

POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

APPLICATION GUIDE

Personal Information Collection Statement

Information provided in this application form will be used for the following purposes:

- Selection of applicants for admission to the Programme;
- Collection of information from the relevant institutions/schools and referees about your candidature for studies;
- Transferral to student record system upon admission to the Programme.

In accordance with the Personal Data (Privacy) Ordinance, you have the right to access to and make correction of the information contained in this application form. Information of unsuccessful applicants will be destroyed after the completion of the entire admission exercise.

General Information

- Please read the *Programme Leaflet* and the *Application Guide* carefully before completing the application form.
- Please use BLOCK LETTERS in English and complete the application form in ink.
- Information provided in this application form must be accurate and complete, and all relevant supporting documents must be supplied with the application. Incomplete application materials will affect the process of admission to the programme.
- Please do not send in or submit the original copies of any supporting documents with your application.
- Applicants will be assessed individually on their academic achievements, professional qualifications and work experience. Interview may be given to the selected applicants.
- **Accreditation of non-local academic qualifications should be made through the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) to show that totality of the applicants' educational qualifications meet that standard of a local Bachelor Degree and such applicants should submit the assessment results in support of their applications.**
- **Non-local applicants must have obtained a student visa for studying in Hong Kong before being admitted to the Programme.**
- Please keep your application number for future reference.
- Please submit your application by post or by hand to:

Address	Programme Administration Section Postgraduate Diploma in Early Childhood Education Early Childhood and Elementary Education Division School of Continuing Education Hong Kong Baptist University 2/F Franki Centre 320 Junction Road Kowloon Tong, Kowloon
Office Hours	Monday to Friday 9:00am – 5:50pm (Enquiry hotline and service counter: 9:00 am to 8:00 pm)

- Information contained in this *Application Form and Guide* is subject to change without prior notice.

Application Fee Payment Instructions

1. Cheque Payment

The application fee of HK\$350 for local applicants and HK\$450 for non-local applicants can be paid by a crossed cheque made payable to “HONG KONG BAPTIST UNIVERSITY”. Please mark your Chinese and English name in full, contact number and Hong Kong ID Card number at the back of the cheque. Mail the cheque to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Postgraduate Diploma in Early Childhood Education”. Postdated cheques will not be accepted.

2. e-Banking / ATM

(A) e-Banking

Payment through HSBC / Hang Seng Bank / JETCO e-Banking:

- HSBC – <http://www.hsbc.com.hk>
- Hang Seng Bank – <http://www.hangseng.com/e-Banking>
- JETCO – <http://www.jetco.com.hk/tc/Member/banks.html>

e-Banking	
i.	Choose “Bill Payment”
ii.	Choose “Hong Kong Baptist University”
iii.	Choose bill type “07” for “SCE Application Fee”
iv.	Key in the 8-digit bill number. The first four digits are the programme code - “8179” . The fifth to eighth digits are the first four digits of your Hong Kong ID Card number . (Please refer to Section C: “Steps to Key in Bill Number”)
v.	Key in the exact amount of HK\$350 for local applicants and HK\$450 for non-local applicants.
vi.	Please print and send the receipt to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the receipt and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Postgraduate Diploma in Early Childhood Education”. You may make a photocopy of the receipt as proof of payment. No receipt will be issued by the School for application fee paid by e-banking.

(B) ATM

HSBC / Hang Seng Bank ATM Machine	JETCO ATM Machine
i. Choose “Bill Payment”	i. Choose “Bill Payment”
ii. Choose “Education – Universities”	ii. Choose “Education”
iii. Choose “Hong Kong Baptist University”	
iv. Key in / Choose bill type “07” for “SCE Application Fee”	
v. Key in the 8-digit bill number. The first four digits are the programme code - “8179” . The fifth to eighth digits are the first four digits of your Hong Kong ID Card number . (Please refer to Section C: “Steps to Key in Bill Number”)	
vi. Key in the exact amount of HK\$350 for local applicants and HK\$450 for non-local applicants.	
vii. Collect and send the original customer advice to us by mail. Please mark your full name, contact number and Hong Kong ID Card number at the back of the customer advice and send it to the School of Continuing Education, Hong Kong Baptist University, 2/F, Franki Centre, 320 Junction Road, Kowloon Tong. Please state on the envelope “Application for Postgraduate Diploma in Early Childhood Education”. You may make a photocopy of the customer advice as proof of payment. No receipt will be issued by the School for application fee paid by ATM.	

(C) Steps to Key in Bill Number

Please refer to the following example:

Programme Code for Postgraduate Diploma in Early Childhood Education	HKID Card Number		8-digit bill number
8 1 7 9	A123456(7)	Please Key in	8 1 7 9 1 2 3 4
	XE678910(1)		8 1 7 9 6 7 8 9

Remarks:

The application fee submitted is non-refundable, irrespective of the application status of applicants.



POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

APPLICATION FORM (2019 INTAKE)

Your personal data provided in this application form will be kept strictly confidential. You are requested to notify the School promptly of any changes in your personal data. The submitted application form and the supporting documents are not returnable.

Mode of Study Full-time Part-time
(Please choose one)

Personal Particulars

(Please enter the information as printed on your HKID card / passport)

Chinese Name														
English Name														
	(Surname first)													
Sex	<input type="checkbox"/> M / <input type="checkbox"/> F	Date of Birth												
			D	D	M	M	Y	Y	Y	Y				
Place of Birth														
Nationality														
HKID / Passport No.														
Residential Address	Flat			Floor			Block							
	Building													
	Street													
											District	<input type="checkbox"/> 1. Hong Kong	<input type="checkbox"/> 2. Kowloon	<input type="checkbox"/> 3. N.T.
Residential Number					Mobile Number									
Office Number					Fax Number									
Email Address														
	(limit to 30 characters including alphabets and numbers)													

Photograph

3.5cm x 4.5cm

Please affix photo with applicant's name on the back

Academic Qualifications

(Please provide information in chronological order and supply photocopies of the relevant credentials.)

Name of Institutions	Qualifications Attained (or to be attained)	Mode of Study (FT / PT)	Period of Study		Date of Award
			From (M / Y)	To (M / Y)	
			/	-	/
			/	-	/
			/	-	/
			/	-	/

Work Experience

(Please provide information in chronological order and supply relevant supporting documents.)

Name of Organization/Employer	Position Held	Employment Period		Year(s) of Employment	Nature of Work/Duties
		From (M/Y) To (M/Y)			
		/	- /		
		/	- /		
		/	- /		
		/	- /		

Additional Information

(Please provide information which you think is relevant to the assessment of your application. Attach additional sheet(s) if necessary.)

Declaration

- (a) I understand that all information I provided in this application form will be used for:
- processing my application and will become part of my student record upon successful admission to the programme;
 - sharing with appropriate parties and personnel of the University for administration, communication and other related purposes; and
 - the promotion of, including but not limited to, the School's courses and programmes, activities, awards, scholarships, bursaries, special offers, privileges, other services as well as fundraising appeals.
- If you do not wish to receive any promotional information, please tick (✓) the box.
- (b) The information given in support of this application is accurate and complete. I am aware that the School of Continuing Education of Hong Kong Baptist University reserves the right to cancel the application at any time if the information given in this application is found untrue.
- (c) I understand that the submitted application form and supporting documents are not returnable.
- (d) I have read the *Application Guide*.
- (e) I have noted, understood and agreed to the contents of the Personal Information Collection Statement.

Signature: _____

Date : _____

For office use only

Certified copies on file	<input type="checkbox"/> HKID: _____	<input type="checkbox"/> Passport: _____	Sighted by: _____
Work Exp	<input type="checkbox"/> In <input type="checkbox"/> Non	<input type="checkbox"/> Employment Letter / Reference	<input type="checkbox"/> Others: _____
Degree	<input type="checkbox"/> Local	<input type="checkbox"/> Mainland/Overseas (<input type="checkbox"/> HKCAAVQ Assessment Report)	
Acad Qual	<input type="checkbox"/> Bachelor	<input type="checkbox"/> Master <input type="checkbox"/> Doctor	<input type="checkbox"/> Others: _____
Applicant Category	_____	H Ed _____	Checked by: _____
Application	<input type="checkbox"/> Successful	<input type="checkbox"/> Not Successful	<input type="checkbox"/> Pending
Remarks	_____		Verified by: _____ Endorsed by: _____



POSTGRADUATE DIPLOMA IN EARLY CHILDHOOD EDUCATION

LETTER OF REFERENCE (Confidential)

The applicant should fill in his/her name and send the *Letters of Reference* to TWO referees for comments on his/her eligibility for this programme. One referee should be the applicant's Academic Adviser and the other his/her Job Supervisor.

Applicant's Full Name: _____

The above applicant is applying for the Postgraduate Diploma in Early Childhood Education Programme offered by the School of Continuing Education, Hong Kong Baptist University. It would be of great assistance in considering his/her application if you would kindly complete this *Letter of Reference* and return it to the School. Any information you give will be kept strictly confidential.

Name of Referee : _____

Position : _____

Organization : _____

Contact Number : _____

Address : _____

Email Address : _____

1. How long and in what capacity have you known the applicant?

2. Please comment on the suitability of the applicant for the profession of Early Childhood Education Practitioner. (Please attach additional sheet(s) if necessary.)

3. Additional Comments (Optional)

Signature of Referee : _____

Date: _____

Thank you for your assistance. Please return the completed ***Letter of Reference*** in a sealed envelope to:

Programme Administration Section
Postgraduate Diploma in Early Childhood Education
School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre, 320 Junction Road
Kowloon Tong, Kowloon
Hong Kong



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Programme Administration Section
Postgraduate Diploma in Early Childhood Education
School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre, 320 Junction Road
Kowloon Tong, Kowloon
Hong Kong

Acknowledgement of Application

(To be filled by the Programme Administration Section)

Date:

Dear Sir/Madam,

Postgraduate Diploma in Early Childhood Education

(Application No.: _____)

We are pleased to acknowledge the receipt of your application for admission to the Programme in the Autumn 2019 semester. Your application is being processed and you will be notified of the result by mail in due course.

Thank you for your interest in our programme.

Early Childhood and Elementary Education Division
School of Continuing Education
Hong Kong Baptist University

Early Childhood and Elementary Education Division
School of Continuing Education
Hong Kong Baptist University
2/F, Franki Centre,
320 Junction Road,
Kowloon Tong, Kowloon.

Please
affix
stamp
here

(To be filled by the Applicant)

Name	:	_____
Address	:	_____

