NOTES TO APPLICANTS

PROCEDURES:

1. Applicants should prepare a complete set of application documents as follows:
   - a completed University of South Australia application form [attached];
   - a full set of photocopies of credentials including transcripts and certificates of awards including evidence of English proficiency, such as TOEFL, IELTS, A - level, HKCEE, GCE English Test results (if applicable), should be included in the application;
   - a photocopy of HKID card;
   - an application fee of HK$200.00 (Please refer to Appendix 1 for payment instructions);
   - two copies of your recent photo (ID photos with plain background) with your full name written on the reverse side. Please do not adhere any photo on to the application form;

2. All application documents should be contained in an **envelope** on which marked "**Application for the UniSA Full-time Undergraduate Programmes**".

3. Applications can be submitted by mail or drop-off in the following offices:

By mail	**School of Continuing Education Headquarters, Hong Kong Baptist University** 2/F, Franki Centre, 320 Junction Road, Kowloon Tong
By drop-off	**School of Continuing Education Headquarters, Hong Kong Baptist University** 2/F, Franki Centre, 320 Junction Road, Kowloon Tong **Kowloon Tong Campus Centre DLB Office (collection box)** 4/F, David C. Lam Building, Shaw Campus, Hong Kong Baptist University, 34 Renfrew Road, Kowloon Tong, Kowloon **Kowloon Tong Campus Centre SCE Tower Office (collection box)** 8/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower Hong Kong Baptist University, 9 Baptist University Road Kowloon Tong, Kowloon **Shek Mun (Shatin) Campus Centre Office (collection box)** G/F, 8 On Muk Street, Shek Mun, Shatin, New Territories

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

All applications will be assessed individually for credit exemption. 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 completed.

ENQUIRY: **3411 4350** **usaugf@hkbu.edu.hk**

APPENDIX 1

HONG KONG BAPTIST UNIVERSITY
SCHOOL OF CONTINUING EDUCATION
Application Fee Payment Instructions

1. Payment by credit cards

If you are a registered e-banking user of the following banks, you can make application fee payment by credit card through their websites. For details, please contact your personal bank.

Bank Name	Bank Website	Bank Hotline No.
Bank of China	www.boci.com.hk	2853 8828
China Construction Bank (Asia) Corporation Ltd	www.asia.ccb.com	2779 5533
Citibank	www.citibank.com.hk	2860 0333
The Bank of East Asia Ltd	www.hkbea-cyberbanking.com	2211 1321
Standard Chartered Bank (Hong Kong) Ltd	www.sc.com/hk	2886 8868
China CITIC Bank International Ltd	www.cncbinternational.com	2280 1288
Dah Sing Bank	www.dahsing.com	2828 8000
DBS Bank (Hong Kong) Ltd	www.dbs.com/hk	2290 8888
Hang Seng Bank	www.hangseng.com	2822 0228
HSBC	www.hsbc.com.hk	2748 3322
Industrial and Commercial Bank of China (Asia) Ltd	www.icbcasia.com	2189 5588
Shanghai Commercial Bank Ltd	www.shacombank.com.hk	2818 0282
Wing Lung Bank	www.winglungbank.com	2952 6666
Fubon Bank	www.fubonbank.com.hk	2566 8181
Chong Hing Bank	www.chbank.com	3768 6888
Bank of Communications	www.bankcomm.com.hk	2269 9699

Steps for Payment by Credit Card
1. Choose “Bill Payment”
2. Choose “Education Institution”
3. Choose “Hong Kong Baptist University”
4. Choose bill type “SCE Application Fee”
5. Key in the 8-digit Bill Account Number: _ _ _ _ _ _ _ _, the first 4 digits should be the Course Reference Code 6324, the remaining 4 digits should be the applicant’s HKID number’s first 4 numerical digit. Please refer to the EXAMPLE for the 8-digit Bill Account Number. Please pay the exact amount. Partial payment is strictly disallowed.
6. Please print out and attach the acknowledgement notice to the application form as proof of payment. You are reminded to keep a copy of the notice for record as no other receipt will be issued

2. Payment by ATM

If you are an ATM cardholder of HSBC, Hang Seng Bank or JETCO group, you can settle the fee at any ATMs with the sign "Bill Payment Service" or "Jet Payment".

Steps for ATM Payment Services	
HSBC/Hang Seng Bank ATM Machine	**JETCO ATM Machine**
1. Choose "Bill Payment"	1. Choose "Bill Payment"
2. Choose "Education – Universities"	2. Choose "Education"
3. Choose "Hong Kong Baptist University"	3. Choose "Hong Kong Baptist University"
4. Choose Bill Type "07"	
5. Key in the 8-digit Bill Account Number: _ _ _ _ _ _ _ _, the first 4 digits should be the Course Reference Code 6324, the remaining 4 digits should be the applicant's HKID number's first 4 numerical digit. Please refer to the EXAMPLE for the 8-digit Bill Account Number. Please pay the exact amount. Partial payment is strictly disallowed.	
6. Please print out and attach the customer advice to the application form as proof of payment. You are reminded to keep a copy of advice for record as no other receipt will be issued	

3. Internet Banking Services (Deduct from Savings / Current Account)

If you are a registered user of HSBC, Hang Seng Bank or JETCO group, you can make payments via any of the following websites:

- HSBC- http://www.hsbc.com.hk
- Hang Seng Bank- http://www.hangseng.com/e-banking
- JETCO- http://www.jetco.com.hk

Steps for Internet Payment Services
1. Choose "JET Payment" or "Bill Payment"
2. Choose "Education Institution"
3. Choose "Hong Kong Baptist University"
4. Choose bill type "07"
5. Key in the 8-digit Bill Account Number: _ _ _ _ _ _ _ _, the first 4 digits should be the Course Reference Code 6324, the remaining 4 digits should be the applicant's HKID number's first 4 numerical digit. Please refer to the EXAMPLE for the 8-digit Bill Account Number. Please pay the exact amount. Partial payment is strictly disallowed.
6. Please print out and attach the acknowledgement notice to the application form as proof of payment.

4. Payment by Cheque

Application fee can be paid by cheque, either by mail or in-person. Cheques should be made payable to"HONG KONG BAPTIST UNIVERSITY". Please mark the applicant name and contact number at the back of the cheque. Postdated cheques are not accepted.

APPENDIX 1

EXAMPLE for entering the 8-digit Bill Account Number

Course Reference Code:	**HKID Number:**		**8-digit Bill Account Number:**
6 3 2 4	*A123456(7)* *or* *XE678910(1)*	*please input*	*6 3 2 4 1 2 3 4* *6 3 2 4 6 7 8 9*

University of South Australia

Application for Offshore Admission

Important Information
This form is to be used by prospective students or current UniSA students who wish to apply for an admission to an Offshore program at UniSA. **Before submitting this application, please ensure that you have attached all items required in the checklist under 'Student Declaration' (section 6)** **DISCLAIMER:** **The University of South Australia reserves the right to cancel an intake for a Program if the minimal enrolment has not been met, as per the relevant International Program Agreement and Schedule.**

Application closing date:	**UniSA ID number:**
	Partner ID number:
	Application Reference number:

Student Photo 1 35x45mm	Student Photo 2 35x45mm

If you are submitting your application in hardcopy, please attach 2 passport photos 35x45mm in size of you. Your Photos should have your names printed on the reverse side and signed by staff from your local program administration office.

If you are submitting your application electronically, you will be required to provide your local program administration office with your photos at a later date.

LODGING YOUR APPLICATION

The completed application package should be returned to:

School of Continuing Education
Hong Kong Baptist University
2/F Franki Centre, 320 Junction Road
Kowloon Tong, Kowloon
Tel: (852) 3411 4350
Fax: (852) 3411 4388

Please mark "**Application for the UniSA Undergraduate Program**" on the envelope.

University of South Australia

Application for Offshore Admission

Section 1: Personal details	
Full name exactly as it appears on your passport/identity card:	
Mr/Miss/Ms/Mrs:	Given name(s):
Family name:	
Date of birth:	Country of birth:
Gender: ☐ Male ☐ Female	

Home address	
Address line 1:	
Address line 2:	
Address line 3:	
City / Suburb:	State / Province:
Country:	Postcode / Zip:
Personal Email:	

Business/Organisation	
Address line 1:	
Address line 2:	
Address line 3:	
City / Suburb:	State / Province:
Country:	Postcode / Zip:
Business Email:	

Phone details				
Home phone:			Mailing address phone:	
Mobile:			Fax:	
Preferred contact:	☐ Home	☐ Mobile	☐ Business	☐ Fax

Application for Program	
Career	☐ Undergraduate ☐ Post-graduate
Program Name	
Program Code	
Plan (if appropriate)	
Mode of Study	☐ Full Time ☐ Part Time

University of South Australia

Application for Offshore Admission

Section 2: Statistics

1. Do you speak a language other than English at your home residence?

☐ Yes ☐ No, English only

If yes, please provide non-English language spoken most often: _____

2. Are you currently employed?

☐ Yes ☐ No

If yes, please indicate the number of hours you are employed per week: _____

Highest Qualification of Parents/Guardians

The Department of Education require universities to collect data from all students regarding the highest educational attainment of their parents/guardians.

Parent/guardian 1 and parent/guardian 2 are the people that you choose to identify in these roles.

3. Parent/Guardian 1:

Highest educational attainment

☐ Postgraduate Qualification (eg Postgraduate Diploma, Masters, PhD)
☐ Bachelor Degree
☐ Other post school qualification
(eg associate degree, diploma, advanced diploma, completed apprenticeship)
☐ Completed Year 12 schooling or equivalent
☐ Did not complete Year 12
☐ Completed Year 10 schooling or equivalent
☐ Did not complete Year 10 schooling or equivalent
☐ Don't know
☐ I do not wish to provide this information

☐ Male ☐ Female

4. Parent/Guardian 2:

Highest educational attainment

☐ Postgraduate Qualification (eg Postgraduate Diploma, Masters, PhD)
☐ Bachelor Degree
☐ Other post school qualification
(eg associate degree, diploma, advanced diploma, completed apprenticeship)
☐ Completed Year 12 schooling or equivalent
☐ Did not complete Year 12
☐ Completed Year 10 schooling or equivalent
☐ Did not complete Year 10 schooling or equivalent
☐ Don't know
☐ I do not wish to provide this information

☐ Male ☐ Female

Disability/Impairment details

5. 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

☐ I would like to receive information about University or Partner support services, equipment and facilities that may assist me, and how to access them.

Note: Information you provide about your disability or medical condition will be managed in accordance with the University policy on confidentiality of student's personal information.

University of South Australia

Application for Offshore Admission

Section 3: Education and qualifications

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

Name of Institution	Name of Award	Language of instruction	Number of years attended	Full time or Part time	Completed	Transcript attached Time

Have you ever been precluded from future study at this university or any other institution?

☐ Yes	☐ No
If yes, please give details:	

Section 4: English language proficiency

1. Is English your first language?	☐ Yes	☐ No
2. Have you studied at secondary or tertiary levels with English as the language of instruction?	☐ Yes	☐ No
3. Are you currently enrolled in, or have you previously undertaken English Language Studies?	☐ Yes	☐ No

If yes to question 3, 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:		Test date:	
Certificate of Proficiency in English (University of Cambridge ESOL examination) score:		Certificate of Proficiency in Advanced English (University of Cambridge ESOL examination) score:	

IELTS Test report, TOEFL Official Score Report or University of Cambridge ESOL examination must be attached to application where applicable

Section 5: Additional information

Please indicate how you came to know about the University of South Australia's program for which you are applying:

☐ Newspaper _____

☐ Brochure

☐ Internet

☐ Education Fair

☐ From a current or past student of UniSA

☐ From a friend or colleague

University of South Australia

Application for Offshore Admission

Section 6: Student Declaration

Please complete this checklist to ensure your application is complete. Incomplete applications will be returned unprocessed.

☐	I have carefully read the Important Information
☐	I have completed all relevant parts of the application form
☐	I have attached • a copy of my Passport or Personal Identification Papers • Certified copies of any degrees, diplomas, certificates or official transcripts in English • Certified copies of IELTS Test Report Form, TOEFL Official Score Report or University of Cambridge ESOL examination (where applicable) • two passport sized photos with names printed on the reverse side and signed by staff from your local program administration office

I AGREE TO BE RESPONSIBLE FOR:

- Ensuring that the courses I am enrolled in meet the requirements of the program. I undertake to check my enrolment and academic results on a regular basis through the *myUniSA* student portal.
- Withdrawing by the relevant census date for deletion of a course from my record.
- Reading the announcements on *myUniSA* student portal and my student email at least once a week, as the University's primary method of communication.
- Familiarising myself and abiding by the University statutes, by-laws and policies as listed on the University Policies webpage, and any other rules or guidelines established under the authority of the University as listed at w3.unisa.edu.au/policies/manual/default.asp
- I agree to be responsible for meeting my financial obligations to the University and Hong Kong Baptist University in full and by the due date provided to me. I understand that the University will not permit me to enrol or graduate if I fail to do so.

I AUTHORISE THE UNIVERSITY TO:

- Release my personal and academic information in accordance with the Confidentiality of Student's Personal Information policy
- Test any work submitted by me for instances of plagiarism using text comparison software. I understand this will involve the University or its contractor copying my work and storing it on a database to test work submitted by others, as described in the Assessment Policies and Procedures Manual

I hereby state that the information I have provided to the University is true and factual and I understand that the University will take appropriate action if part or all of the information provided is subsequently found to be incomplete, misleading or false.
By signing this declaration, I understand that if I am an Australian citizen, I will not be eligible for a Commonwealth supported place or fee help and will be required to pay standard international fees charged by the local partnership.

Student Signature:	Date:

OFFICE USE ONLY

☐ Recommended	☐ Not Recommended
☐ Conditional	☐ Provisional
Conditions:	
Authorised by:	Processed by:
Date approved:	Date processed: