# Flow Chart of Submission of an Application for Master's Programmes (for reference)



#### 1. Preparation

- Check Programme Information online;
- Read carefully "Notes for Applicants";
- Prepare scanned copies of official transcripts, certificates and other supporting documents;
- Application Fee to be paid online (by VISA/MasterCard, UnionPay Card and QuickPass, Apple Pay, AlipayHK/China, WeChat Pay HK/China, PayMe or FPS)



- Create an online application account;
- Input personal information;
- Note down the electronic ID (EID), application number and your password for future access



- Select the programme you want to apply for;
- Fill in all relevant sections of the online application;
- Upload <u>official transcripts</u>, <u>certificates and other</u> <u>supporting documents</u> (total file size 8 MB; 2MB Max each file)



### **6. Application Results**

- Check application results online
- CityUHK will notify you by email if you are offered admission;
- Read and download offer letter and relevant notes via online application account;
- Follow instructions to pay acceptance fee and accept offer online

## 5. Application Acknowledgement

- An acknowledgement message will be shown online immediately after successful payment;
- You will receive an email acknowledgement of your successful programme application;
- If you would like to apply for more programmes, repeat Steps 3 to 5

## 4. Application **Submission**

- Check whether you have completed all relevant sections in the online application;
- Pay the application fee online
  - (by VISA/MasterCard, UnionPay Card and QuickPass, Apple Pay, AlipayHK/China, WeChat Pay HK/China, PayMe or FPS);
- Submit the application <u>before</u> the application deadline

#### **Need Assistance?**

i. FAQ

ii. Online enquiry form

iii. Hotline: 852 3442 5588