NOTES TO APPLICANTS

Places will be offered to qualified applicants on a first-come-first served basis. Early application is encouraged.

PROCEDURES:
1. Applicants should prepare **2 sets** of application documents as follows:
   
   **Set 1**
   - a completed University of South Australia application form [attached];
   - a full set of photocopies of credentials including transcripts and certificates of awards (evidence of English proficiency, such as TOEFL, IELTS, A-level, HKCEE, GCE English Test results, should be included in the application);
   
   **Set 2**
   - a photocopy of complete University of South Australia application form;
   - a full set of photocopies of credentials including transcripts and certificates of awards (should be the same as that for set 1);
   - a photocopy of HKID card;
   - two passport size photo; and
   - an application fee of HK$200 by cheque made payable to “Hong Kong Baptist University” which is non-refundable.

2. All application documents should be contained in an envelope on which marked “Application for BComp / BICT, UniSA”.

3. Application should be submitted either by post or by hand to the Headquarters of the School of Continuing Education, Hong Kong Baptist University within the application period.

| Address     | School of Continuing Education  
|             | Hong Kong Baptist University  
|             | 2/F., Franki Centre  
|             | 320 Junction Road  
|             | Kowloon  
| **Office Hours** | 9:00am - 8:00pm (Monday to Friday)  
|             | 9:00am - 12:00nn (Saturday)  

Incomplete application materials will affect the process of admissions to the programme.

All applications will be assessed individually for credit exemption and an acknowledgment of receipt will be received in about one and a half months from the due date of the application. Credit is assessed within the application/admission procedure of the programme. Additional credit will not be assessed except where entry is granted on a part qualification, or in special circumstances. All the documents must be submitted within the first month after commencement and an administration fee of HK$350 will apply.

Successful applicants will be required to present their original copies of credentials for verification at the time of registration.

According to the Personal Data (Privacy) Ordinance, all unsuccessful applications will be discarded immediately after the admission exercise is complete.

**ENQUIRIES:**
Tel: 3411 2723 (Ms Ivy Wong)
Email: BComp: bcomp@hkbu.edu.hk / BICT: bictlog@hkbu.edu.hk
**Application form for Admission to:**

**Programme to be taken:**
- Bachelor of Computing (E-Commerce)
- Bachelor of Information and Communications Technology (Logistics)

Have you previously enrolled and/or withdrawn in any of the above programmes, if yes, please provide your UnISA ID

**CLOSING DATE:**

UnISA ID: ____________________________________________
SCE ID: ____________________________________________

Before submitting this application, please ensure that you have enclosed all items under ‘Checklist’ (point 9)

**1. PERSONAL DETAILS (please print clearly)**

<table>
<thead>
<tr>
<th>Title</th>
<th>☐ Mr  ☐ Mrs  ☐ Miss  ☐ Ms  ☐ Other ________</th>
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</thead>
<tbody>
<tr>
<td>Full Name as it appears on your passport/identity card</td>
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</tr>
<tr>
<td>Family Name</td>
<td>(English)________________ (Chinese)____________</td>
</tr>
<tr>
<td>First Name</td>
<td>(English)________________ (Chinese)____________</td>
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<tr>
<td>Middle Name</td>
<td>(English)________________ (Chinese)____________</td>
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<tr>
<td>Preferred First Name (if applicable)</td>
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<td>HKID Card/Passport Number</td>
<td></td>
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<tr>
<td>Gender</td>
<td>☐ Male  ☐ Female</td>
</tr>
<tr>
<td>Date of Birth</td>
<td>__<strong>/_<strong><strong>/</strong></strong></strong> Day Month Year</td>
</tr>
<tr>
<td>Citizenship</td>
<td></td>
</tr>
<tr>
<td>Are you an Australian permanent resident</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Are you an Australian citizen</td>
<td>☐ Yes  ☐ No</td>
</tr>
<tr>
<td>Date residency or citizenship granted</td>
<td>__<strong>/_<strong><strong>/</strong></strong></strong> Day Month Year</td>
</tr>
<tr>
<td>Country of Birth</td>
<td></td>
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</tbody>
</table>
### Address

(Home)
Street 1: ____________________________________________________________
Street 2: ____________________________________________________________
Suburb: _______________________________________________________________
State: __________________________________________________________________
Country: __________________________________________________________________ Postcode: __________________________________________________________________

(Business)
Street 1: ____________________________________________________________
Street 2: ____________________________________________________________
Suburb: _______________________________________________________________
State: __________________________________________________________________
Country: __________________________________________________________________ Postcode: __________________________________________________________________

### Telephone Numbers (Please include Country and Area Code)

(Home)  (Business)  (Mobile)

Fax Number  (Home)  (Business)

Email Address  (Business)  (Other, if applicable)

### 2. EDUCATION DETAILS (please print clearly)

#### Public examinations records

<table>
<thead>
<tr>
<th>Examination type</th>
<th>Year</th>
<th>Subject</th>
<th>Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>(eg HKCEE, HKALE, TOEFL, IELTS)</td>
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</table>

#### Tertiary Studies/Secondary Education

List in Chronological order, all tertiary/secondary education or post-secondary courses attempted including any in current year, and attach Official Transcripts in English.

<table>
<thead>
<tr>
<th>Name of Institution</th>
<th>Name of Qualification</th>
<th>Language of instruction</th>
<th>Years attended (P- Part time F- Full time Circle one)</th>
<th>Completed (Circle one)</th>
<th>Transcript attached (circle one)</th>
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</thead>
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</tbody>
</table>

Have you ever been precluded from further study at this University or any other tertiary institution? Yes / No

If Yes, please give details ________________________________________________________________

______________________________________________________________________________

If you have studied at the University of South Australia prior to this application what was your previous Student ID number: _____________________________________________
3. ENGLISH LANGUAGE PROFICIENCY

IELTS Test Report Form or TOEFL Official Score Report must be attached to application where applicable

<table>
<thead>
<tr>
<th>1. Is English your first language?</th>
<th>☐ Yes ☐ No</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. Have you undertaken any English language test?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>3. Have you studied at secondary or tertiary levels with English as the language of instruction?</td>
<td>☐ Yes ☐ No</td>
</tr>
</tbody>
</table>

Are you currently enrolled in, or have you previously undertaken English Language Studies? Please provide details in the space below and attach evidence of English Standard Achieved.

Date of Course _______/_______/______ Level______________ Institution_______________

IELTS overall score (academic) ___________ Paper Based TOEFL Score__________

Computer Based TOEFL Score ___________ English Language_________ Test Date_______________

Note: A certified copy of these test cores should be attached to this application

If you answered no to all of the above questions, outline the reasons on a separate page why you should be accepted to this programme on the basis of your English proficiency levels.

Membership of professional societies

____________________________________________________________________________________________________

____________________________________________________________________________________________________

4. EMPLOYMENT & WORK EXPERIENCE (please print clearly)

Details of relevant employment or work experience

<table>
<thead>
<tr>
<th>Current Employer</th>
<th>Current Position</th>
<th>Dates</th>
<th>Full/Part Time (circle one)</th>
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</thead>
<tbody>
<tr>
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<td>From</td>
<td>To</td>
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<td>F / P</td>
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</tr>
</tbody>
</table>

Brief Description of duties and responsibilities

____________________________________________________________________________________________________

____________________________________________________________________________________________________

<table>
<thead>
<tr>
<th>Previous Employer</th>
<th>Position Held</th>
<th>Dates</th>
<th>Full/Part Time (circle one)</th>
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<tbody>
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<td>To</td>
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<td></td>
<td></td>
<td>F / P</td>
<td></td>
</tr>
</tbody>
</table>

F / P
5. STATISTICAL INFORMATION

Do you have Permanent Resident status for either Australia or New Zealand?
- Yes
- No

Do you speak a language other than English at your permanent home residence?
- No, English only
- Yes (tick box below)

If you answered yes, please tick a box:
- Cantonese
- Mandarin
- Vietnamese
- Italian
- Greek
- Arabic
- Other

If you answered ‘Other’, please provide non-English language that is spoken most often: _________________

Do you have a disability, impairment or long-term medical condition, which may affect your studies?
- Yes
- No

If yes, please indicate the area(s) of impairment:
- Hearing
- Learning
- Mobility
- Vision
- Medical
- Other

If you have ticked ‘Other’ please provide details disability, impairment or long-term medical condition:

What education had you completed before your current programme?
All questions must be answered.

POST-GRADUATE programme of any type (Higher Doctorate, Ph.D., Master’s Preliminary or Qualifying, PG Certificate, etc)
(1) Never Commenced
(2) Commenced but not all requirements completed
(3) Completed all the requirements for the award
If you answered 2 or 3, please provide: Start Year __________ End Year __________

BACHELOR’S DEGREE
(1) Never Commenced
(2) Commenced but not all requirements completed
(3) Completed all the requirements for the award
If you answered 2 or 3, please provide: Start Year __________ End Year __________

FINAL YEAR OF SECONDARY EDUCATION at a High School, Technical High School, Secondary School or College:
(1) Did not do final year
(2) Did final year
If you answered 2, please provide:
The year in which you completed the final year of secondary education __________

OTHER QUALIFICATION or certificate of attainment or competence
(1) Do not have
(2) Do have
If you answered 2, please provide:
The year you completed the qualification or certification __________
6. ADDITIONAL INFORMATION

How did you learn about the programme? (Please tick):

- Newspaper:______________
- Brochure
- Internet
- Information Talk
- Other ______________
- From our student named:___________________ Intake No:_______ Programme:____________________________

7. EXPRESSION OF INTEREST – Please note this is optional

Please submit a one page statement outlining your motivation for seeking admission into this programme and any other information which you wish to be taken into account in support of your application.

(Please attach the statement to this application)

8. DECLARATION

I agree to abide by the statutes and by-laws of the University and all rules that have been made by or with the authority of the University Council.

I agree to meet my financial obligations to the University in full and by the due date provided to me and understand that I will not be permitted to enrol or graduate if I fail to do so.

I am responsible for ensuring that the courses I am enrolled in meet the requirements of the programme. I undertake to check my enrolment and academic results on a regular basis through the myUniSA system.

I am responsible for familiarising myself with and abiding by all University student policies, as listed at http://www.unisa.edu.au/policies/

I consent to the release of personal and academic information by the University in accordance with the Confidentiality of Students’ Personal Information policy at http://www.unisa.edu.au/policies/policies/academic/A46

I hereby state that the information I have provided to the University is true and factual and I understand that the University will take action it considers appropriate if subsequently it is found that part or all of the information provided is false.

Date:__________________________________ Signature:____________________________________
9. CHECKLIST

The application package must contain the following items:
1. A completed application form (sections 1 – 8 of this form must be filled in)
2. Copy of Passport or HKID Card
3. Certified copies of any degrees, diplomas, certificates or official transcripts in English
4. Certified copies of IELTS Test Report Form or TOEFL Official Score Report where applicable or English Standard Equivalent.
5. Two passport sized photos with name printed on reverse side
6. Application Fee (by cheque, non refundable)

The completed application package should be returned to:

SCHOOL OF CONTINUING EDUCATION
HONG KONG BAPTIST UNIVERSITY
2/F, FRANKI CENTRE
320, JUNCTION ROAD
KOWLOON, HONG KONG

REF: Application for UniSA BComp/BICT Programmes

OFFICE USE ONLY

Documents received:
☐ Completed Application Form
☐ Copy of Passport/ID Papers
☐ Certified copies of any degrees, diplomas, certificates or official transcripts in English
☐ Certified copies of IELTS Test Report or TOEFL Official Score Report, (or English Standard Equivalent) where applicable
☐ Two Passport Photos with name printed on reverse side
☐ Statement of interest
☐ Application fee

Application
☐ Recommended  ☐ Not Recommended  Signed ____________________________
☐ Conditional  ☐ Provisional  Programme Director  Date

Conditions
Apply - details
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
_____________________________________________________________________________________
Dear Applicant,

This is to acknowledge receipt of your application for

Bachelor of _____________________________________________ programme

Jointly offered by the University of South Australia and the School of Continuing Education, Hong Kong Baptist University.

Your application is now under process and we will be in touch with you again of the result once it is available. Meanwhile please feel free to contact us at 3411 2723 should you have any queries.

Please complete and return this self-stamped reply card if you wish to have an acknowledgement of receipt of your application papers.