptest21@gmail.com	

Authorise teachers to view application status and progress \*

Back Confirm

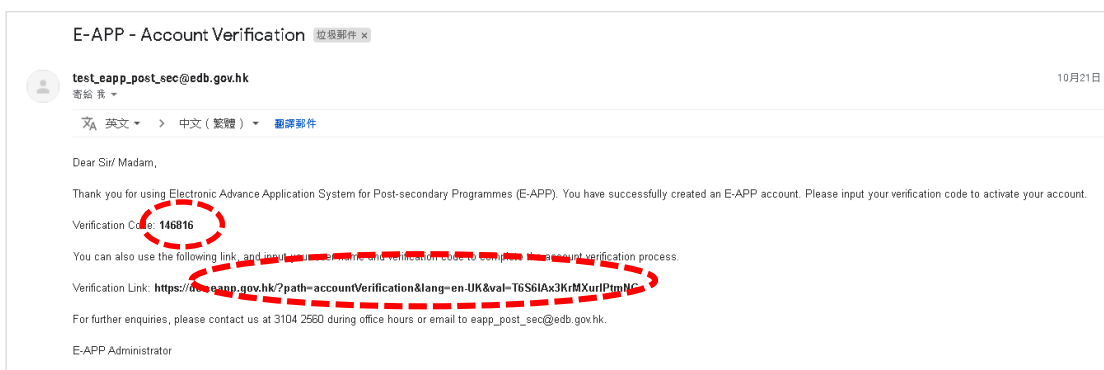
## Step 2

E-APP account has successfully been created. An activation email with 6-digit verification code will be sent to registered email / phone No.

## 2.6 Account Verification

### Step 1

System will generate a 6-digit verification code and an activation link, and send to your registered email or mobile by SMS.



### Step 2

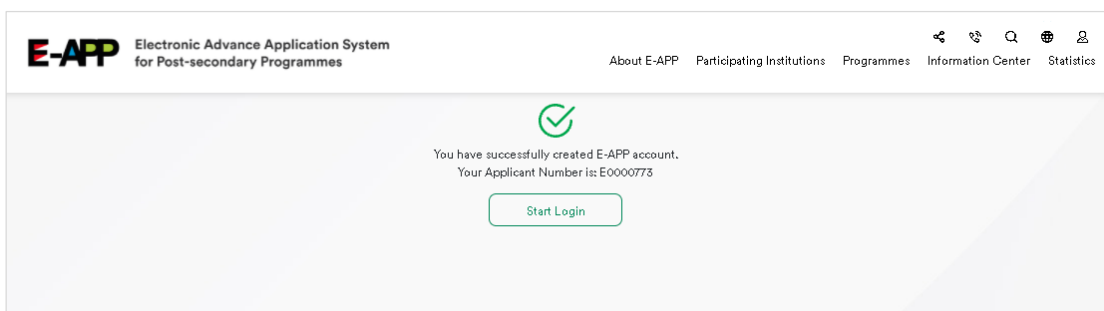
Applicant can either click the activation link or login to verify the applicant account by entering the 6-digit verification code from the verification email / SMS.

### Notes:

- If applicant does not receive the verification code, click “Resend Verification Code” and check the registered email / SMS again.
- If applicant cannot find the verification code email, check the trash / junk bin on your email account.
- If applicant has regenerated more than one verification code, use the latest one.

### Step 3

E-APP will allocate an applicant number to the applicant. Applicant may click “Start Login” to complete your “Applicant Profile”.

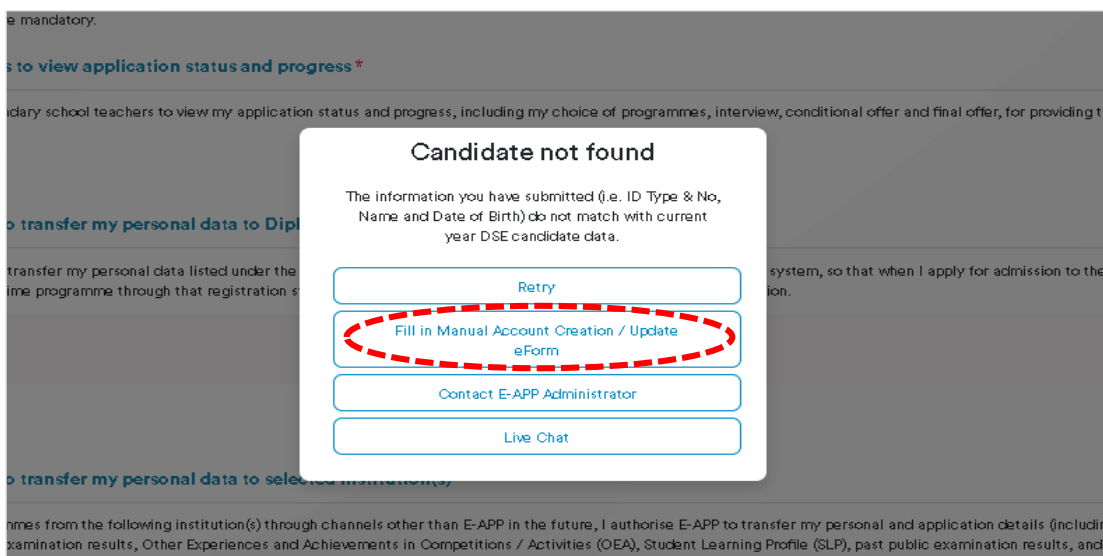


## 2.7 Manual Account Creation / Update eForm

If applicant is a candidate of current HKDSE but not able to create account online, applicant is required to submit a “Manual Account Creation / Update” eform. Alert message will be prompted if E-APP does not have your HKDSE information.

### Step 1

Click “Fill in Manual Account Creation / Update eform”.



### Step 2

Enter the information required.

### Step 3

Upload (1) a copy of your HKDSE Candidate Entry Information Checklist or Admission Form issued by the HKEAA or/and (2) other supporting documents(if needed). Applicant should state the reason of being unable to create E-APP account online.

### Step 4

Declare the information provided is true and correct, then click “Submit”.

I declare the information provided is true and correct.

Your application needs to be approved by E-APP Administrator. Application will be processed within 10 working days upon receipt. If Your E-APP account has been created successfully, E-APP will send an activation email with password to your email address provided.

- ID Type & No, Name and Date of Birth must be identical with your HKDSE "Candidate Entry Information Checklist" or Admission Form issued by HKEAA.
- You are required to upload (1) "Candidate Entry Information Checklist" or Admission Form issued by the Hong Kong Examinations and Assessment Authority (HKEAA), and/or (2) other supporting documents.

If you still encounter problems when submitting the above form, you can also submit (1) the completed [Application for Account Creation / Update](#), (2) your HKDSE Candidate Entry Information Checklist or Admission Form issued by HKEAA, and/or other supporting documents (if needed) by e-mail to [eapp\\_post\\_sec@edb.gov.hk](mailto:eapp_post_sec@edb.gov.hk).

Back Submit

## 3. Applicant Profile

After creating the E-APP account, applicant may continue to complete / edit the application information in the “Milestone” or “Applicant Profile”.

**E-APP** Electronic Advance Application System for Post-secondary Programmes

User Dashboard My Application Apply Programme(s) E-APP [Applicant Profile](#) [My Favourites](#) [Change Password](#) [Logout](#)

Home > User Dashboard

Applicant must complete the required information in Milestone before application submission.

Welcome, CHAN TAI MAN (E0000773)

**Milestone**

- Personal Particulars
- Special Educational Needs
- Secondary School Results
- OEA / SLP
- Past Public Examination Results
- User Preferences

### 3.1 School Examination Results

#### Step 1

The current secondary school should have been selected. Otherwise, applicant can select the last attended secondary school from the list.

Home > My Application > Applicant Profile

Personal Particulars (50%) **School Examination Results (20%)** OEA / SLP Past Public Examination Results User Preference (100%)

Fields marked with \* are mandatory.

**Current / Last Attended Secondary School**

School \*

District \*

Year of Completion \*

Level \*

#### Step 2

Provide the information on the secondary school and study year in Secondary 4, 5 and 6.

### Step 3

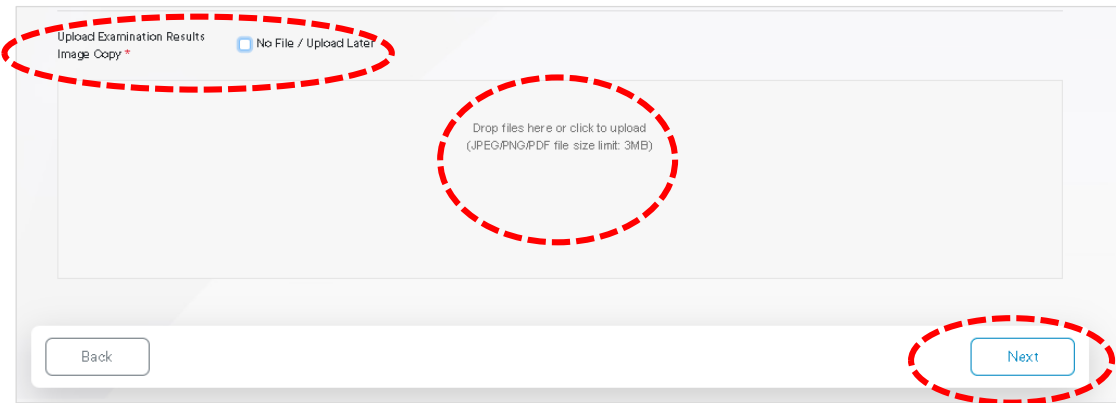
Applicant may fill in the marks (including full marks) or grades of the subjects, and click “Add Result” to add other examination results. If applicant cannot provide Secondary 6 First-Term Examination Results, you may select “I don’t have / I will provide later”.

Note:

- You must input at least 5 subjects in S4 and S5 overall examination results
- If you do not have the school examination results, please select “N/A” in the “Mark/Grade” column and explain your situation in the "Remarks" column for institutions’ reference.

### Step 4

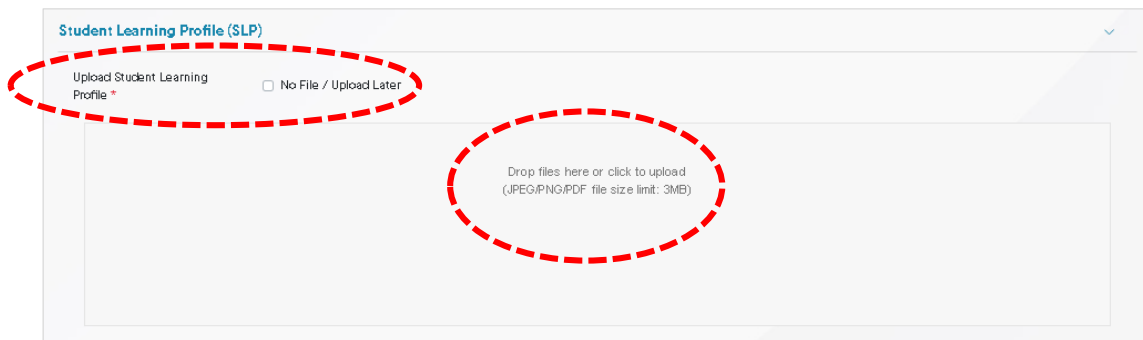
Drag and drop the image file of the examination results into the box or click to upload the file in PDF/PNG/JPEG format. The file size limit is 3MB. Otherwise, select the checkbox of “No File / Upload Later” and click “Next” to continue after completing the entry.



### 3.2 OEA / SLP

#### 3.2.1 Upload Student Learning Profile (SLP)

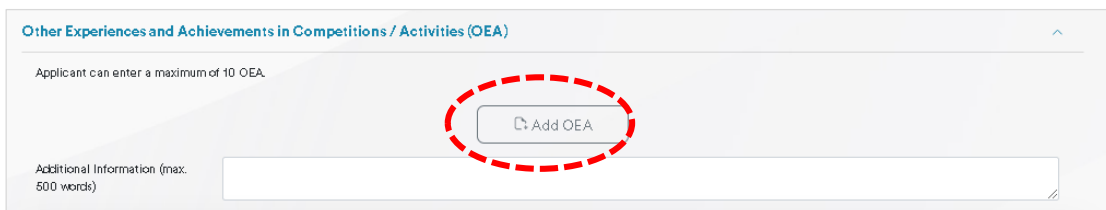
Drag and drop the image file of SLP into the box or click to upload the file in PDF/PNG/JPEG format. The file size limit is 3MB. Otherwise, select the checkbox of “No File / Upload Later”.



#### 3.2.2 Enter Other Experiences and Achievements in Competitions / Activities (OEA)

##### Step 1

Click “Add OEA” to add other experiences and achievements in competitions / activities.



### Step 2

Enter the “Award / Activity Name”, “Participation Mode”, “Activity Nature”, “Role”, “Award Bearing”, “Award Type”, “Year” and “Description for the Award / Activity” (if any).

**Other Experiences and Achievements in Competitions / Activities (OEA)**

Applicant can enter a maximum of 10 OEA.

All Hong Kong Schools Jing Ying Badminton Tournament 全港學界精英羽毛球比賽 (2019)

Award / Activity Name \* All Hong Kong Schools Jing Ying Badminton Tournament 全港學界精英羽毛球比賽

Category \* Sports and Games

Year of Participation \* From 2019 To 2019

Participation Mode \* By Competition

Activity Nature \* Competition / Contest / Match / Tournament

Role \* Participant / Member / Performer / Athlete

Award \*  Award-bearing  Non-award-bearing

Award Type \* 1st Place / Champion / Winner / 冠軍 / 第一名

Description of the Award / Activity

Add OEA

### Step 3

Applicant may also input “Additional Information (maximum 500 words)” (if any) for OEA. Click “Next” after completing the entry.

Add OEA

Additional Information (max. 500 words)

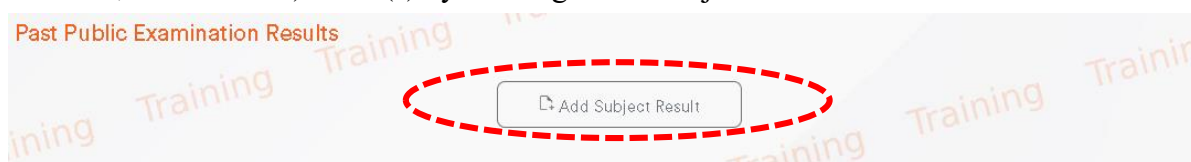
Back Next



### 3.3 Past Public Examination Results

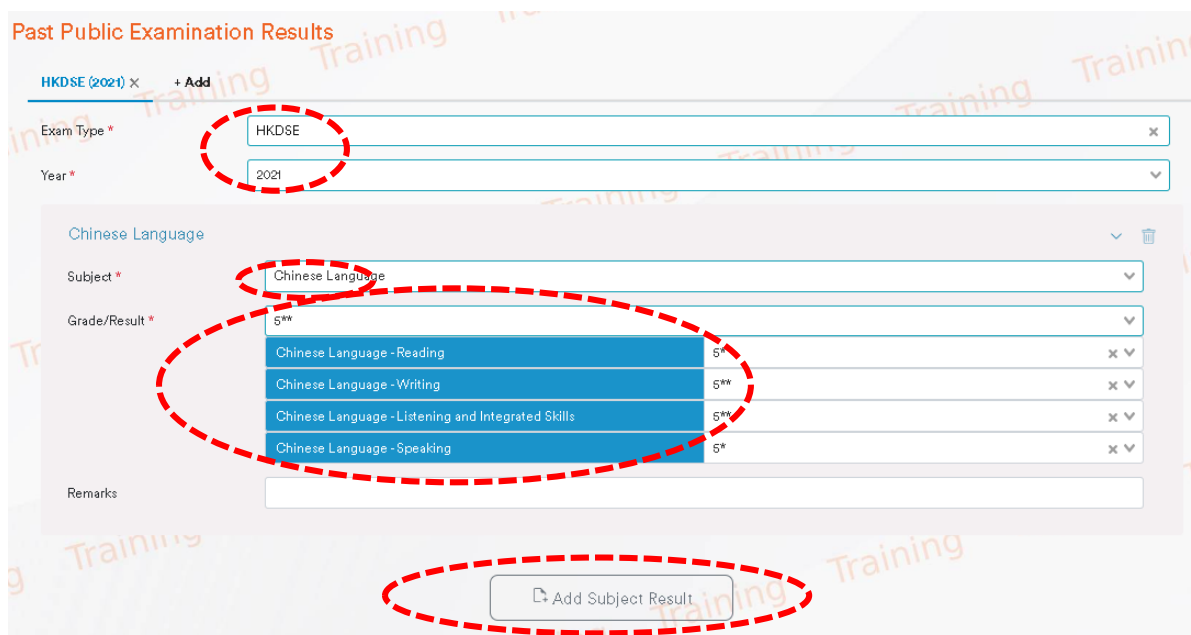
#### Step 1

Applicant can provide Hong Kong Diploma of Secondary Education (HKDSE) examination result(s) and/or other public examination(e.g. IELTS, TOEFL, GCE, HKALE, and HKCEE) result(s) by clicking “Add Subject Result”.



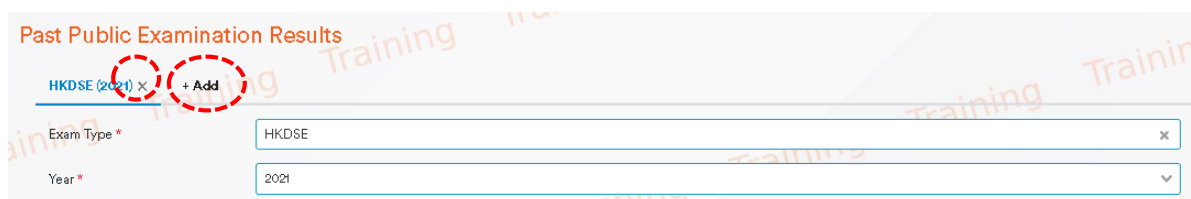
#### Step 2

Fill in “Exam Type”, “Year”, “Subject” and “Grade / Result”, and then click “Add Subject Result” to add a new record.



#### Step 3

Click [+Add] to add or [X] to delete the records of public examination results.



#### Step 4

Applicant may enter the name of the examination direct in “Exam Type” if the type of examination cannot be found in the suggested list. “Click “Next” to continue after completing the entry.

Examination results other than HKDSE Examination

SAT x

Exam Type \* SAT

Year \* SAT

Subject \*

Grade/Result \*

Remarks

Back Next

### Step 5

Drag and drop the image file of Public Examination Certificate into the box or click to upload the file in PDF/PNG/JPEG format. The file size limit is 3MB. Otherwise, select “No File/ Upload Later”. Click “Next” after the completion of the information.

Past Public Examination Certificate for upload

Upload Certificate \*  No File / Upload Later

Drop files here or click to upload  
(JPEG/PNG/PDF file size limit: 3MB)  
File name should not exceed 50 characters or contain any special characters

### 3.4 User Preferences

Review the following preference setting:

- authorise teachers to view application status and progress;
- authorise E-APP to transfer the user data to Diploma of Applied Education;
- authorise E-APP to transfer the user data to selected institution(s); and
- receive email notifications

and click “Submit” to preview “Applicant Profile”.

### 3.5 Preview and Complete Applicant Profile

Applicant can preview the “Applicant Profile”. If amendment is needed, please click “Back” to return to the previous page. Otherwise, click “Confirm” to continue.

Home > My Application > Applicant Profile

### Personal Particulars

Local Applicant

English Name	CHAN TAI MAN	Chinese Name	陳太文
Date of Birth (dd/mm/yyyy)	09/09/2000	Hong Kong Identity Card	7115 1129 2429 A363***@

Sex \* Male

Address (in English) \*

Room	1102	Floor	11	/F	Block
Building	HAPPY BUILDING				
Estate	HAPPY COURT				
Street	BROADWOOD ROAD				
District	HAPPY VALLEY				
Area	HONG KONG ISLAND				

Home Phone No. (+852) Hong Kong 3104 2560

Contact Mobile Phone No. \* (+852) Hong Kong 9876 5432

Contact Email Address \* eapptest21@gmail.com

### Special Educational Needs (SEN)

Remarks


### Current / Last Attended Secondary School

School *	Changed To	CMA Secondary School
District *	Changed To	Sham Shui Po

Back Confirm

---

Home > My Application > Applicant Profile

  
Profile Updated.

Back

## 4. User Name / Password

### 4.1 Forget User Name and Password

#### Step 1

Go to “Applicant Login” user interface, click “Forget User Name & Password”.

**E-APP** Electronic Advance Application System  
for Post-secondary Programmes

About E-APP Participating Institutions Programmes Information Center Statistics

**Applicant Login**

User Name

Password

Login Login with iAM Smart More Info **Forgot User Name & Password**

### Step 2

Enter “ID Type & No.”, “Date of Birth”, “Contact Email Address”, security code and click “Confirm”. A confirmation email will be sent to the registered email of the user account.

**E-APP** Electronic Advance Application System  
for Post-secondary Programmes

About E-APP Participating Institutions Programmes Information Centre Statistics

Home > Forget User Name & Password

Please enter the following information, then Press 'Confirm'. The user name and password will be sent to your contact email.

ID Type & No.\*

Date of Birth (dd/mm/yyyy)\*

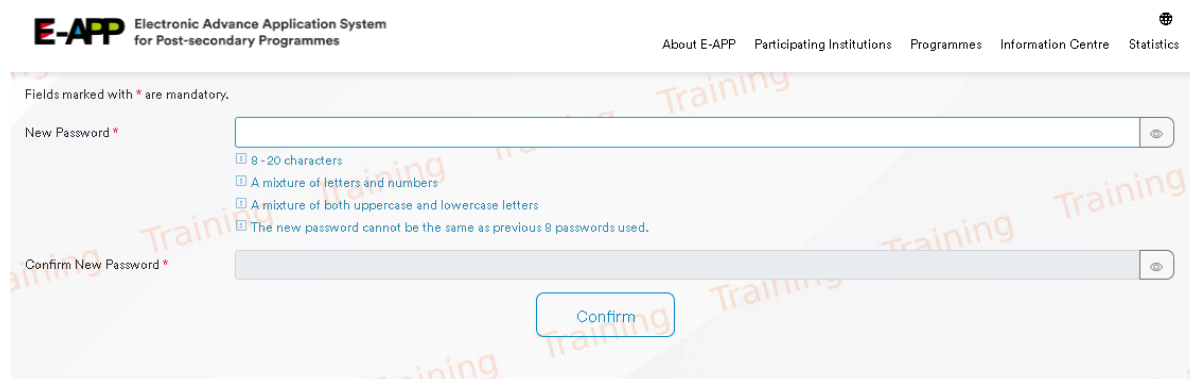
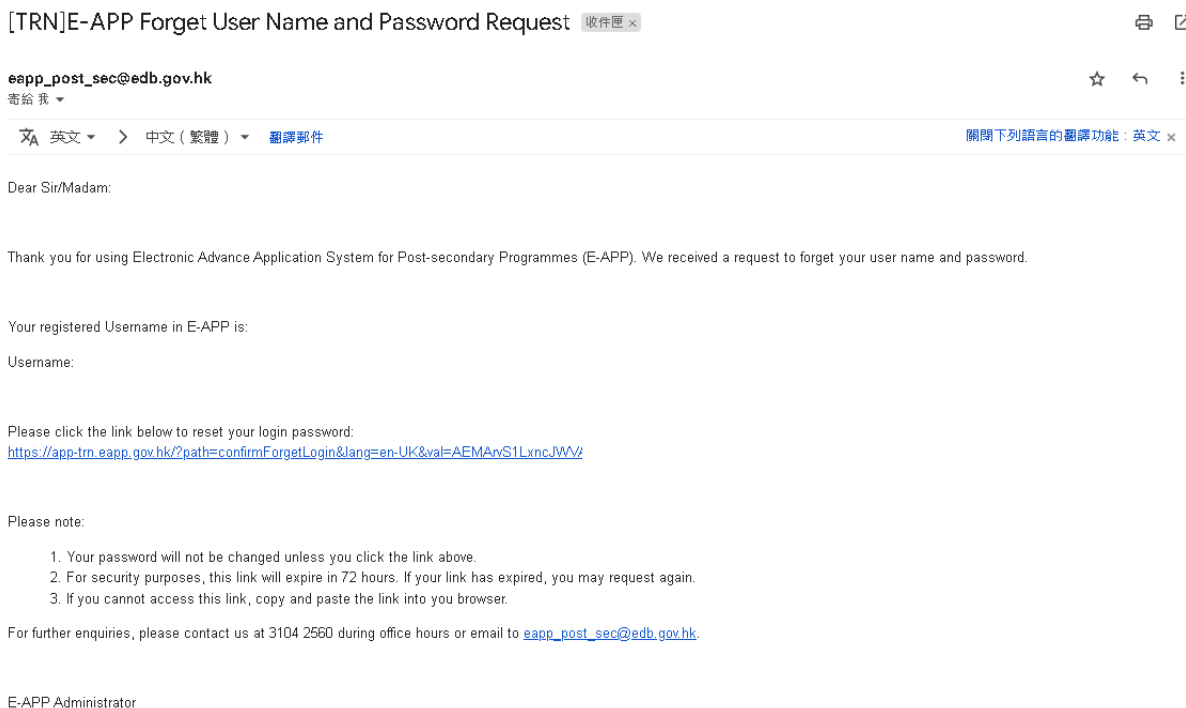
Contact Email Address\*

Please enter security code\*

**Confirm**

### Step 3

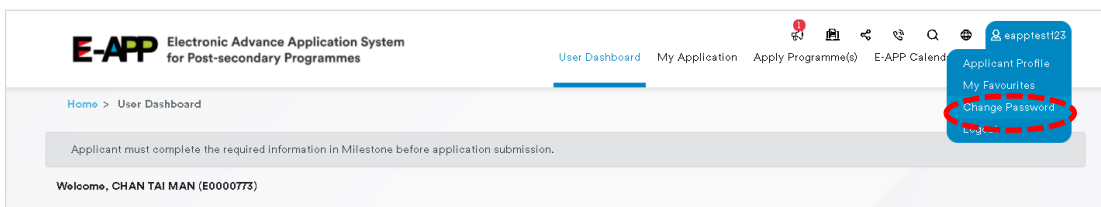
Check the email with user name and reset password link. For security reasons, please change the password immediately after login.



## 4.2 Change password

### Step 1

After logged into the E-APP, applicant can select "Change Password" under the account menu.



### Step 2

The new password must consist of 8 to 20 characters, numbers, uppercase, lowercase letters and cannot be the same as previous 8 password used. Click "Confirm" to complete the change.

Home > Profile > Change Password

Fields marked with \* are mandatory.

Current Password\* [password field]

New Password\* [password field]

- ✓ 8-20 characters
- ✓ A mixture of letters and numbers
- ✓ A mixture of both uppercase and lowercase letters
- ✓ The new password cannot be the same as previous 8 passwords used.

Confirm New Password\* [password field]


Confirm

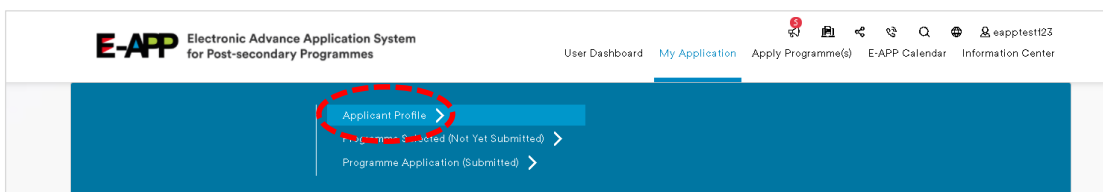
## 5. Change of Applicant Profile

### 5.1 Change Personal Particulars

#### 5.1.1 Change ID, Name and Date of Birth

##### Step 1

Applicant can update the ID, Name and Date of Birth by clicking the [  ] and fill in the “Manual Account Creation / Update eform”.



Home > My Application > Applicant Profile

Applicant Profile

English Name	CHAN TAI MAN	Chinese Name	陳太文
Date of Birth (dd/mm/yyyy)	09/09/2000	Hong Kong Identity Card	A363***f

##### Step 2

Amend the information upload the information required (1) “Candidate Entry Information Checklist” or Admission Form issued by HKEAA or/and (2) other supporting documents (if needed).

Documentary Proof (1) \*

9.6 KB  
messenger...

REMOVE FILE

Documentary Proof (2)

Drop files here or click to upload  
(JPEG/PNG/PDF file size limit: 3MB)  
File name should not exceed 50 characters or contain any special characters

Documentary Proof (3)

Drop files here or click to upload  
(JPEG/PNG/PDF file size limit: 3MB)  
File name should not exceed 50 characters or contain any special characters

Applicants' Reason of being unable to create E-APP account ?

\* I declare the information provided is true and correct.

Your application needs to be approved by E-APP Administrator. Application will be processed within 10 working days upon receipt. If Your E-APP account has been created successfully, E-APP will send an activation email with password to your email address provided.

2. ID Type & No, Name and Date of Birth must be identical with your HKDSE "Candidate Entry Information Checklist" or Admission Form issued by HKEAA.

You are required to upload (1) "Candidate Entry Information Checklist" or Admission Form issued by the Hong Kong Examinations and Assessment Authority (HKEAA), and/or (2) other supporting documents.

If you still encounter problems when submitting the above eform, you can also submit (1) the completed [Application for Account Creation / Update](#), (2) your HKDSE Candidate Entry

Back Submit

### Step 3

Declare the information provided is true and correct and click “Submit”. After that, click “Confirm” to confirm the changes.

\* I declare the information provided is true and correct.

Your application needs to be approved by E-APP Administrator. Application will be processed within 10 working days upon receipt. If Your E-APP account has been created successfully, E-APP will send an activation email with password to your email address provided.

2. ID Type & No, Name and Date of Birth must be identical with your HKDSE "Candidate Entry Information Checklist" or Admission Form issued by HKEAA.

You are required to upload (1) "Candidate Entry Information Checklist" or Admission Form issued by the Hong Kong Examinations and Assessment Authority (HKEAA), and/or (2) other supporting documents.

If you still encounter problems when submitting the above eform, you can also submit (1) the completed [Application for Account Creation / Update](#), (2) your HKDSE Candidate Entry

4. Information Checklist or Admission Form issued by HKEAA, and/or other supporting documents (if needed) by e-mail to [eapp\\_post\\_sec@edcb.gov.hk](mailto:eapp_post_sec@edcb.gov.hk).

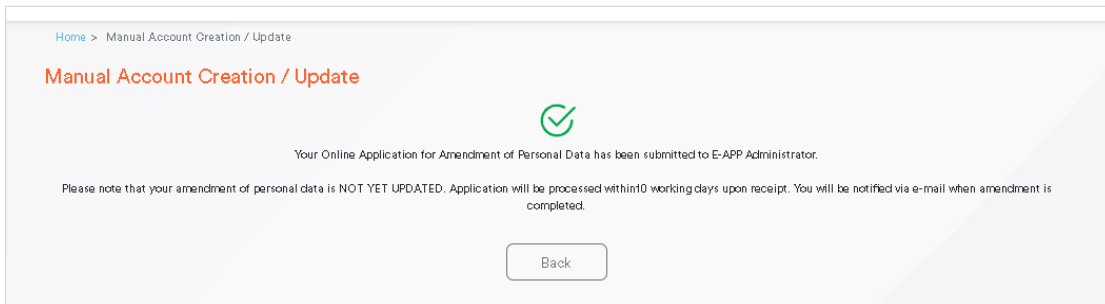
Back Submit

### Step 4

A system message of “Online Application for Amendment of Personal Data has been submitted to E-APP Administrator.” will be shown to confirm the submission.

Please note that the amendment of personal data is NOT YET UPDATED. The application will be processed within 10 working days upon receipt. Applicant will be notified via

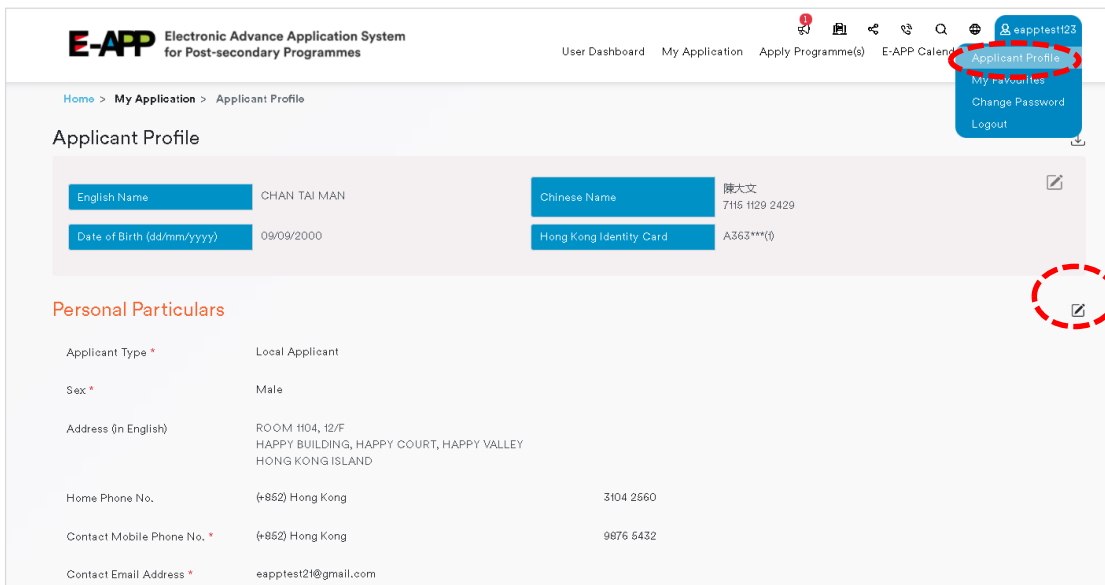
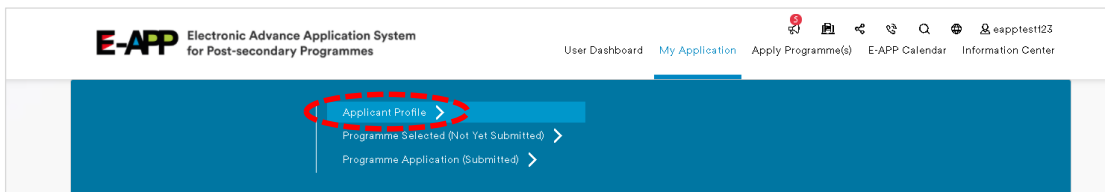
email when amendment is completed.



### 5.1.2 Change Other Personal Particulars

Step 1

Go to "Applicant Profile" and click [✎] to update the personal particulars.



Step 2

Amend the information and click "Submit".



**Personal Particulars**

Local Applicant  Non-local Applicant

You are a LOCAL applicant if you are a holder of :  
 LS1) Hong Kong Permanent Identity Card;  
 LS2) Documents issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) showing right to land / right of abode in Hong Kong;  
 LS3) One-way Permit for entry to Hong Kong;  
 LS4) Full-time employment visa / work permit;  
 LS5) Dependant visa / entry permit (for students who were below 18 years old when they were issued with such visa / entry permit by the Immigration Department of the Hong Kong Special Administrative Region);  
 LS6) Entry permit for Quality Migrant Admission Scheme.

**i** ID Type & No, Name and Date of Birth must be identical with your HKDSE Candidate Entry Information Checklist or Admission Form issued by HKEAA.

English Name	CHAN TAI MAN	Chinese Name	陳大文 7115 1129 2429
Date of Birth (dd/mm/yyyy)	09/09/2000	Hong Kong Identity Card	A363***@

Sex: \*  Male  Female

Address (in English) \*  

Room	1102	Floor	11	/F	Block
Building	HAPPY BUILDING				
Estate	HAPPY COURT				
Street	BROADWOOD ROAD				
District	HAPPY VALLEY				
Area	HONG KONG ISLAND				

Home Phone No. (+852) Hong Kong 3104 2560  
 Contact Mobile Phone No. \* (+852) Hong Kong 9876 5432  
 Contact Email Address \* eapptst21@gmail.com

**i** E-APP and Institution(s) may contact you by text messages or emails, please ensure the above information is correct.

**Submit**

### Step 3

Check the information and click “Confirm” to confirm the changes.

**Personal Particulars**

Local Applicant

English Name	CHAN TAI MAN	Chinese Name	陳大文 7115 1129 2429
Date of Birth (dd/mm/yyyy)	09/09/2000	Hong Kong Identity Card	A363***@

Sex: \* **Male**

Address (in English) \*  

Room	1102	Floor	11	/F	Block
Building	HAPPY BUILDING				
Estate	HAPPY COURT				
Street	BROADWOOD ROAD				
District	HAPPY VALLEY				
Area	HONG KONG ISLAND				

Changed To

Room	1104	Floor	11	/F	Block
Building	HAPPY BUILDING				
Estate	HAPPY COURT				
Street	BROADWOOD ROAD				
District	HAPPY VALLEY				
Area	HONG KONG ISLAND				

Home Phone No. (+852) Hong Kong 3104 2560  
 Contact Mobile Phone No. \* (+852) Hong Kong 9876 5432  
 Contact Email Address \* eapptst21@gmail.com

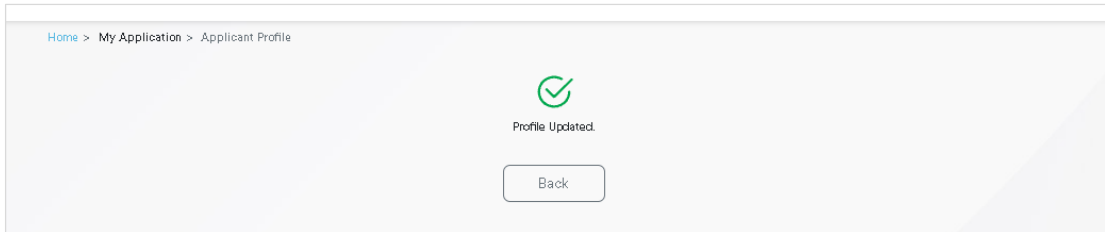
**Special Educational Needs (SEN)**

Remarks

**Confirm**

## Step 4

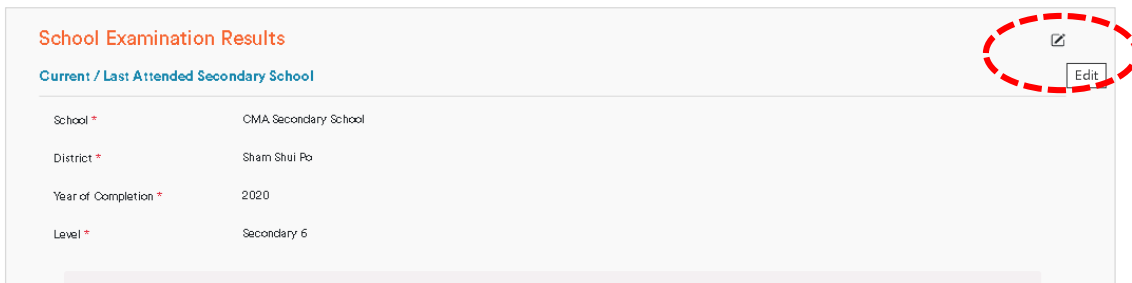
A system message of “Profile Updated.” will be shown to confirm the update.



## 5.2 Change School Examination Results

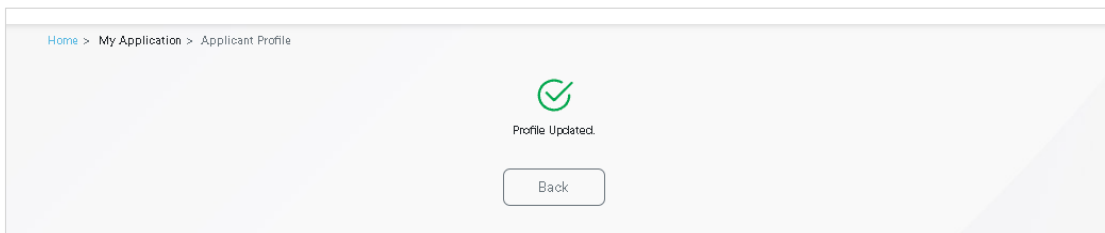
### Step 1

Click the [✎] to edit the school examination results.



### Step 2

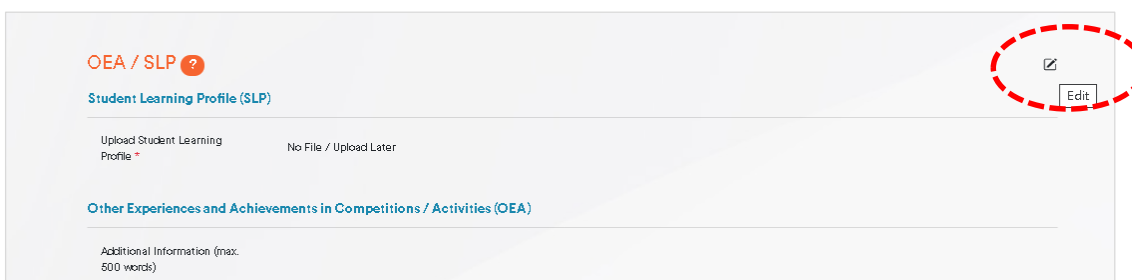
Amend the information and click “Submit”. After that, click “Confirm” to confirm the changes. A system message of “Profile Updated.” will be shown to confirm the update.



## 5.3. Change OEA / SLP

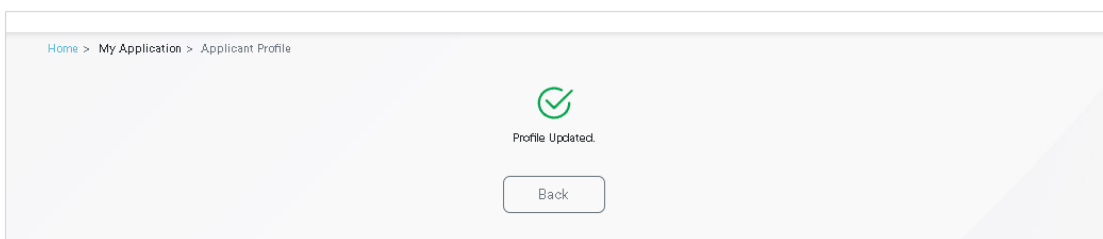
### Step 1

Click the [✎] to edit OEA and SLP records.




## Step 2

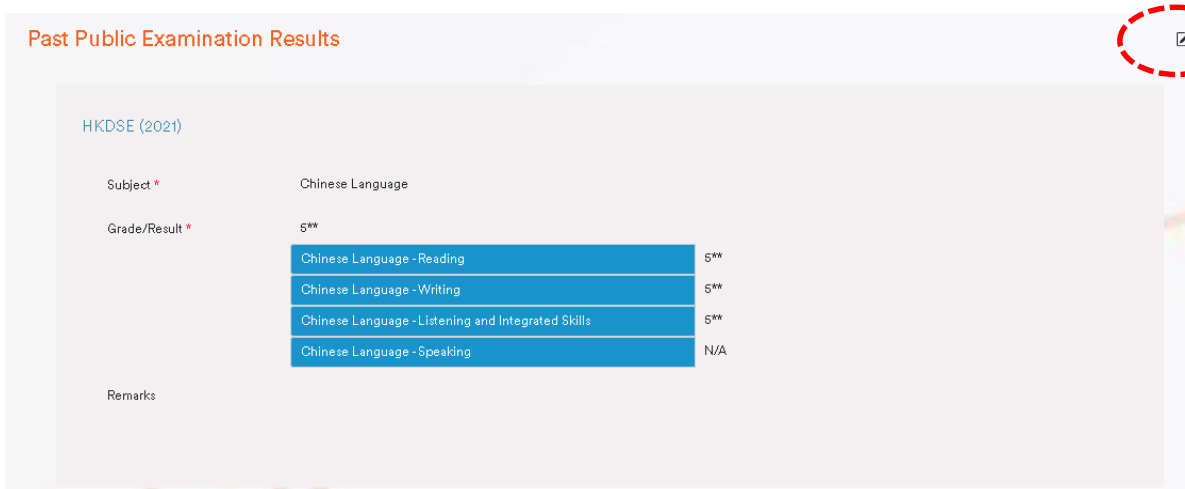
Amend the information and click “Submit”. After that, click “Confirm” to confirm the changes. A system message of “Profile Updated.” will be shown to confirm the update.



## 5.4. Change Past Public Examination Results

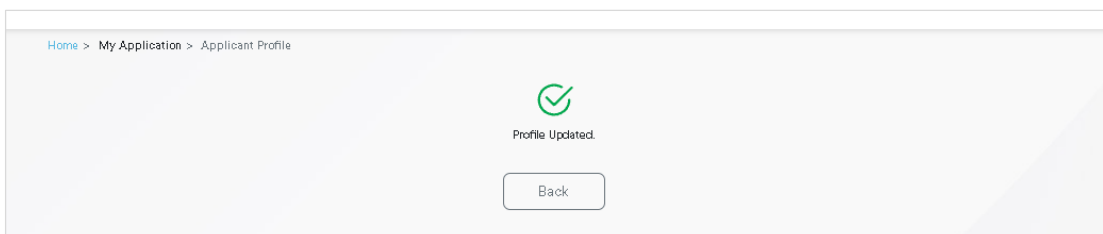
### Step 1

Click the  to edit the Past Public Examination Results.




### Step 2

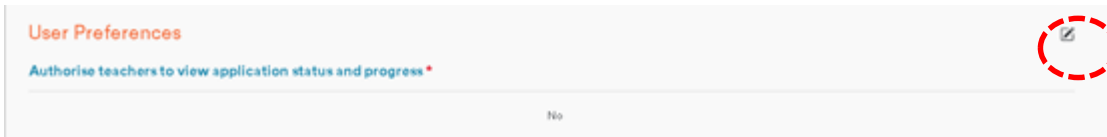
Amend the information and click “Submit”. After that, click “Confirm” to confirm the changes. A system message of “Profile Updated.” will be shown to confirm the update.



## 5.5. Change Users Preferences

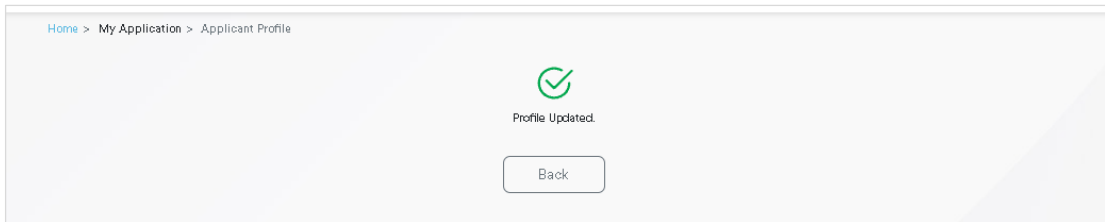
### Step 1

Click the  to edit the user preferences.



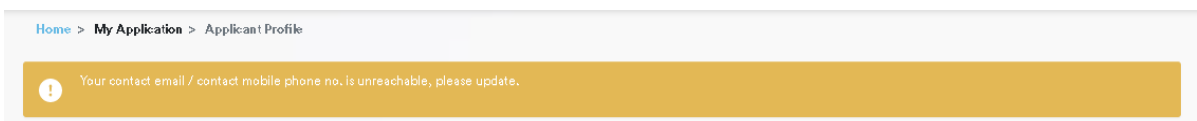
## Step 2

Amend the information and click “Submit”. After that, click “Confirm” to confirm the changes. A system message of “Profile Updated.” will be shown to confirm the update.



## 5.6. Update contact information

If you see the below alert message after login, please check and update your contact email / mobile phone number immediately. E-APP and Institution(s) may contact applicant by SMS or emails, please ensure the information provided is correct.

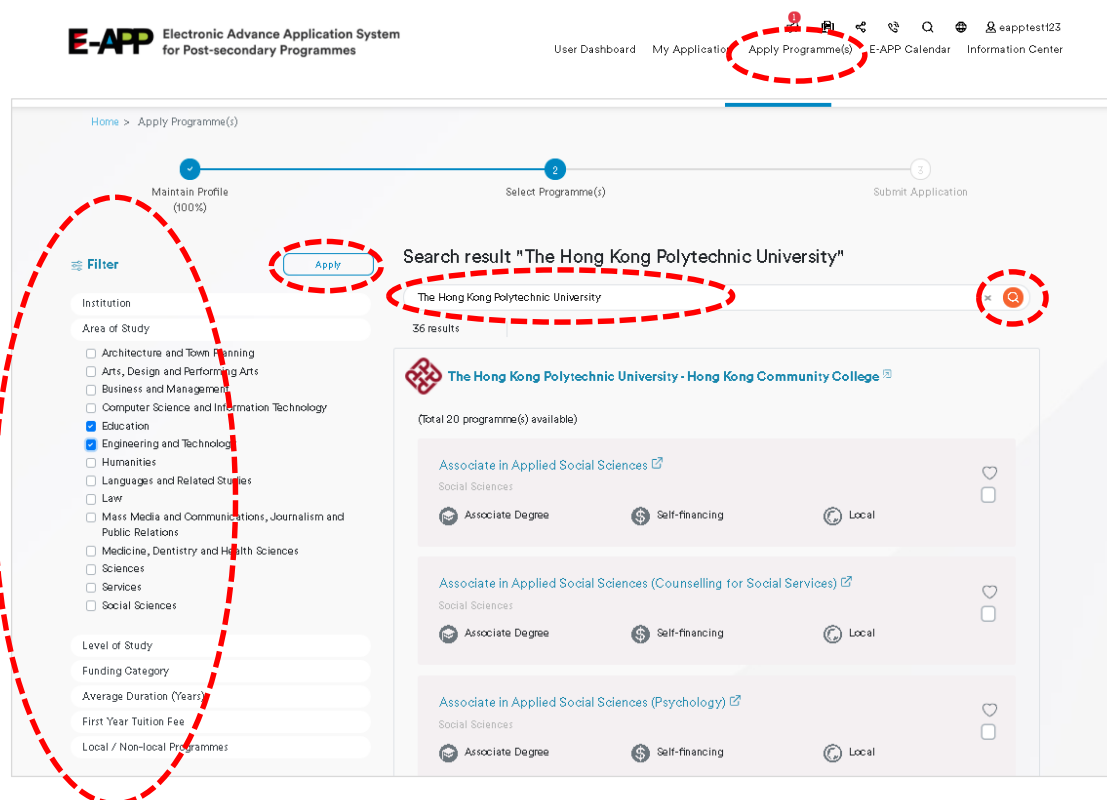


## 6. Programme Application(s)

### 6.1 Programme Search

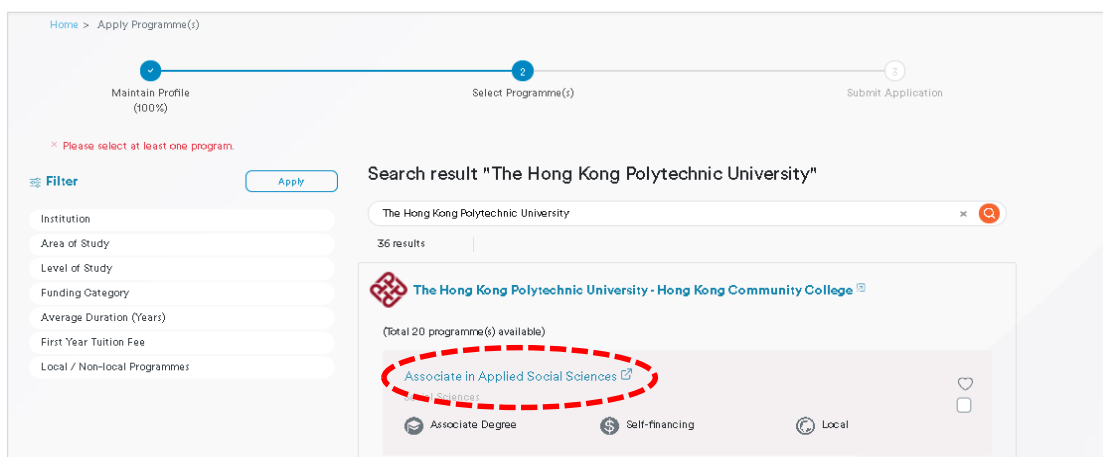
#### Step 1

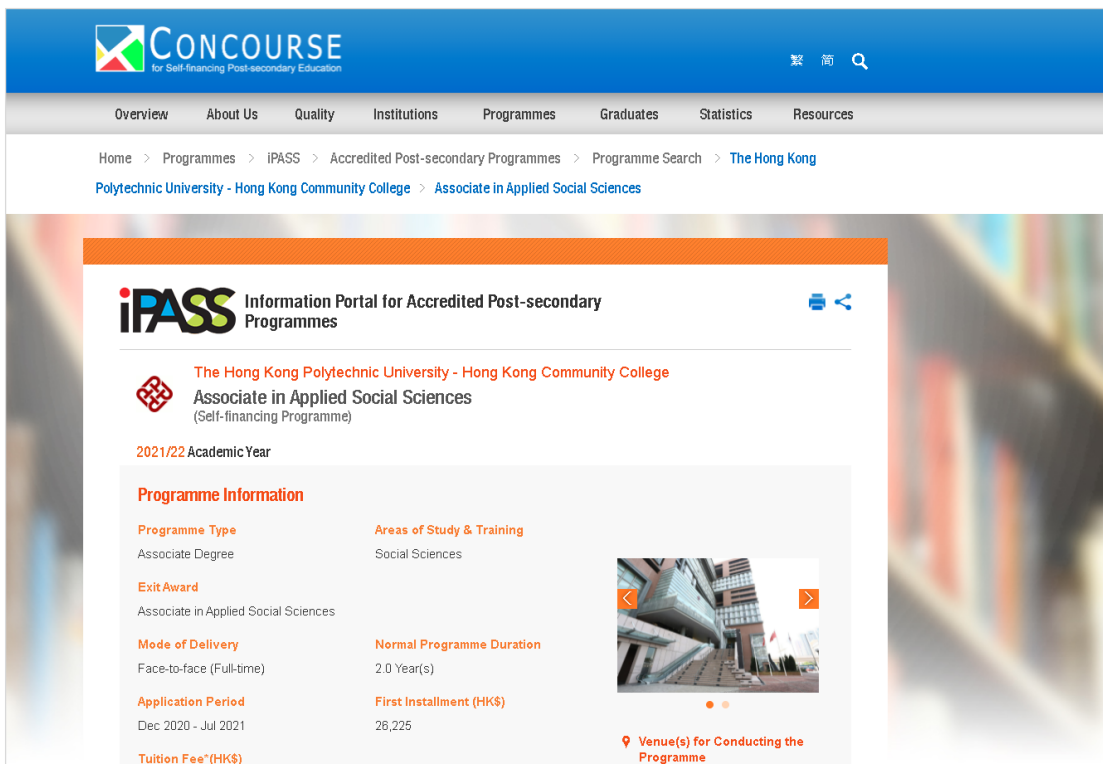
Select “Apply Programme(s)” from the main menu, user may filter the programmes by some of searching criteria i.e. institution name, area of study, level of study, funding categories, average duration, first year tuition fee and local / non-local programmes, then click “Apply”. User can also search the programmes by keywords.




#### Step 2

According to the searching criteria, the system will show the programmes list. User can view the details of the programme information listed on the Concourse website by clicking the name of the programme.





Step 3

To bookmark a programme to the “My Favourite” folder, click the [  ] icon next to the programme name.

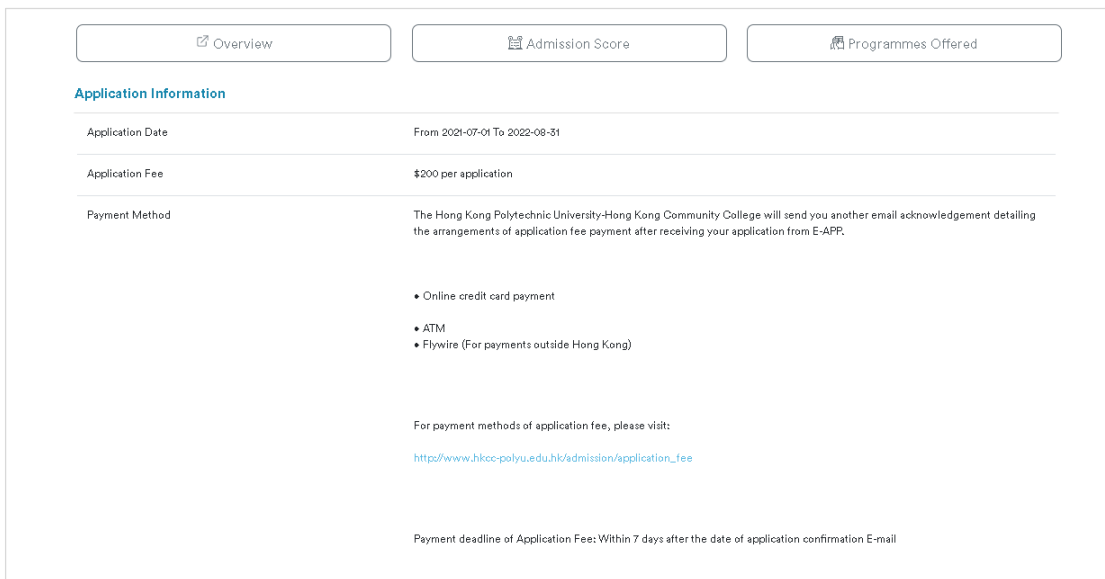
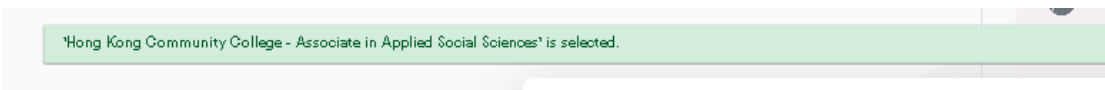
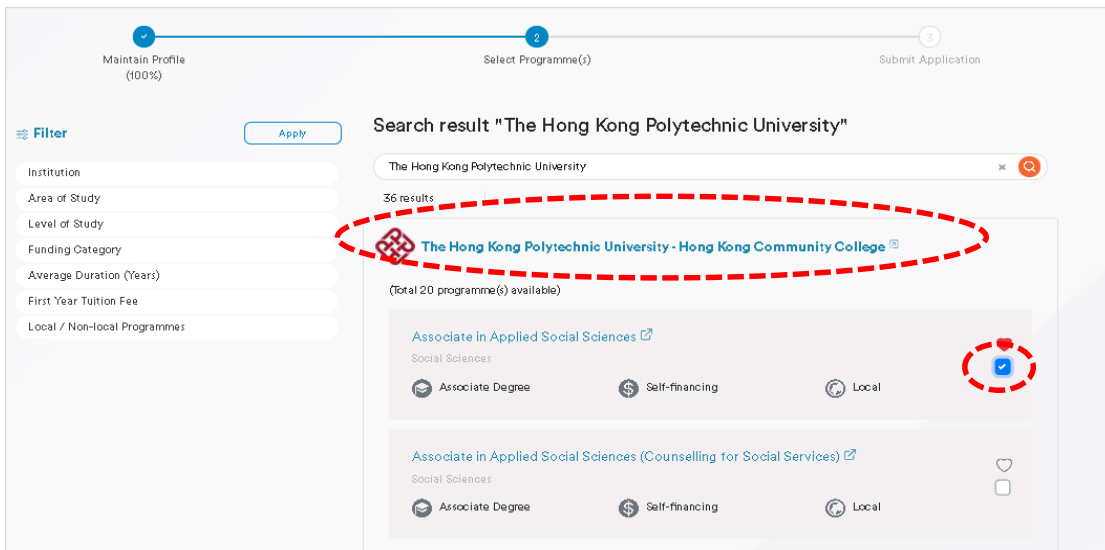


Step 4

To select a programme from the list, tick the checkbox next to the programme name. The selected programme(s) will save to the list of the “Programme Selected (Not Yet Submitted)”.

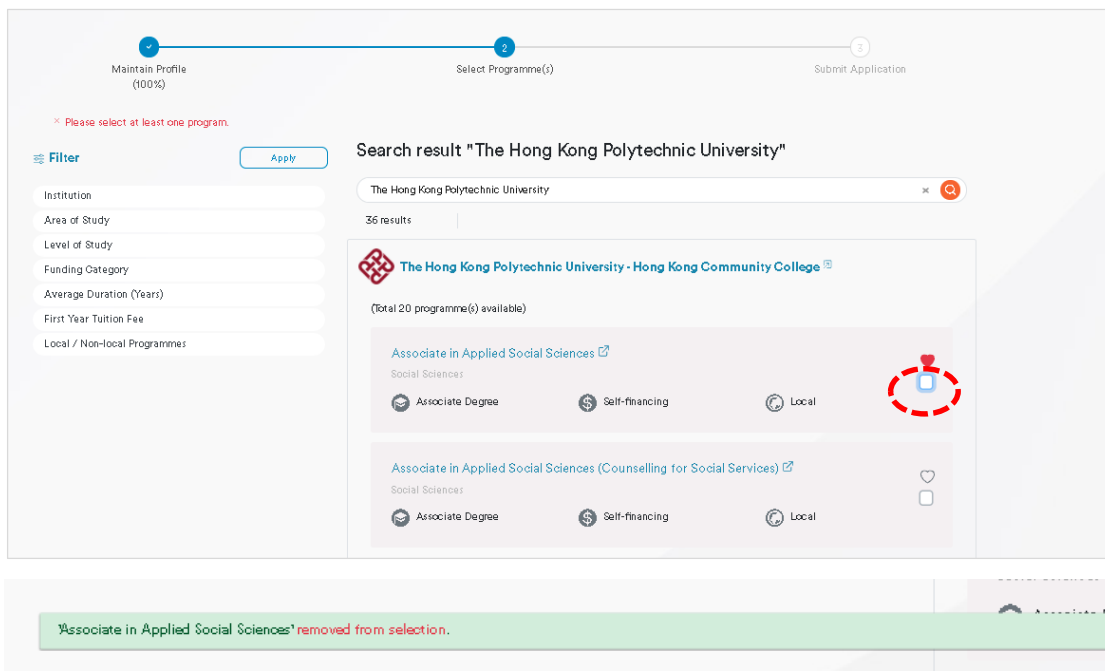
Note:

- The application fee and the maximum number of programmes may vary with the institutions. The relevant application information can be found by clicking the details of the institution's icon.



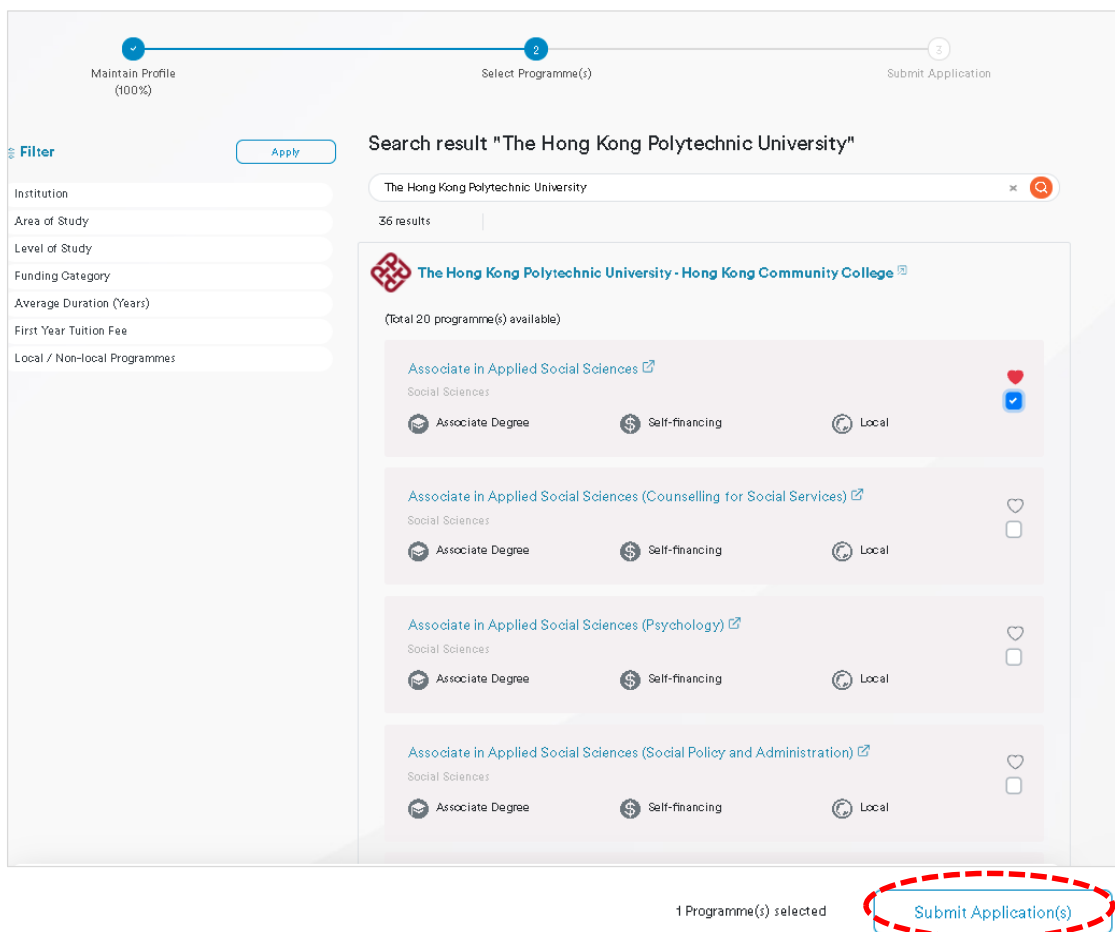
### Step 5

To remove a selected programme, untick the checkbox next to the programme name.



### Step 6

Click "Submit Application(s)" to proceed the application procedure.

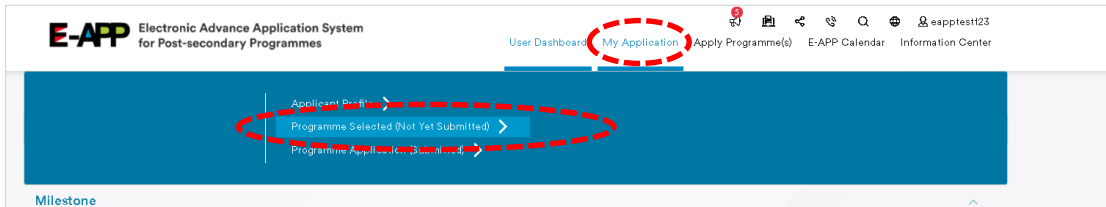




## 6.2 Priority of Programme Choice

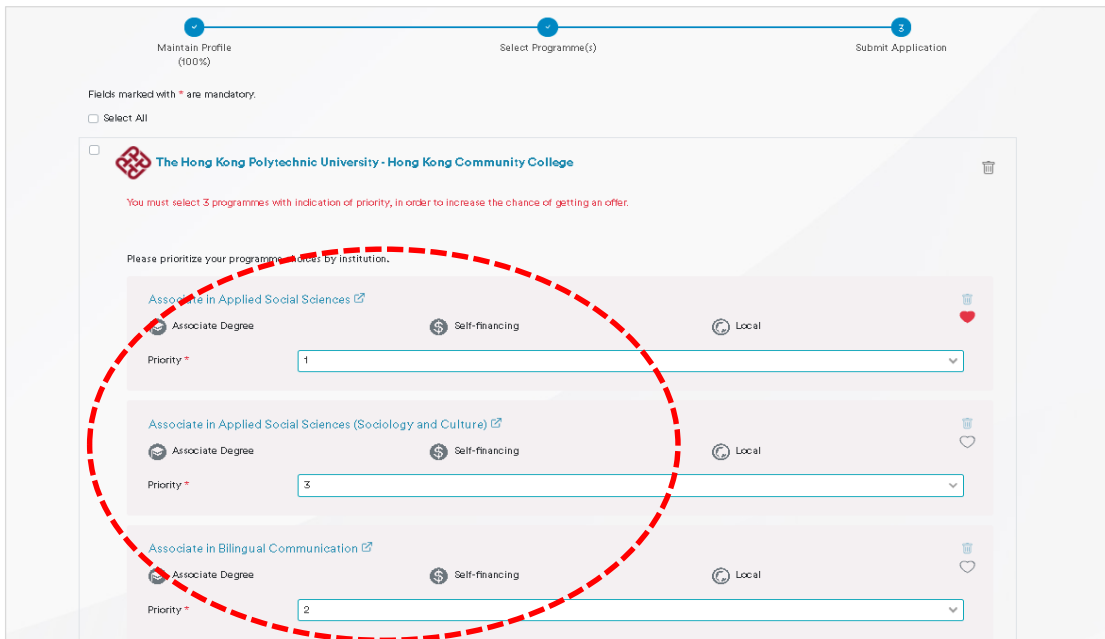
### Step 1

Applicant can click the icon or the webpage of the “Programme Selected (Not Yet Submitted)” later to continue the application process.



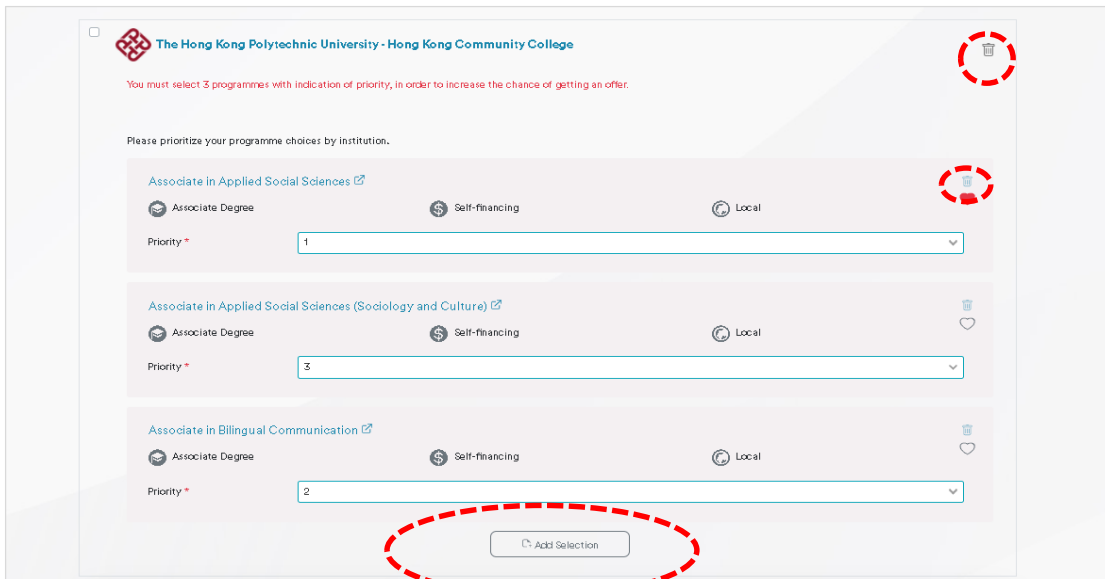
### Step 2

Applicant may set or change the priority of the programme choices.



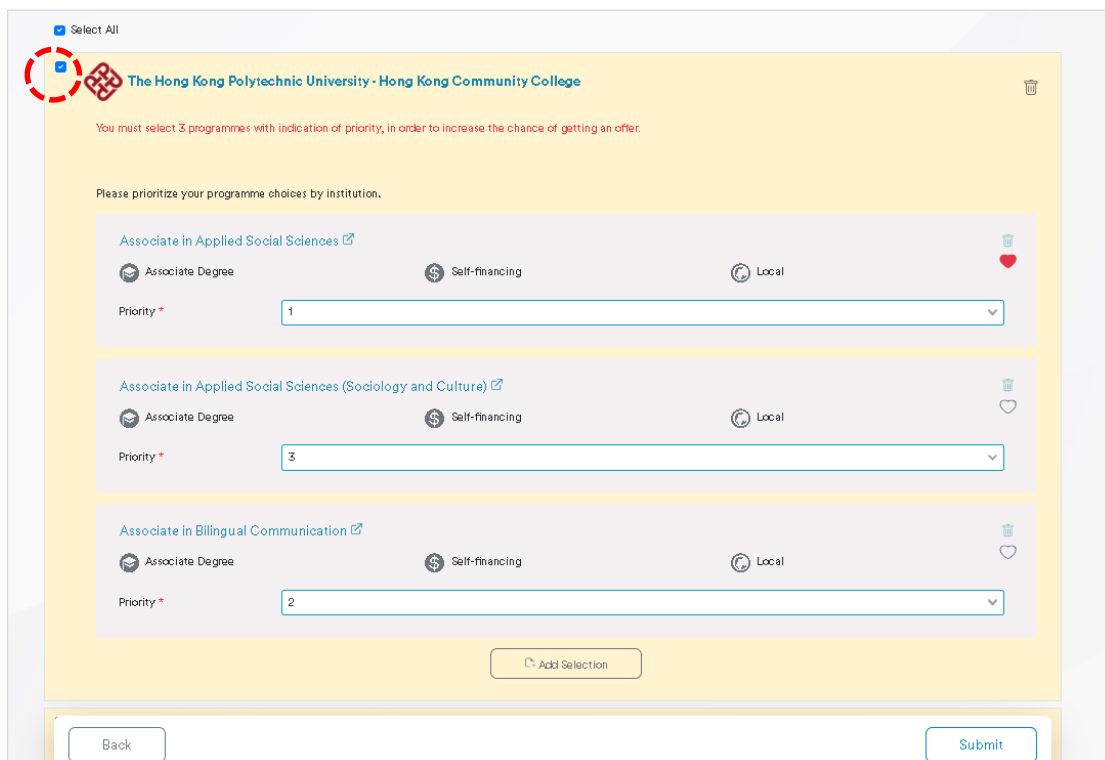
### Step 3

Applicant may click “Add Selection” or [  ] icon edit / remove the programme choices.



#### Step 4

After setting the programme choices and the priority, applicant may click “Submit” to complete the application submission process by selecting the checkbox of the “All” or individual institution(s).



Select All

**The Hong Kong Polytechnic University - Hong Kong Community College**

You must select 3 programmes with indication of priority, in order to increase the chance of getting an offer.

Please prioritize your programme choices by institution.

Associate in Applied Social Sciences [↗](#)

Associate Degree    Self-financing    Local

Priority \*    1

Associate in Applied Social Sciences (Sociology and Culture) [↗](#)

Associate Degree    Self-financing    Local

Priority \*    3

Associate in Bilingual Communication [↗](#)

Associate Degree    Self-financing    Local

Priority \*    2

[Add Selection](#)

[Back](#)    [Submit](#)

### 6.3 Application Submission

#### Step 1

Continue 6.2, click “Confirm” to submit the application(s).

**Confirm Application Submission**

**The Hong Kong Polytechnic University - Hong Kong Community College**

**Please note:**

1. Institutions will require the applicant(s) to pay application fee(s) according to their own policies.
2. Submitted application cannot be cancelled or withdrawn through E-APP.
3. New programmes may be available after your submission. You may contact the institute for change request of programme choices.

**Terms and Conditions**  
N.A.

**Payment Amount**  
\$200 per application

**Payment Method**  
The Hong Kong Polytechnic University-Hong Kong Community College will send you another email acknowledgement detailing the arrangements of application fee payment after receiving your application from E-APP.

- Online credit card payment
- ATM
- Flywire (For payments outside Hong Kong)

For payment methods of application fee, please visit:  
[http://www.hkcc-polyu.edu.hk/admission/application\\_fee](http://www.hkcc-polyu.edu.hk/admission/application_fee)

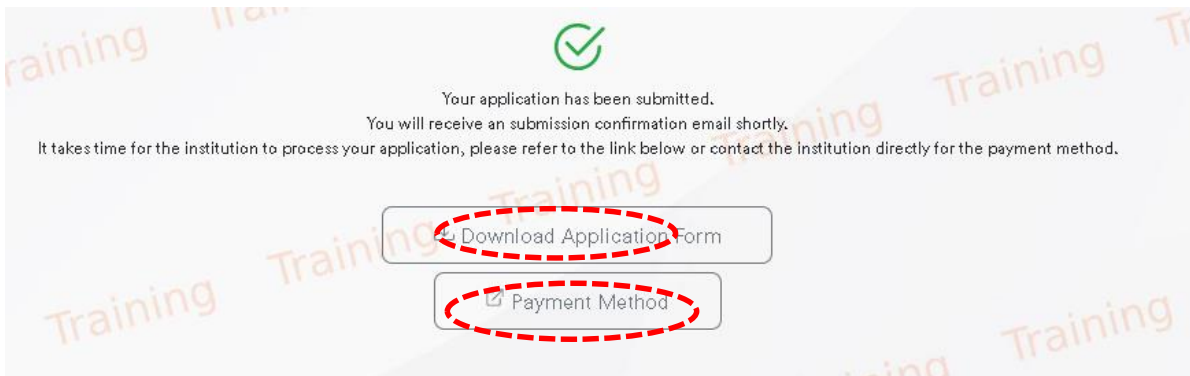
Payment deadline of Application Fee: Within 7 days after the date of application confirmation E-mail

\* For details of application fee, please contact the institution concerned directly (Tel:3746 0123)

[Back](#)    [Confirm](#)

## Step 2

A successful message will be shown after the completion of the programme submission. Applicant may download the application form and continue to view more payment information.



## Step 3

Applicant can check the registered email account for the confirmation email sent by E-APP.

## Step 4

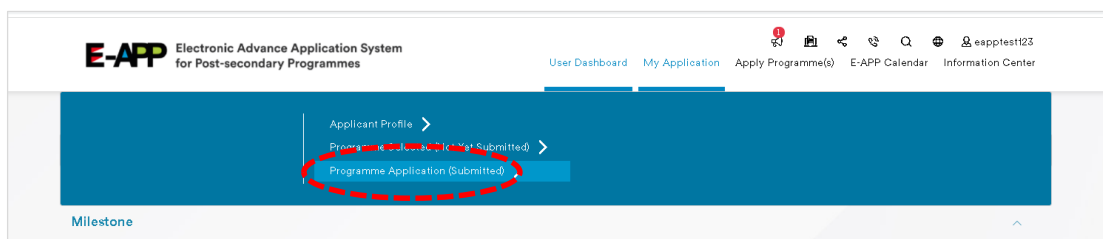
Applicant may repeat the above steps to submit the application(s) of other institution(s) from “My Application” > “Programme Selected (Not Yet Submitted)”.

## Step 5

Applicant may check the information on the submitted application(s) including application status, enquiry number and payment status, and change the programme choices (if any) from “My Application” > “Programme Selected (Submitted)”.

Note:

- For the payment details of the application fee, applicant may contact the institutions direct.



**Application Summary**

[Add Programme Application](#) [Download All Applications \(Applied Programme\)](#)

Application Status: All

Sort By: Institution Name

**The Hong Kong Polytechnic University - Hong Kong Community College**

You must select 3 programmes with indication of priority, in order to increase the chance of getting an offer.

**Submitted Programme(s)**

Application Status: Submitted to Institution  
Submitted Date: 2022-11-29  
Updated Date: 2022-11-29

**Priority 1.** Associate in Applied Social Sciences (Sociology and Culture)  
**Priority 2.** Associate in Applied Social Sciences (Counselling for Social Services)  
**Priority 3.** Associate in Bilingual Communication

**Payment Method**

Enquiry: 3746 0123  
Application Fee: \$200 per application

[Download Application Form](#) [Edit / Add](#)

## 6.4 Change of Programme Choice

### Step 1

Applicant may edit their submitted programme(s) or add new programme(s) by clicking “Edit / Add” from “My Application” > “Programme Application (Submitted)”.

**Application Summary**

[Add Programme Application](#) [Download All Applications \(Applied Programme\)](#)

Application Status: All

Sort By: Institution Name

**The Hong Kong Polytechnic University - Hong Kong Community College**

You must select 3 programmes with indication of priority, in order to increase the chance of getting an offer.

**Submitted Programme(s)**

Application Status: Submitted to Institution  
Submitted Date: 2022-11-29  
Updated Date: 2022-11-29

**Priority 1.** Associate in Applied Social Sciences (Sociology and Culture)  
**Priority 2.** Associate in Applied Social Sciences (Counselling for Social Services)  
**Priority 3.** Associate in Bilingual Communication

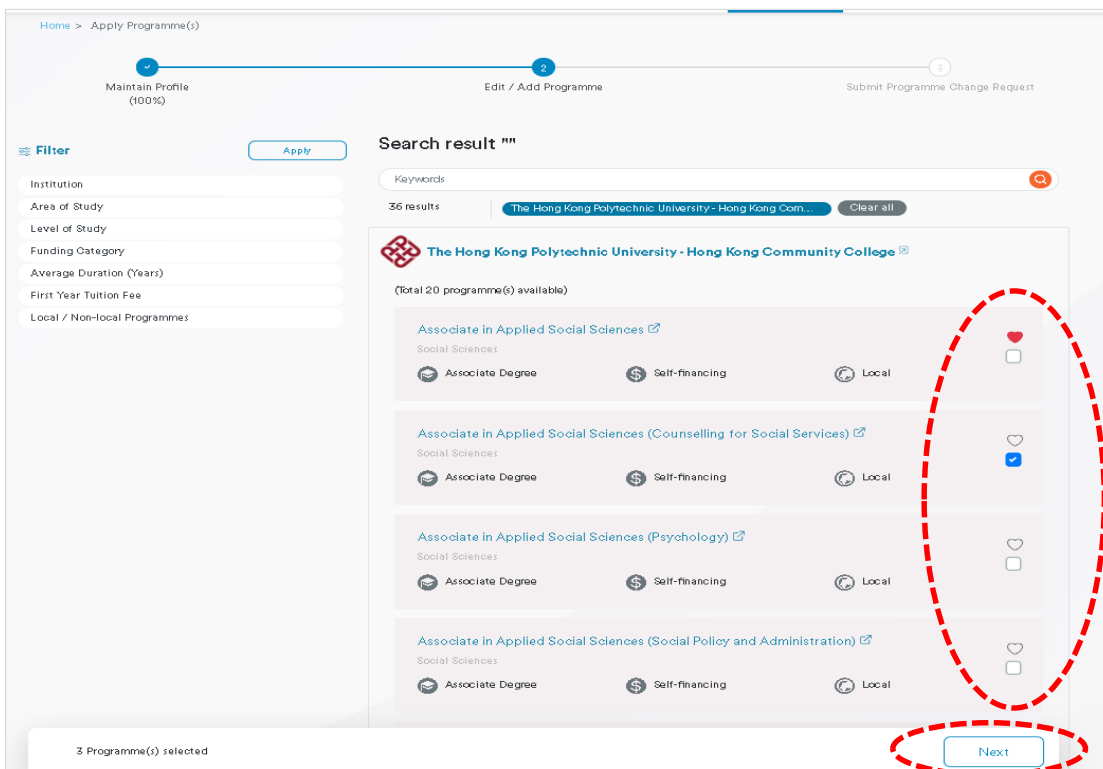
**Payment Method**

Enquiry: 3746 0123  
Application Fee: \$200 per application

[Download Application Form](#) [Edit / Add](#)

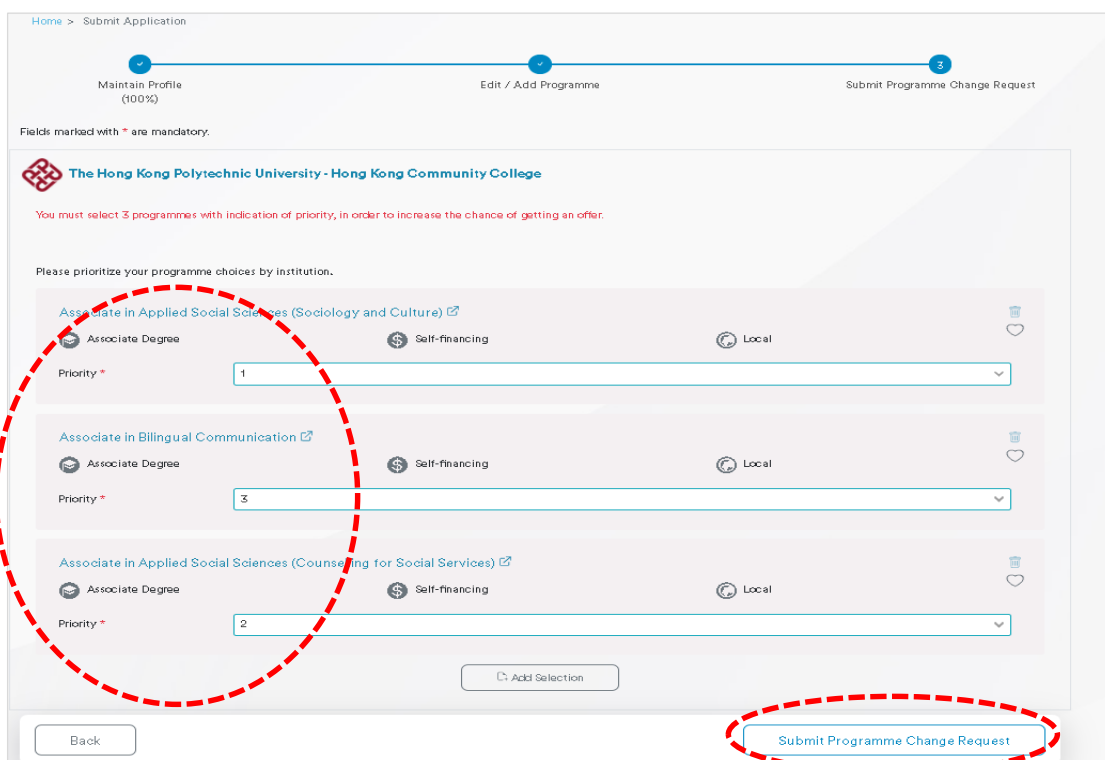
## Step 2

Applicant may edit the programme choices again. Click “Next” to go to next step.



## Step 3

Applicant may change the priority of the selected programme choices and click “Submit Programme Change Request” to continue.



## Step 4

Click “Confirm” to confirm the change of the programme choices.

\* For details of application fee, please contact the institution concerned directly (Tel:3746 0123)

You must select 3 programmes with indication of priority, in order to increase the chance of getting an offer.

Associate in Applied Social Sciences (Sociology and Culture) [🔗](#)

Priority \* 1

Associate in Bilingual Communication [🔗](#)

Priority \* 3

Associate in Applied Social Sciences (Counselling for Social Services) [🔗](#)

Priority \* Changed To 2

Back Confirm

## Step 5

A system message of “Your application has been submitted. You will receive a submission confirmation email shortly.” will be shown to confirm the submission of programme changes. Applicant can check the registered email account for the confirmation email sent by E-APP.

The change request of the programme choices will be sent to the institutions direct for process. If it is accepted, the records of the programme choices in the E-APP will be replaced. Otherwise, the record will be retained.

✓

Your application has been submitted.  
You will receive an submission confirmation email shortly.  
It takes time for the institution to process your application, please refer to the link below or contact the institution directly for the payment method.

Download Application Form

Payment Method

## 6.5 Cancellation of programme change request

### Step 1

You can still “Cancel” the programme change request when the “Change Request Status” is “Pending for Institution’s Action”.

The screenshot shows the YMCA College of Careers application interface. At the top left is the YMCA logo and the text 'YMCA College of Careers'. Below this is a note: '\* Applicant can select up to 2 programmes with indication of priority.' The 'Submitted Programme(s)' section lists: 'Application Status: Submitted to Institution', 'Submitted Date: 2022-11-29', and 'Updated Date: 2022-11-29'. It also lists two priorities: 'Priority 1. Higher Diploma in Hotel and Tourism Management' and 'Priority 2. Higher Diploma in Interior Design'. The 'Programme(s) Change Request' section shows: 'Change Request Status: Pending for Institution's Action', 'Change Request Date: 2022-11-30', and 'Priority 1. Higher Diploma in Hotel and Tourism Management'. A red dashed circle highlights a 'Cancel' button in the top right corner of this section. Below the change request section is the 'Payment Method' section, which includes 'Enquiry: 2783 3500 / 2783 3509' and 'Application Fee: Application fee are waived for E-APP applicants. \$150 per application (through other channels)'. At the bottom are two buttons: 'Download Application Form' and 'Edit / Add'.

### Step 2

After cancellation, system will display a completion message. Your change request will not send to the institution(s).

The screenshot shows the same YMCA College of Careers application interface as in Step 1. The 'Programme(s) Change Request' section is now empty. A light blue banner at the bottom of the page contains the message 'Change request issued on is cancelled.', which is circled in red. The rest of the interface, including the 'Submitted Programme(s)' and 'Payment Method' sections, remains the same as in Step 1.

## 7. Participating Institutions

Applicant may go to “Participating Institutions” to view application information by clicking the details of the institution’s icon.



**Electronic Advance Application System**  
for Post-secondary Programmes

About E-APP
Participating Institutions
Programmes
Information Center
Statistics

[Home](#) > [Participating Institutions](#)

**Participating Institutions**

Caritas Bianchi College of Careers

Caritas Institute of Higher Education

Chu Hai College of Higher Education

City University of Hong Kong  
- School of Continuing and Professional Education

Gratia Christian College

HKCT Institute of Higher Education

HKU SPACE Po Leung Kuk Stanley Ho Community College

Hong Kong Adventist College

Hong Kong Art School (Division of the Hong Kong Arts Centre)

Hong Kong Baptist University  
- Academy of Film  
- College of International Education  
- School of Continuing Education

Hong Kong College of Technology

Hong Kong Institute of Technology

Hong Kong Metropolitan University  
- Li Ka Shing School of Professional and Continuing Education

Hong Kong Nang Yan College of Higher Education

Hong Kong Shue Yan University

Lingnan University  
- Lingnan Institute of Further Education

The Chinese University of Hong Kong  
- School of Continuing and Professional Studies

The Hang Seng University of Hong Kong

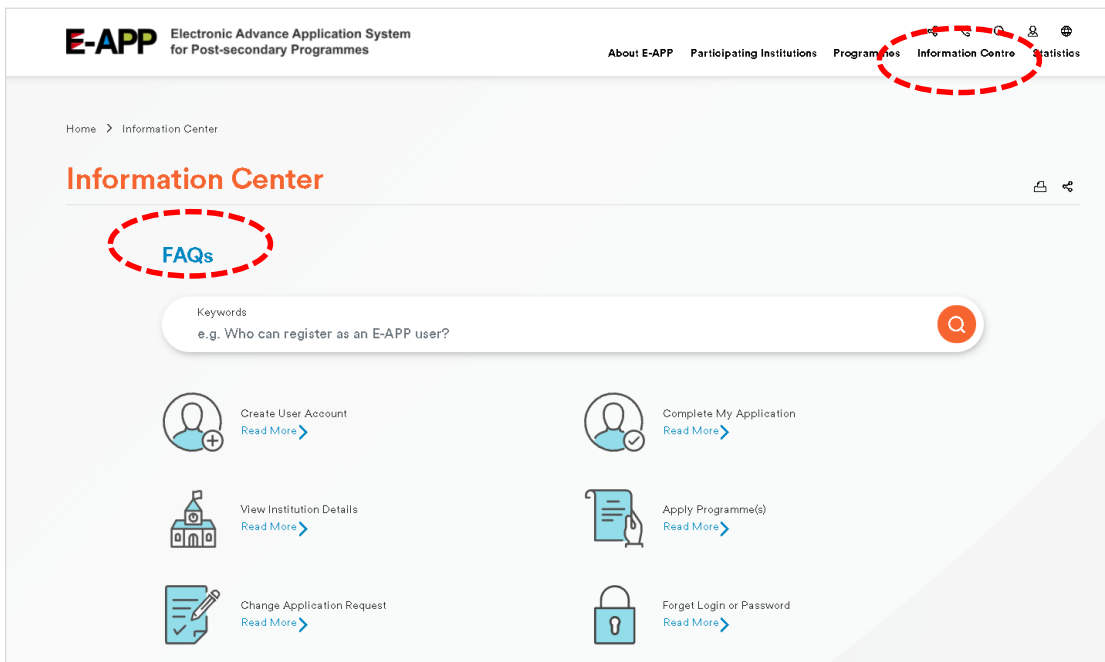
Overview
Admission Score
Programmes Offered

**Application Information**

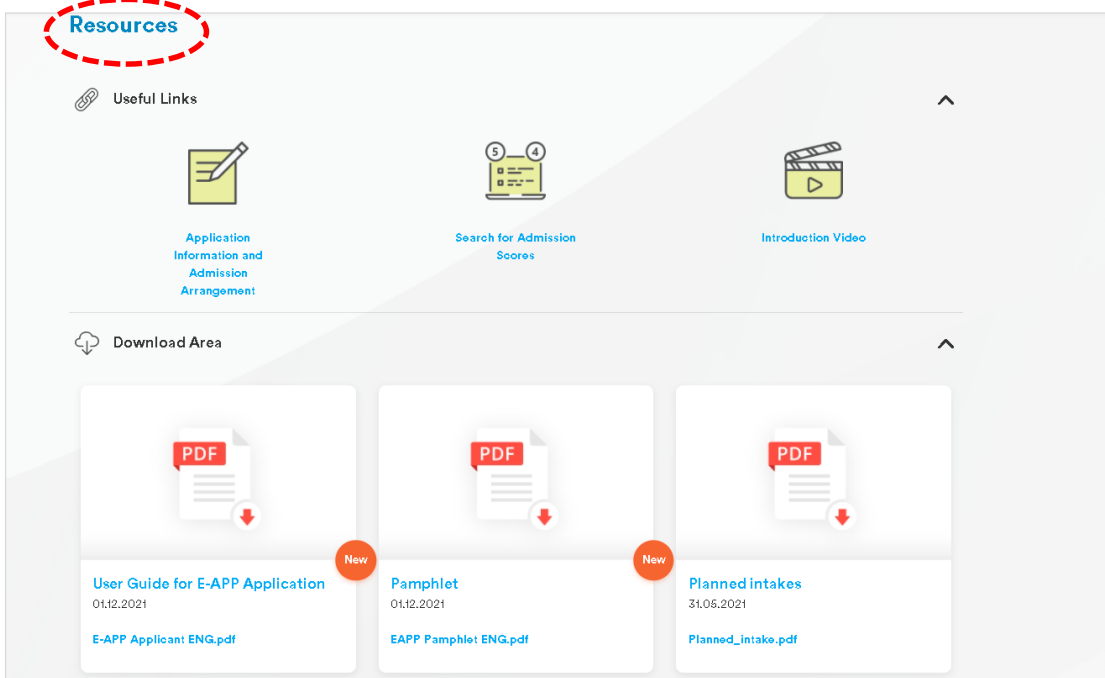
Application Date	From 2020-12-10 To 2021-12-30
Application Fee	\$200 per application
Payment Method	<p>The Hong Kong Polytechnic University-Hong Kong Community College will send you another email acknowledgement detailing the arrangements of application fee payment after receiving your application from E-APP.</p> <ul style="list-style-type: none"> <li>Online credit card payment</li> <li>ATM</li> <li>Flywire (For payments outside Hong Kong)</li> </ul> <p>For payment methods of application fee, please visit:  <a href="http://www.hkcc-polyu.edu.hk/admission/application_fee">http://www.hkcc-polyu.edu.hk/admission/application_fee</a></p> <p>Payment deadline of Application Fee: Within 7 days after the date of application confirmation E-mail</p> <p><small>* For details of application fee, please contact the institution concerned directly (Tel:3746 0123)</small></p>

## 8. Information Centre

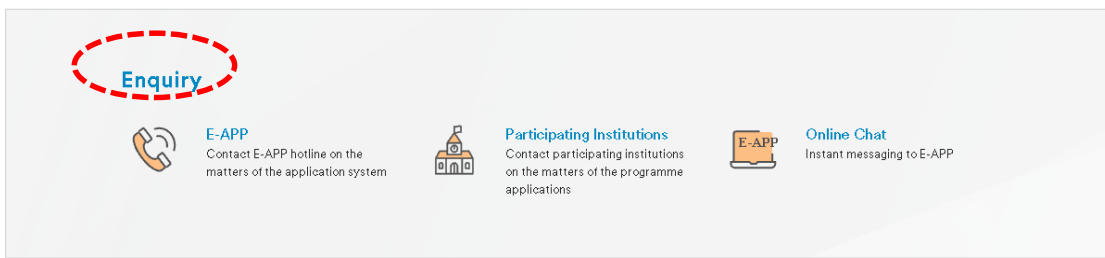
Applicant may go to “Information Centre” to view the FAQs about E-APP.



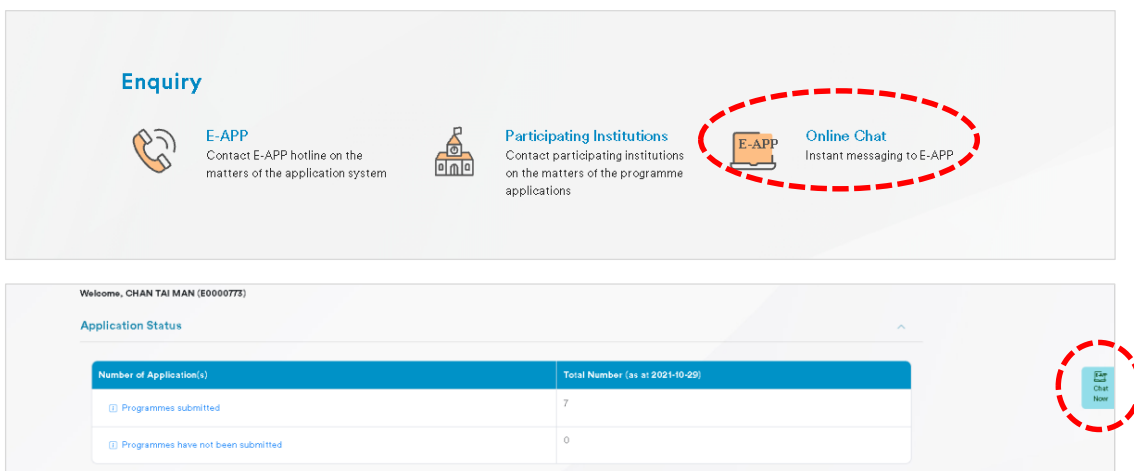
Applicant may find the useful links and download the publicity materials such as E-APP pamphlet in “Resources”.



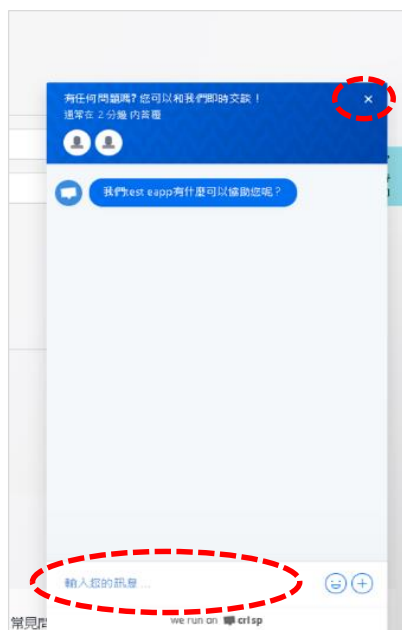
Applicant may find the enquiry methods on E-APP and institutions.



Applicant can start the online chat service by clicking “Online Chat” or the "Chat Now" icon on the right edge of the webpage.



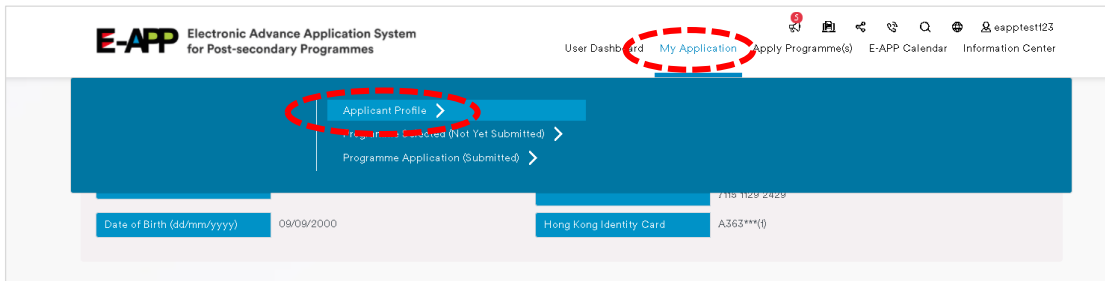
Applicant can chat with E-APP administrator by typing questions in the chat box. The response time may vary during peak hours. Please be patient and avoid sending messages repeatedly. Click [X] in the upper right corner of the chat box to end the enquiry session.




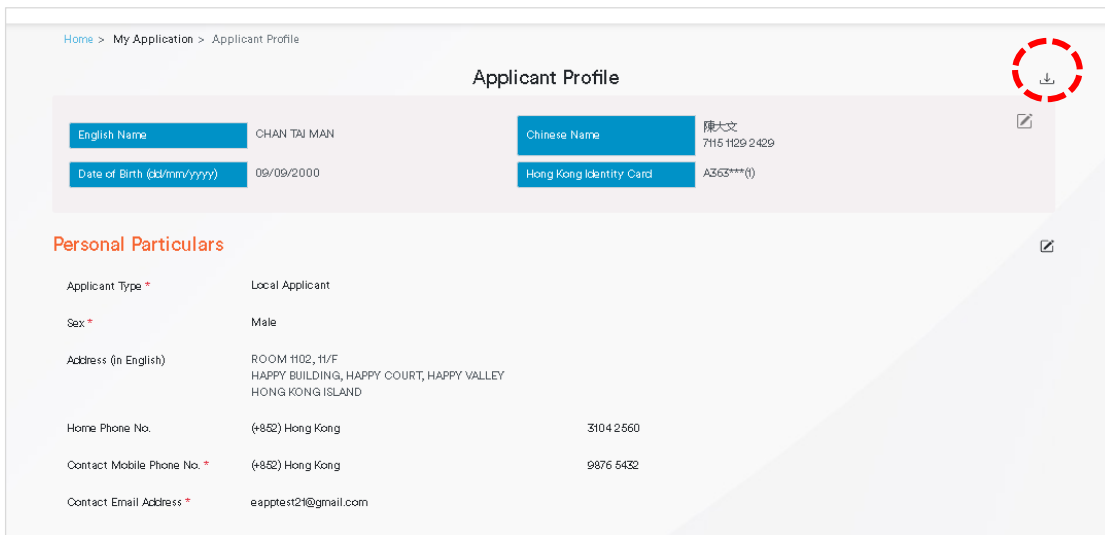
## 9. My Application

### 9.1 Applicant Profile

Applicant may edit the application information in “My Application”> “Applicant Profile” (Details refer to Section 5).

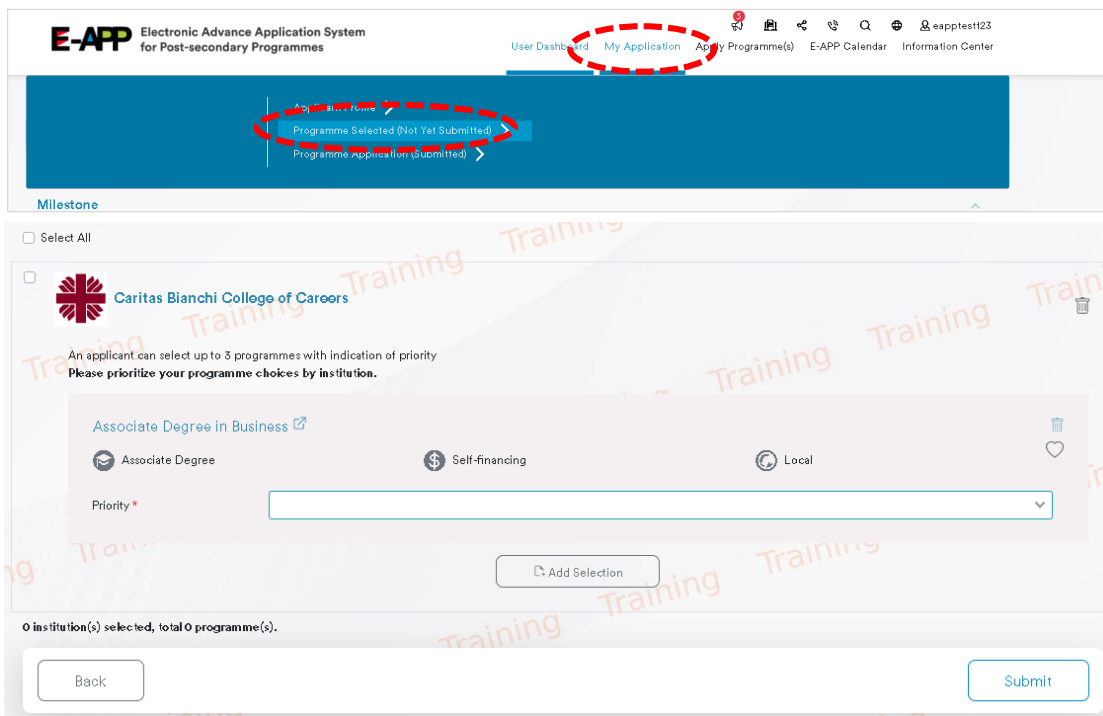


Applicant may click the [  ] on the top right corner to download or print the applicant profile.



## 9.2 Programme Selected (Not Yet Submitted)

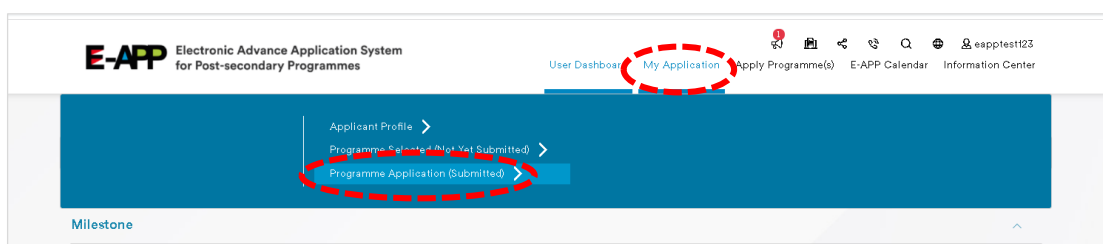
Applicant may view and edit selected programme(s) and continue the application process from “My Application” > “Programme Selected (Not Yet Submitted)” (Details refer to Section 6.2).



## 9.3 Programme Application (Submitted)

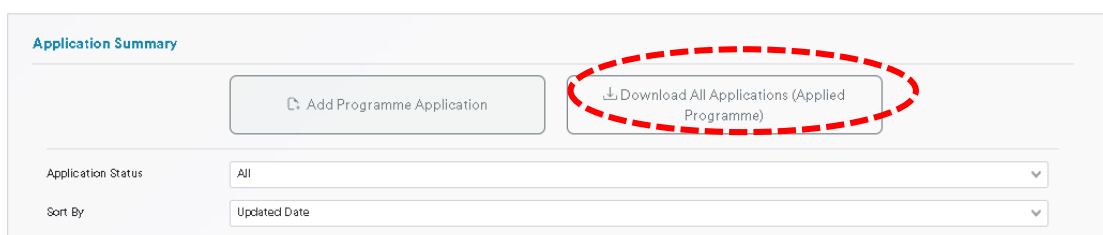
### Change of Programme Choices

Applicant may edit their submitted programme(s) or add new programme(s) by clicking “Edit / Add” from “My Application” > “Programme Application (Submitted)” (Details refer to 6.4).

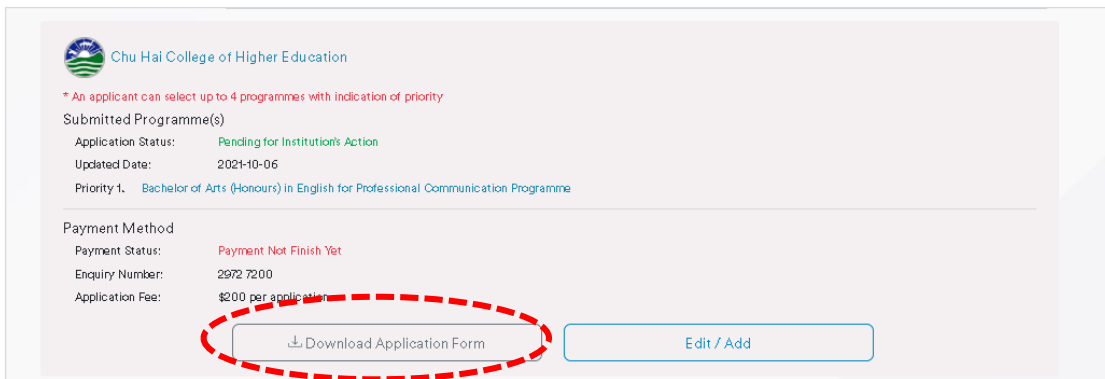


### Download or Print Application Form

Click “Download All Applications (Applied Programme)” in application summary to download all the submitted application forms.

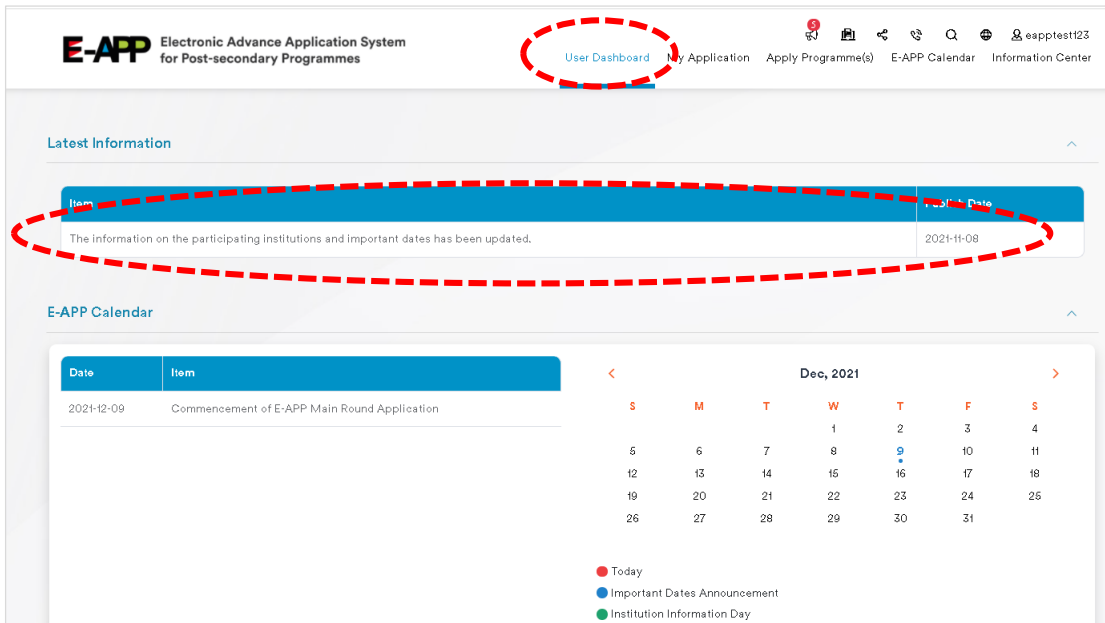


Click “Download Application Form” under individual institution to download its application.



## 10. Latest Information / Notification

Applicant may view the latest information related to E-APP in the “User Dashboard”.



Applicant may view the system notifications by clicking [ 🔔 ] icon on the “Notification” page.

**E-APP** Electronic Advance Application System for Post-secondary Programmes

User Dashboard My Application **Apply Programme(s)** E-APP Calendar Information Center

Home > Notification

Keywords

Category

Date From  To

[Search](#) [Reset](#)

Posted By	Item	Details	Date
SYSTEM	Your profile has been changed	<a href="#">View</a>	2021-11-19 10:22
SYSTEM	Your profile has been changed	<a href="#">View</a>	2021-11-19 10:20
SYSTEM	Your profile has been changed	<a href="#">View</a>	2021-11-19 10:19
SYSTEM	Your profile has been changed	<a href="#">View</a>	2021-11-19 10:03
EDB Admin	The information on the participating institutions and important dates has been updated.	<a href="#">View</a>	2021-11-19 02:59

## 11. E-APP Calendar

Applicant can view the events and important dates in the “E-APP Calendar”.

**E-APP** Electronic Advance Application System for Post-secondary Programmes

User Dashboard My Application Apply Programme(s) **E-APP Calendar** Information Center

Home > E-APP Calendar

**Search**

Keywords

Category

Date Start  End

[Search](#) [Reset](#)

< Dec, 2021 >

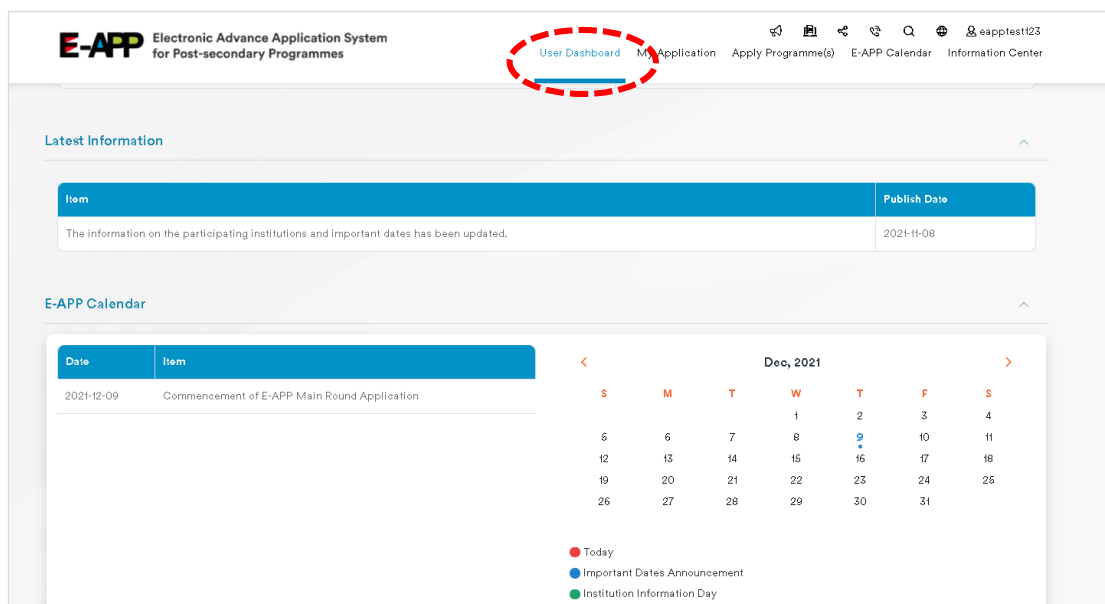
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

● Today  
● Important Dates Announcement  
● Institution Information Day

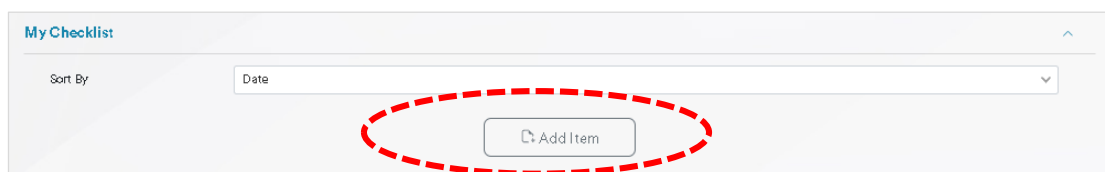
**9 Dec** Commencement of E-APP Main Round Application  
Commencement of E-APP Main Round Application

Previous Page: 1 / 1 Next

“E-APP Calendar” can also be viewed in “User Dashboard”.



Applicant can add the items into the “E-APP Calendar” by clicking the “Add Item” in “My Checklist”



## 12. Account Logout

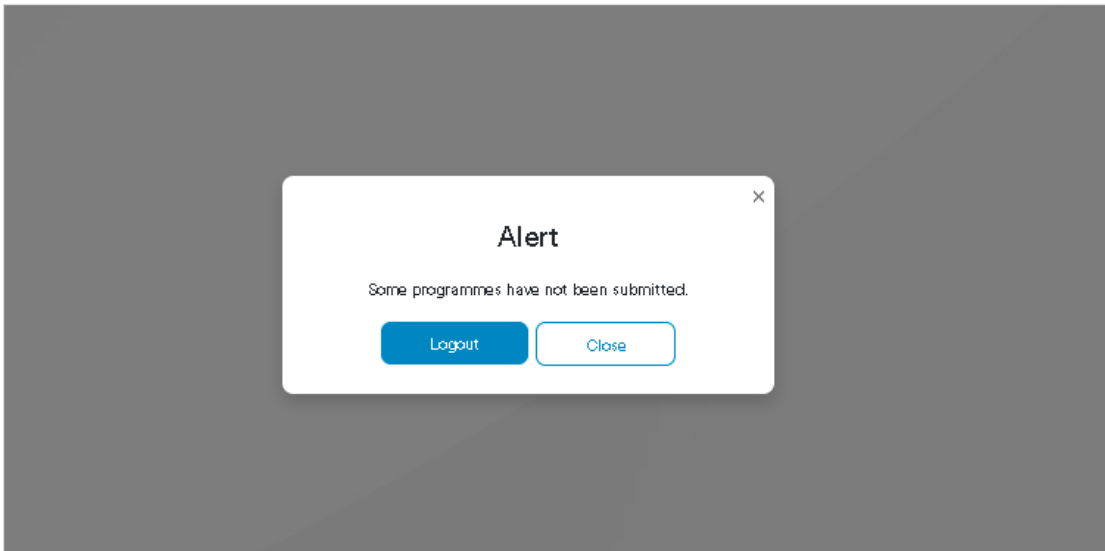
### Step 1

For security reasons, please click “Logout” to log off from E-APP after finished using it. System will prompt a notice if some programmes have not been submitted.

Note:

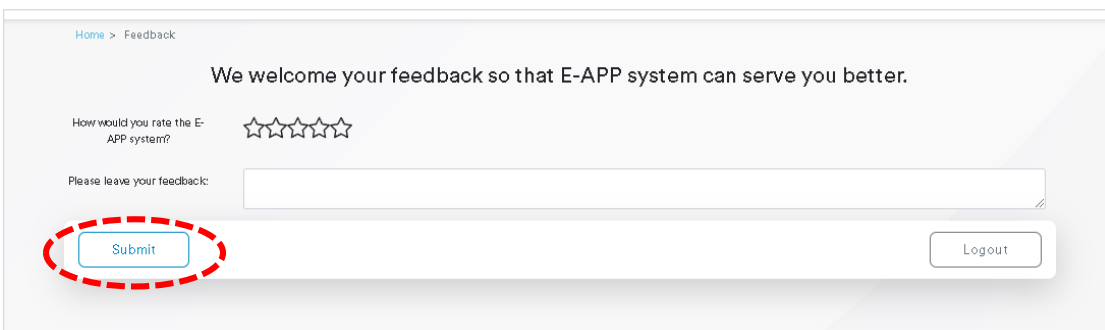
- The E-APP account will be automatically logged out after 30 minutes idle time.





## Step 2

Applicant may fill in the feedback, so that we can continue to improve the E-APP system for better user experience.

A feedback form with a light grey background. At the top left is a breadcrumb "Home > Feedback". The main heading is "We welcome your feedback so that E-APP system can serve you better." Below this is a rating question: "How would you rate the E-APP system?" followed by five empty star icons. Underneath is a text input field with the label "Please leave your feedback:". At the bottom left is a blue "Submit" button, which is circled with a red dashed line. At the bottom right is a white "Logout" button with a blue border.