



# HOW TO RESPOND TO YOUR HKU OFFER OF ADMISSION

Step-by-Step  
Guide

November 2023

# Step 0: Preparation

- Login to your application account
- Choose one of the following payment methods for settling the admission deposit:
  - ATM Transfer or Internet Banking (for local HK bank accounts ONLY)
  - HKD Bank Draft (for outside HK)
  - Wire Transfer (for outside HK)
  - WeChat Pay (China or Hong Kong Wallet), Alipay or AlipayHK

# Step 1: Login to your application account



HKU Application System for Undergraduate Programmes  
The University of Hong Kong

[Help and Guidelines](#)

[Home](#) > Login


To ensure the stability of the application system, please note that regular upgrade and maintenance will be performed every Wednesday at 10:00am (Hong Kong Time) with a down time between 10:00am to 1:00pm. Please avoid editing or submitting your application during the maintenance period.

Please read carefully the [Important Information](#) and [Application Guide](#) before making and submitting an application. You may also find our FAQs useful if you encounter any difficulties when filling your application form.

Please login to the same account that you used to submit an online application.

## LOGIN

 Registered Email Address

 Password

Login

[Forgot Password ?](#)

[Forgot Registered Email ?](#)

## REGISTRATION

Register for an account to launch your application to the undergraduate programmes at the University of Hong Kong.



Registration

# Step 2: Check your application status

**My Inbox**

For enquiries, please contact us through live chat [here](#).

Please be aware that information and content of this chat session will be stored on a third-party website. Once you clicked "I Agree - Proceed" to start, your name, email address, programme choices and application status will be transferred to this third-party site. If you need to make changes on your personal information, require advice on matters that involve disclosure of other personal details, or do not wish to use the chat system, please contact us [here](#).

Announcement

Title	Status	Issue Date Time
[HKU Application System] Update on Application	New	
[HKU Application System] Application Submitted	New	
[HKU Application System] Welcome to the Application System!	New	

Click "Application Status" on the left panel.

You may also click the message – "Update on Application..." in "My Inbox" to see your latest application status.



## Application Status

Full Name : [REDACTED]

### Application

Updates to your application to the University, whenever available, will be reflected in this section upon submission of your application to the University.

You may refer to the table below for further details on the status for your application.

Programme Status	Definition
Under Consideration	The programme is reviewing your application
Waitlisted	Your application has been reviewed and you are placed in the waiting list based on application information and documents submitted
Offer with Conditions	You have received a conditional/firm offer
Offer Accepted	You have accepted a conditional/firm offer
Offer Declined	You have declined a conditional/firm offer OR Your offer has expired because the University has not received a response from you regarding the offer by the stipulated deadline
Appeal Under Review	The programme is reviewing your appeal The whole process could take up to 3 weeks
Conditions Met	The final results received by the University indicate that you have met the condition(s) on academic achievements laid out in your offer of admission Your status will be updated to Conditions Met if your appeal is successful

Please read carefully the definition of the different programme status of your application.

Conditions Met	condition(s) on academic achievements laid out in your offer of admission Your status will be updated to Conditions Met if your appeal is successful
Conditions Not Met	The final results received by the University indicate that you have not met the condition(s) on academic achievements laid out in your offer of admission Your status will be updated to Conditions not Met if your appeal is not successful
Acceptance Withdrawn	You have withdrawn your acceptance to a conditional/firm offer
Programme withdrawn	You have withdrawn your application to the programme
Unsuccessful	Your application to the programme is unsuccessful

Admission Year : XXXX Application No. XXXXXX

Curriculum	Reply Deadline	Replied On	Status
Bachelor of Arts in Architectural Studies	<span style="background-color: black; color: black;">XXXXXX</span>	-	Under Consideration
Bachelor of Arts in Urban Studies	<span style="background-color: black; color: black;">XXXXXX</span>	-	Offer with Conditions
Bachelor of Education and Bachelor of Science (Double Degree)			Under Consideration

Your updated application status will be shown under this section, where you can see (i) the programmes you have applied to, (ii) their latest application status, as well as (iii) the deadline to respond to your offer of admission.

Action

Withdraw Programme

View Offer Detail

View Initial Scholarship Offer Detail

Withdraw Programme

Click “View Offer Detail” to see your offer letter and respond to your offer of admission.

Click “View Initial Scholarship Offer Detail” to see the scholarship offer (if any).



(ii) An overall score of 6.5 or better in IELTS Academic module, with 6.0 or better in each sub-score, or a total score of 93 or better in internet-based TOEFL, with 22 or better in each sub-score.

Please review carefully the terms and conditions available [here](#) prior to responding to this offer of admission. On acceptance of the offer, you are deemed to have accepted and agreed to abide by all the terms and conditions as specified. Please confirm your acceptance through your online application account. If we do not hear from you by December 31, 2021 (HK Time), we will assume that you do not wish to accept the offer and it will be withdrawn accordingly.

Meanwhile, if you have any questions regarding this offer of admission, please contact our office via the "chat" function under *My Inbox* within this application system or refer to our [HKU&U](#) website dedicated to students with offer.

We look forward to welcoming you to the University of Hong Kong.

Admissions Office (for Registrar)

Click "here" and read carefully the "Terms and Conditions".

☐ I agree to the offer of admission. I understand that I can accept at most one firm offer and up to five conditional offers but if I have earlier accepted a firm offer, on my acceptance of a later firm offer, I will be regarded as having automatically declined the earlier firm offer.

☐ I understand that I am required to pay an admission deposit of [REDACTED] to complete the acceptance of the offer of admission. The deposit will be credited towards the first year's composition fee and shall not be refunded, except to candidate admitted conditionally who subsequently fail admission.

### Reply

Note: After having settled the payment, please upload your payment receipt and you will find the "Accept" button to accept your offer. If this is not possible, you can simply upload your previous payment proof to accept this offer.

After clicking "View Offer", please slide down the scroll bar and you will be able to check and download the offer of admission. Important information such as offer conditions (for conditional offer holders) will also be mentioned in this letter.

Payment Type - Select -

Upload Deposit ?

+ Choose

For offer-made students, please refer to the HKU&U website for more information.

Payment Instructions ?

Decline

Close

Appeal

# Step 3: Respond to your offer(s)

After reading the “Terms and Conditions”, remember to click the first checkbox for confirmation.

Click the second checkbox to indicate you have read and understood the clause.

☐ I agree to the [terms and conditions](#) on the offer of admission. I understand that I can accept at most one firm offer and up to five conditional offers but if I have earlier accepted a firm offer, on my acceptance of a later firm offer, I will be regarded as having automatically declined the earlier firm offer.

☐ I understand that I am required to pay an admission deposit an admission deposit of [REDACTED] to complete the acceptance of the offer of admission. The deposit paid shall be credited towards the first year's composition fee and shall not be refunded, except to candidate admitted conditionally who subsequently fails to satisfy the conditions for admission.

**Reply**

Note: After having settled the payment, please upload your payment receipt and you will find the "Accept" button to accept your offer. If this is not the first offer you received, you can simply upload your previous payment proof to accept this offer.

Payment Type - Select - ? Payment Instructions

Upload Deposit ? + Choose + Upload + Cancel

Decline Close Appeal

To respond to your offer of admission, you may either:

1. accept the offer by paying the admission deposit and uploading the payment proof;
2. decline the offer, OR;
3. file an appeal

Please also note that if you have not responded to your offer on/before the stipulated deadline stated on your offer letter, it will be automatically deemed as declined.



# Step 3: Respond to your offer(s): Pay the application deposit to accept

Reply

Note: After having settled the payment, please upload your payment receipt and you will find the "Accept" button to accept your offer. If this is not the first received, you can simply upload your previous payment proof to accept this offer.

Payment Type: - Select - Payment Instructions

Upload Deposit: + Choose Upload Cancel

After selecting the file of the proof of payment (in PDF, and not exceeding 10MB), please click "upload".

Select a payment option.

Click "Accept" after you have (i) agreed to the Terms and Conditions of the offer and (ii) uploaded the proof of payment.

Accept

[Sample]

ATM:	JETCO ATM with "JET Payment Service" logo	HSBC/Hang Seng Bank ATM with 'Bill Payment Service' logo
Internet Banking Website:	Please refer to the internet banking website of the bank that you have opened an account with.	<a href="http://www.hsb.com.hk">www.hsb.com.hk</a> <a href="http://www.hangseng.com">www.hangseng.com</a>
Payee selection:	Select 'Bill Payment'; 'Education' then 'The University of Hong Kong'.	
Bill Type :	01	
14-digit Bill Account No. :	[Redacted] This Payment Reference Number is for this admission deposit payment only. Please DO NOT use it for any other payment of University fees in future.	

- Ensure the right ATM machine is selected. Do Not simply transfer money into the University's bank account. Please note that the University can only identify your payment through "Bill Payment Service".
- Please retain a photocopy of the ATM transaction advice OR the internet bank payment confirmation for your proof of payment.

Check your **individual and unique "14-digit Payment Reference Number"** in the Payment Instructions to guide you on how to settle the admission deposit. This amount will be credited towards your tuition fee in your first semester. If you cannot view it, please make sure that your browser setting is not blocking any pop-up windows.

Please also note that the deposit paid will not be refunded, except to a candidate admitted provisionally who subsequently fails to satisfy their offer conditions and has not accepted any firm offer(s).

# Step 3: Respond to your offer(s): Application Status updated to “Offer Accepted”

Admission Year	Application No.			
Curriculum	Reply Deadline	Replied On	Status	Action
Bachelor of Science in Actuarial Science			Offer Accepted	<a href="#">Download Offer Letter</a> <a href="#">Download Initial Scholarship Letter</a> <a href="#">Withdraw Acceptance</a> <a href="#">View Offer Detail</a> <a href="#">View Initial Scholarship Offer Detail</a>
Bachelor of Business Administration/ Bachelor of Business Administration in Accounting and Finance				
Bachelor of Engineering			Offer with Conditions	

Your offer status should now be updated.

You may click “Withdraw Acceptance” to withdraw an accepted offer, if necessary.

Please note that you may accept up to (i) 3 conditional offers, or (ii) 2 conditional offers and 1 firm offer at any time. By accepting a firm offer, you would be considered to automatically withdraw all the previously accepted firm offer(s), if any.

You will only need to pay the admission deposit once for accepting multiple offer(s) of admission to the University. If you want to accept your second offer, you can simply upload your previous proof of payment for offer acceptance.

# Step 3: Respond to your offer(s): Decline an offer

Reply

Payment Type

- Select -

Payment Instruction

Upload Deposit ?

+ Choose

Upload

Cancel

Decline

Close

Appeal

Curriculum	Reply Deadline	Replied On	Status	Action
Bachelor of Science in Actuarial Science			Offer Accepted	<div>Download Offer Letter</div> <div>Download Initial Scholarship Letter</div> <div>Withdraw Acceptance</div>
Bachelor of Business Administration/ Bachelor of Business Administration in Accounting and Finance			Offer Declined	<div>View Offer Detail</div> <div>View Initial Scholarship Offer De</div>

By clicking “Decline”, your offer status will then be updated.

If you have second thoughts about your previous decision on declining an offer, you may click here to file an appeal.

# Step 3: Respond to your offer(s): File an appeal

There are three types of appeals:

- 1) **Extension of Deadline** – for “Offered with Conditions”
- 2) **Reinstatement of Offer** – for “Offer Declined”
- 3) **Relaxation of Offer Conditions** – for “Conditions Not Met” or “Offer Accepted”  
(after you have received your final results)

**Reply**

Payment Type

Upload Deposit

**Appeal**

Appeal Type \*

Extension of Deadlines  
Reinstatement of Offer

If you have not accepted the offer, after clicking “Appeal”, you may either choose “Extension of Deadline”, or “Reinstatement of Offer” in case you have missed the deadline to respond to your offer.

# Step 3: Respond to your offer(s): File an appeal (Extension of Deadlines)

Appeal

Appeal Type \*

Extension of Deadlines

Appeal Reason \*

- Select -

Original Offer Expiry Date

Note: Your programme status will still remain as "Offer Declined" after your original offer deadline until your request for deadline extension has been approved by the programme.

Submit

Cancel

All "Extension of Deadlines" requests should be supported with a valid reason from the drop-down or a short statement to support your appeal.

\*Please note that the extension of the deadline will be considered on a case-by-case basis. After the appeal evaluation, you may still be required to accept your offer by the original offer expiry date.

# Step 3: Respond to your offer(s): File an appeal (Reinstatement of Offer)

Appeal

Appeal Type \*

Reinstatement of Offer

Short Statement \*

Submit

Cancel

If you missed the deadline to respond to your offer, you may submit an appeal for “Reinstatement of Offer” and provide a short statement to support your appeal.



# Step 3: Respond to your offer(s): File an appeal (Relaxation of offer conditions)

The screenshot shows a web form titled 'Response to Offer' with a sub-section 'Appeal'. The 'Appeal Type' dropdown is set to 'Relaxation of offer conditions'. There are two radio button questions: 'Have you already received your final results?' (Yes selected) and 'Have you updated your "Academic Qualifications" and upload the supporting document to the system?' (Yes selected). A text box for 'Appeal Reason' is empty. Below it, another radio button question asks 'Have you applied for any remark for your examination results?' (No selected). A note states 'All appeals will take up to 3 weeks for processing.' At the bottom, there are 'Submit' and 'Cancel' buttons, and a footer with 'Close' and 'Appeal' buttons.

Response to Offer

Appeal

Appeal Type \* Relaxation of offer conditions

Have you already received your final results ☒ Yes ☐ No

Have you updated your "Academic Qualifications" and upload the supporting document to the system ☒ Yes ☐ No

All appeals will take up to 3 weeks for processing.

Appeal Reason \*

Have you applied for any remark for your examination results \* ☐ Yes ☒ No

Any additional documents supporting your appeal may be uploaded to the "Supporting Document" section under "Others"

Submit Cancel

Close Appeal

If you have accepted your offer(s) but do not meet the offer conditions after the release of the result, you may file an appeal for relaxation of offer conditions by clicking the "Appeal" button on the application system.

Any documents to support your appeal can be uploaded directly via the system too.


All appeals received will be forwarded to the concerned programme(s) for consideration. The minimum process time is 2 weeks. You will receive an email update once a decision is made.

# Step 4: View your scholarship offer (Initial Scholarship Offer)

Action
<a href="#">View Offer Detail</a> <a href="#">View Initial Scholarship Offer Detail</a>

Click “View Initial Scholarship Offer Detail” to check the scholarship offer (if any). If there are additional conditions you need to fulfil for qualifying the scholarship, they will also be stated accordingly.

By accepting the offer of admission, you would also consider being automatically accepted the scholarship offer.



香港大學  
THE UNIVERSITY OF HONG KONG

Application Number:

**Initial Offer of Entrance Scholarship**

Study programme:  
Programme duration:  
Year of entry:  
Mode of Study:  
Category:  
Composition fee:

# Step 4: View your scholarship offer (Final Scholarship Offer)

Download Offer Letter

Download Initial Scholarship Letter

Withdraw Acceptance

View Final Scholarship Letter

After the release of your result, there might have updates on the scholarship. Please refer to your latest scholarship letter for details and conditions of awards.



香港大學

THE UNIVERSITY OF HONG KONG

Application Number: [REDACTED]

## Final Offer of Entrance Scholarship

Study programme:

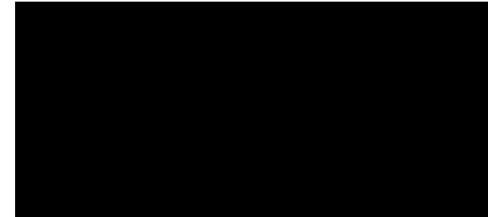
Programme duration:

Year of entry:

Mode of Study:

Category:

Composition fee:

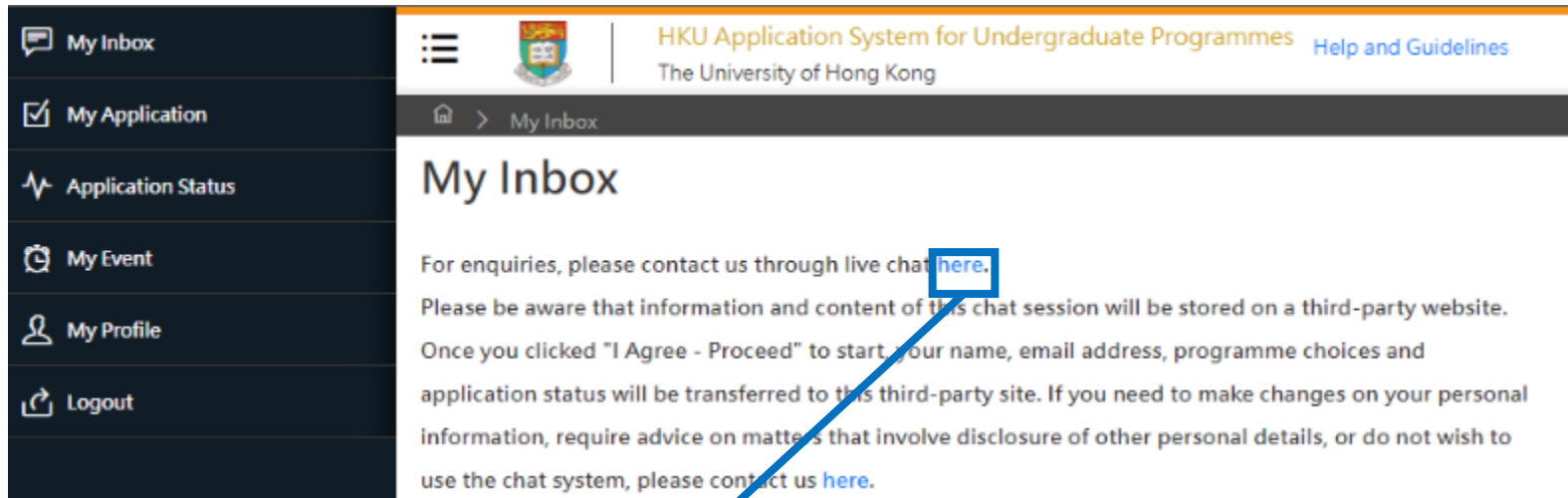


# Next Steps

1. Check your latest status by regularly logging in to your application account
2. If you are a conditional offer(s) holder:
  - Update your achieved grades under the “Academic Qualifications” section once your final result(s) have been released
  - Upload document(s) to show(s) the offer conditions have been fulfilled accordingly
3. You are also encouraged to:
  - a) Check emails regularly for receiving up-to-date information
  - b) Visit the [HKU&U](#) website to check for the latest information, to prepare for the new academic year

# Questions?

Please refer to our [FAQ](#) or contact our office via the “Chat” function under “My Inbox”



If you have any enquiries, please click the live chat button.

Follow the instructions to find useful information or start a live chat session with our staff during office hours.

