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

Please login to the same account that you used to submit an online application.
Step 2: Check your application status

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

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).
Click “here” and read carefully the “Terms and Conditions”.

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

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.
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.

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

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

Select a payment option.

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.

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

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”

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

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)

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)

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.
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.
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)

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

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.
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.