



**Application for Admission (Visiting Student)**  
**(for Individual Courses of HKBU Undergraduate Programmes)**

**IMPORTANT NOTES**

1. Applicants interested to enrol in undergraduate courses offered by programmes of the School of Continuing Education may apply for admission as Visiting Students. Please refer to the School's website at [www.sce.hkbu.edu.hk](http://www.sce.hkbu.edu.hk) for undergraduate programmes on offer.
2. Please fill in all parts of the application form and sign the declaration. A completed application should include the application fee, photocopies of HKID / Passport and proof of qualifications. The application fee amounting HK\$350 (non-refundable) should be settled by cheque made payable to *Hong Kong Baptist University*.
3. Please send the completed application form and all required materials to the *Registry, School of Continuing Education, HKBU, 2/F Franki Centre, 320 Junction Road, Kowloon*.
4. Successful applicants will be requested to present the original of supporting documents for verification and settle the tuition fees within a stipulated timeframe.

**PERSONAL PARTICULARS** (please fill in information as on HKID Card / Passport)

Name: \_\_\_\_\_ (Surname) \_\_\_\_\_ (Other Names) \_\_\_\_\_ (Chinese)

HKID / Passport No.: \_\_\_\_\_ Date of Birth: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Gender: \_\_\_\_\_ (M / F)  
( dd / mm / yyyy )

Daytime Contact No.: \_\_\_\_\_ Email Address: \_\_\_\_\_

Correspondence Address: \_\_\_\_\_  
\_\_\_\_\_

**ACADEMIC / PROFESSIONAL QUALIFICATIONS AND WORKING EXPERIENCE**

**Academic Qualifications (in chronological order)**

Examination / Awarding Institution and Country	Subject / Academic Qualification	Result / Grade	Date of Award (mm / yy)	For Office Use Verified by

**Professional Qualifications (in chronological order)**

Awarding Institution and Country	Professional Qualification	Means of Attaining*	Year Conferred	For Office Use Verified by

\*By Exam / Election / Subscription

**Working Experience (in chronological order)**

Date (mm / yy)		Name of Organisation	Position	Full-time / Part-time / Voluntary
From	To			

**COURSE(S) INTENDED TO STUDY** (please list the courses in order of preference)

Total number of course(s)\* intended to enrol: \_\_\_\_\_

Pref.	Sem 1 / 2	Course Code	No. of Unit(s)	Course Title	For Office Use	
					Approval	Approved by
1					<input type="checkbox"/> Y / <input type="checkbox"/> N	
2					<input type="checkbox"/> Y / <input type="checkbox"/> N	
3					<input type="checkbox"/> Y / <input type="checkbox"/> N	
4					<input type="checkbox"/> Y / <input type="checkbox"/> N	
5					<input type="checkbox"/> Y / <input type="checkbox"/> N	
6					<input type="checkbox"/> Y / <input type="checkbox"/> N	
7					<input type="checkbox"/> Y / <input type="checkbox"/> N	
8					<input type="checkbox"/> Y / <input type="checkbox"/> N	

\* Visiting students are allowed to take no more than 12 units per semester, for a maximum of two semesters. Please direct all enquiries regarding course enrolment to the relevant Programme Administration Team.

**REASON(S) FOR APPLICATION** (use separate sheets if necessary)

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**DECLARATION**

I declare that:-

- the information given in support of this application is accurate and complete, and understand that any misrepresentation will disqualify my application for admission and enrolment in the School of Continuing Education, Hong Kong Baptist University.
- I understand that the submitted application form and supporting documents are not returnable.
- I have noted, understood and agreed to the contents of the Personal Data Collection Statement.

Personal Data Collection Statement

- The personal information collected in this application form will be used by the School for:
    - processing a candidate's application and will become part of his/her student record upon successful admission;
    - 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.
  - Under the provision of the Personal Data (Privacy) Ordinance, applicants have rights to request for personal data access or correction. Requests can be made in writing via email to scereg@hkbu.edu.hk. The School may charge a fee to cover the administrative cost.
  - For unsuccessful applications, all documents submitted together with the application form will be destroyed.
- If you do not wish to receive any promotional information as stated in point (1c) of this statement, please tick the box.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**FOR OFFICE USE**

<b>Application received on ( / / ) (Registry)</b>
Application forwarded to Prog Admin Team of _____ (Prog) on ( / / ).
<b>Recommendation of Admission (Programme Division)</b>
The application is <input type="checkbox"/> recommended / <input type="checkbox"/> not recommended. by Programme Director: _____ ( / / )
Comments: _____
<b>Approval of Admission (Registry)</b>
The application is <input type="checkbox"/> approved / <input type="checkbox"/> not approved. by H/REG: _____ ( / / )