

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);
 - one passport sized 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.

Collection of personal data adheres to the Privacy Policy Statement / Personal Information Collection Statement (PPS/PICS) of the Hong Kong Baptist University. Please click here for access to the PPS/PICS.

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

Hong Kong Baptist University
School of Continuing Education
Application Fee Payment Instructions

1. 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
Bank of Communications	www.bank.com.hk	2269 9699
China CITIC Bank International Ltd	www.cncbinternational.com	2280 1288
China Construction Bank (Asia) Corporation Ltd	www.asia.ccb.com	2779 5533
Citibank	www.citibank.com.hk	2860 0333
Chong Hing Bank	www.chbank.com	3768 6888
Dah Sing Bank	www.dahsing.com	2828 8000
DBS Bank (Hong Kong) Ltd	www.dbs.com/hk	2290 8888
Fubon Bank	www.fubonbank.com.hk	2566 8181
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
Standard Chartered Bank (Hong Kong) Ltd	www.standardchartered.com.hk	2886 8868
The Bank of East Asia Ltd	www.hkbea-cyberbanking.com	2211 1321
Wing Lung Bank	www.winglungbank.com	2952 6666

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. ATM

You can settle the fee at any ATMs with the sign “Bill Payment Service” or “Jet Payment”.

Steps for Bill Payment by ATM	
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”	
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

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>

Steps for Bill Payment by Internet Banking	
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.	

*EXAMPLE - Steps to Key in Bill Account Number

Course Reference Code:	HKID Number:	<i>please input</i>	8-digit Bill Account Number:
6 3 2 4	A123456(7) Or XE678910(1)		

4. Cheque Payment

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.



Section 1 – Offshore Application

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 below.

Australian citizens cannot enrol in offshore programs.

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.

Before you submit this form, please complete this checklist to ensure your application is complete. Incomplete applications will be returned unprocessed.

I have carefully read the Important Information above

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)
- one passport sized photo with names printed on the reverse side and signed by staff from your local program administration office

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 1914
Fax: (852) 3411 4388

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



Section 2 – Personal Details

Personal and Contact Data – please fill in all of the details below:				
Title (eg Mr, Ms, Dr etc)		Gender	<input type="checkbox"/> Male	<input type="checkbox"/> Female <input type="checkbox"/> Gender X
Family Name				
First Names				
Previous Names				
Date of Birth		Country of Birth		
Citizenship				
Email Address				
Mailing Address	Compulsory - this is the address used for all correspondence from the University			
	Street 1			
	Street 2			
	Suburb			
	State		Postcode	
	Country			
Home Address	Compulsory - this is used for collection of statistical data only and should be your permanent address. The University will not send any correspondence to this address			
	Street 1			
	Street 2			
	Suburb			
	State		Postcode	
	Country			
Billing Address	Optional (only to be provided if you want your invoices to be sent somewhere other than your mailing address eg to an employer, sponsor or family member): If you do not supply a billing address, all invoices will be sent to your mailing address			
	Street 1			
	Street 2			
	Suburb			
	State		Postcode	
	Country			
Telephone	Home		Mailing	
	Mobile		Business	



Section 3 – Enrolment Details

Student details – please enter the details below (if known):		
UniSA Student ID	Partner ID number	Application Reference Number

Program Details – please enter the details below:		
Program Name	Program Plan (if applicable)	Program Code

Study Load – please tick the applicable boxes:			
Study Load	<input type="checkbox"/> Full-time	<input type="checkbox"/> Part-time	
Academic Career	<input type="checkbox"/> Undergraduate	<input type="checkbox"/> Postgraduate	<input type="checkbox"/> Research
Campus (if internal):	<input type="checkbox"/> City East <input type="checkbox"/> City West <input type="checkbox"/> Magill <input type="checkbox"/> Mawson Lakes <input type="checkbox"/> Whyalla		
Year / level:	<input type="checkbox"/> 1	<input type="checkbox"/> 2	<input type="checkbox"/> 3 <input type="checkbox"/> 4

Notes or comments



Section 4 – 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:

Are you currently employed Yes No

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

Section 3: English language proficiency

- | | | |
|--------------------------------------------------------------------------------------------------|------------------------------|-----------------------------|
| 1. Is English your first language? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 2. Have you studied at secondary or tertiary levels with English as the language of instruction? | <input type="checkbox"/> Yes | <input type="checkbox"/> No |
| 3. Are you currently enrolled in, or have you previously undertaken English Language Studies? | <input type="checkbox"/> Yes | <input type="checkbox"/> 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 - Declaration

Please read carefully before signing your agreement.

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 that of the partner institution 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.

Signature	Date

OFFICE USE ONLY

Recommended Not Recommended

Conditional Provisional

Conditions:

Authorised by:

Processed by:

Date approved:

Date processed: