

Information for Applicants 入學申請須知

(For Non-2019 HKDSE Candidates 非應考 2019 年香港中學文憑考試的申請人適用)

Key Dates 2019 重要日子

First Round Application 第一階段申請 (Eligible for "Early Round Offers" 設「優先取錄」)	Advance Processing 優先處理	Application 報名	6 December 2018 – 8 January 2019 2018年12月6日至2019年1月8日
	Regular Processing 一般處理	Interview 入學面試	18 January 1月18日
		Application 報名	9 January – 14 May 1月9日至5月14日
		Interview 入學面試	2 March / 2 May / 25 May / 21 June 3月2日 / 5月2日 / 5月25日 / 6月21日
Second Round Application 第二階段申請			21 May – 30 June 5月21日至6月30日
Deadline for Change-of-Programme-Choice Application 申請更改課程選擇的限期			30 June 6月30日
Application for Unfilled Places (if any) 剩餘學額申請 (如尚有學額)			10 July onwards 7月10日起
Commencement of Study 開學			2 September 9月2日

How to Apply

申請方法

- Applicants NOT attempting any subjects in 2019 HKDSE (i.e. 2012-2018 HKDSE candidates or holders of other qualifications) should apply through the Online Application for Admission (OAA) of HKCC at: www.hkcc-polyu.edu.hk/hkccooa
- Candidates (including re-takers) attempting any subjects in 2019 HKDSE should apply through the Electronic Advance Application System for Post-secondary Programmes (E-APP) at: www.eapp.gov.hk
- You should select **THREE** programme choices, and the application fee you need to pay is HK\$150.
- You may submit **ONE** application only. Duplicated applications may lead to disqualification of an application and nullification of any registration. All fees paid will not be refunded in such cases.
- Within seven days of your online application, you should:
 - pay the HK\$150 application fee via the Online Card Payment System or any ATM at Hang Seng Bank, HSBC or Jetco. Your application will only be processed upon receipt of the application fee payment. For details about logging into the **OAA** and the payment methods, please refer to the appendix.
 - upload the following supporting documents to the **OAA**, or send a copy of these documents to the Admissions Section of HKCC at PolyU Hung Hom Bay Campus by post:
 - Your academic and / or professional qualifications, e.g. past HKDSE / HKCEE and / or HKALE result slip(s), your latest school report(s), and other academic qualifications, etc.;
 - Other relevant documents supporting your application, e.g. work experience, if applicable.
 - Please mark your English name, application number and your first choice of programme on the top right corner of each page of your supporting documents.
- 沒有應考2019年香港中學文憑考試任何科目的申請人(即2012至2018年香港中學文憑考試考生,或持其他學歷的申請人),必須使用HKCC網上入學申請系統(OAA)提交申請,網址:www.hkcc-polyu.edu.hk/hkccooa
- 應考2019年香港中學文憑考試任何科目的考生(包括重考生),必須使用教育局的專上課程電子預先報名平台(E-APP)報名,網址:www.eapp.gov.hk
- 你需選擇**三項**課程,報名費為港幣150元正。
- 你只可遞交**一份**入學申請。如重複申請,所有申請及註冊資格可能會被取消,已繳費用一概不獲退還。
- 遞交申請後,你須於七天內:
 - 繳付港幣150元報名費。你可使用信用卡網上付款系統,或於恒生銀行、滙豐銀行或銀通的自動櫃員機繳交報名費。你的申請只會在收到報名費後才會處理。有關登入**OAA**的步驟及繳費方法的詳情,請參閱附件。
 - 將以下補充資料上載至**OAA**,或將副本郵寄到香港理工大學紅磡灣校園HKCC招生組:
 - 學歷及/或專業資格證明,如過往的香港中學文憑考試/香港中學會考及/或香港高級程度會考成績單、最近一個學期的校內成績表,以及其他學歷證明等;
 - 其他與申請入學有關的文件,如工作證明(如適用)。
 - 請把你的英文姓名、申請編號及首選課程名稱清楚寫於每頁補充資料的右上角。

Important Notes

- For verification purposes, you will be required to present the **originals** of all supporting documents at the time of registration. Failure to do so may lead to nullification of your eligibility for admission. All fees paid will not be refunded.
- Assessment of your application is based on the information submitted with your online application. You must ensure that all the information submitted is clear and accurate. Any false or misleading information will lead to disqualification of an application and nullification of any registration. All fees paid will not be refunded.
- It is a criminal offence in Hong Kong to offer or accept any advantage in relation to an application for admission.

HKCC OAA Procedures

Part 1 Programme Choice(s)

- **IMPORTANT:** you should select **THREE** programme choices.
- HKCC will stop accepting applications for any programmes once the admission quota has been filled. As some programmes are very popular, you are strongly advised to submit your application as early as possible.
- You may apply for change of programme choice on or before 30 June 2019 by completing Form 33 "Application for Change of Programme Choice" (please download the form [HERE](#)). HKCC will re-assess your qualifications according to the requirements of the newly selected programme(s). A second written test, aptitude test or interview may be required. Please note that the total credits to be taken for different programmes may vary.
- If you enrol in Associate Degree Scheme in Business or Associate Degree Scheme in Applied Social Sciences, you may transfer to another programme within the same Scheme after your first semester of study.

Part 2 Personal Particulars

- You must provide a **mobile phone number** and an **email address**. SMS and email will be the major communication channels between you and HKCC, so please make sure that your mobile phone can receive SMS and you should also check your email account regularly.
- According to the regulations of HKCC, de-barred students are not allowed to re-apply for admission to HKCC, while de-registered students are not allowed to re-enrol in the same programme in the following academic year. Any violation will lead to disqualification of an application. All fees paid will not be refunded.
- You must indicate if you need a student visa / entry permit to study in Hong Kong. It is the sole responsibility of non-local applicants to ensure their eligibility of abode in Hong Kong or obtain a valid student visa from the Immigration Department of the HKSAR Government before the commencement of study, otherwise the registration will be nullified and fees paid will not be refunded. Visa applications from mainland applicants must be submitted to the Immigration Department via HKCC as the sponsor.
- If you will have reached the age of 25 before 1 September 2019, you may opt to apply for admission in the capacity of a mature applicant. Please tick the appropriate box and provide relevant information in Part 5 "Additional Information".

重要通告

- 入學註冊時，你必須出示所有申請文件的**正本**以供查核，否則入學資格可能會被取消，已繳費用一概不獲退還。
- HKCC將根據你提交的申請資料進行甄選，因此，請你務必清楚及正確填報各項申請資料。如提供虛假或誤導資料，申請及註冊資格會被取消，已繳費用一概不獲退還。
- 任何人士在香港就入學申請行賄或收受利益，均屬違法。

HKCC 網上入學申請步驟

第一部分 報讀課程

- 重要事項：你需選擇**三項**課程。
- 課程額滿即截止報名；因部分課程廣受歡迎，你應盡早報名，以免錯失機會。
- 你可於**2019年6月30日或之前**向HKCC遞交更改課程選擇的申請，[按此](#)下載申請表格（Form 33）。HKCC會重新審核你是否符合你最新選擇的課程的入學要求。此外，你或需再參加筆試、能力傾向測試或面試。請注意：你需要修讀的總學分，可能會因不同課程而有所差異。
- 如你入讀工商業副學士組合課程或應用社會科學副學士組合課程，你可於首學期後轉修同一組合內的另一課程。

第二部分 個人資料

- 你必須提供**手提電話號碼**及**電郵地址**，HKCC主要會以手機短訊和電郵與你聯絡，請確保你提供的手提電話號碼可接收短訊，並經常查閱電子郵箱。
- HKCC的章則規定，曾被開除的學生不可再報讀HKCC的課程；而被終止註冊的學生則不可在翌年報讀同一課程。如有違反，其入學申請將會被取消，已繳費用一概不獲退還。
- 你必須註明你是否需要學生簽證／入境許可證方可在港讀書。非本地申請人有責任確保於開課前取得香港居留權或持有香港特別行政區政府入境事務處簽發的有效學生簽證，否則已註冊的學籍會被取消，已繳費用恕不退還。內地申請人的簽證申請，必須經由HKCC以保證人身份向入境事務處遞交。
- 如你於**2019年9月1日**前年屆**25歲**，可選擇以「年長生」身份申請入學。請於本部分適當空格填上剔號，並於第五部分「附加資料」提供有關詳情。

- If you have sat for HKDSE / HKCEE and / or HKALE, please enter the best results of the subjects and the year(s) of attainment. HKCC reserves the right to extract your HKDSE results obtained from 2015 to 2018 from the Hong Kong Examinations and Assessment Authority.
- If you are a candidate sitting for a public examination in 2019 (except 2019 HKDSE for which you should submit your application via E-APP), and you have not yet obtained your examination results by the time of application, please indicate the "Examination Type", "Year of Attempt" and "Subjects" you are attempting, and enter "-" under "Grade / Level".

- 如你曾參加香港中學文憑考試／香港中學會考及／或香港高級程度會考，請填寫曾考獲的最佳成績及考試年份。如你於2015至2018年期間曾參加香港中學文憑考試，HKCC有權向香港考試及評核局複查你公開考試的成績。
- 如你將會參加2019年的公開考試（香港中學文憑考試除外；參加2019年香港中學文憑考試的申請人，請在E-APP報名），而在遞交申請時成績仍未公佈，請輸入適當的「考試類型」、「應考年份」及「科目名稱」，「成績」一欄則輸入「-」。

Part 4 Academic Attainment

第四部分 學歷

- If you are a current student or a graduate of Diploma Yi Jin programme or a pre-Associate degree programme, or if you are holding other post-secondary qualifications from local or overseas institutions, please fill in the details of your highest qualification. You are also required to submit a copy of all academic certificates and transcripts / academic results.
- If your certificates and transcripts / academic results are not yet available at the time of application, please provide the latest academic results, and submit a copy of the certificates and transcripts / final results once they are available.

- 如你是毅進文憑課程或副學士預科／先修課程的學生或畢業生，或持有其他本地或海外專上院校頒授的學歷，請填寫你的最高學歷資料，並提供畢業證書和學業成績證明副本。
- 如在遞交申請時未有所屬院校發出的畢業證書和學業成績證明，請提供最新一個學期的成績表，並於畢業證書和學業成績證明發出後，盡快補交副本。

Part 5 Additional Information

第五部分 附加資料

- You may provide further details which are relevant to your application, for example, work experience for mature applicants, and / or outstanding achievements in athletic, artistic, social services or other cultural activities.

- 你可提供與本申請有關的其他資料，如工作經驗（適用於「年長生」）及／或體育、藝術、社會服務或其他文化活動方面的傑出成就。

Part 6 How did you learn about HKCC's programmes?

第六部分 你如何得悉 HKCC 的課程？

- You may tick more than one answer regarding the channel(s) through which you obtained information on HKCC programmes.

- 有關取得HKCC課程資料的途徑，你可選取多項答案。

Part 7 Authorisation and Declaration

第七部分 授權及聲明

- Please read this part carefully.
- Please indicate whether you would like to receive information from HKCC and / or other departments / units of PolyU in the future by clicking the appropriate button.
- According to the Personal Data (Privacy) Ordinance, you have the right to request access to and correct your personal data. Should you wish to do so, please submit your request(s) in writing to HKCC. For the "Personal Information Collection Statement" and "Privacy Policy Statement", please read the details at: www.hkcc-polyu.edu.hk/admission/PICS.pdf
- **You must declare** in this part if you have the right of abode or have obtained a student visa issued by the Immigration Department of the HKSAR Government. It is the sole responsibility of non-local applicants to ensure their eligibility of abode in Hong Kong or obtain a valid student visa from the Immigration Department before the commencement of study, otherwise the registration will be nullified and fees paid will not be refunded. Visa applications from mainland applicants must be submitted to the Immigration Department via HKCC as the sponsor.
- As stipulated by the University Grants Committee (UGC), non-local sub-degree graduates shall not be considered for UGC-funded senior year places in UGC-funded institutions. However, non-local sub-degree graduates may apply for admission into the first year of an undergraduate degree programme, and apply for credit transfer in these institutions.

- 請仔細閱讀此部分。
- 請別選適當的圓鍵，以標示你是否希望日後收到HKCC及／或理大其他學系／部門的資訊。
- 根據個人資料（私隱）條例，你有權索取及更改你的個人資料。如有此需要，請以書面形式通知HKCC。有關HKCC的「收集個人資料聲明」及「私隱政策聲明」，請到以下網址參閱詳情：
www.hkcc-polyu.edu.hk/admission/PICS.pdf
- **你必須聲明**是否已擁有居留權，或已持有香港特別行政區政府入境事務處簽發的學生簽證。非本地申請人有責任確保於開課前取得香港居留權或持有入境事務處簽發的有效學生簽證，否則已註冊的學籍會被取消，已繳費用恕不退還。內地申請人的簽證申請，必須經由HKCC以保證人身份向入境事務處遞交。
- 根據大學教育資助委員會（教資會）規定，教資會資助院校不會考慮副學位課程的非本地畢業生，申請報讀其教資會資助的高年級學士學位課程；然而，副學位課程的非本地畢業生仍可申請這些院校的一年級學士學位課程，及以既有學歷申請豁免部分學分。

- Please make sure that all your personal particulars are accurate before you press “confirm” to submit your application.
- Upon submission of your online application, an acknowledgement page will be shown on the **OAA** with your unique application number (in the format of 19xxxxxxA) and 8-digit debit note number (in the format of 7xxxxxxx). Please take note of these numbers and / or print out the acknowledgement page for reference. You will have to quote these numbers in future communications, especially when making the application fee payment.
- Your application may only be processed after the application fee payment is received.
- 正式提交申請前，請小心複核你的個人資料是否正確。
- 成功提交申請後，**OAA**將會顯示一個確認頁面。請記錄載於確認頁面上的申請編號（格式為19xxxxxxA）及8位數字繳款單編號（格式為7xxxxxxx）。你亦可列印該頁面作日後通訊及繳付報名費之用。
- 你的申請將於成功繳付報名費後開始處理。

Selection Criteria

甄選準則

- Your application will be considered based on your programme choices, the subjects taken and the school results, conduct, public examination results (if any), performance in the interview, written test / aptitude test (if applicable), as well as availability of study places. As a general rule, preference will be given to applicants who have studied subjects highly relevant to their programme choices.
- All applicants for Higher Diploma in Social Work must attend an interview and a written test. All applicants for Associate Degree Scheme in Design must sit for an aptitude test, attend an interview and submit a portfolio at the interview. Applicants for other programmes will be invited to an interview / a written test / an aptitude test when necessary.
- For details of interview dates, please refer to “Key Dates 2019” on p.1. Applicants concerned will be notified via email about one week in advance of the interview.
- Applicants who apply during or after the Second Round Application period will be invited to an interview / a written test / an aptitude test when necessary.
- Applicants with outstanding achievements in athletic, artistic, social services or other cultural activities are welcome to highlight such information in the application. HKCC may give consideration to such achievements and assess such applications on a case-by-case basis.
- HKCC會考慮你的選科志願、修讀的科目及校內成績、品行、公開試成績（如適用）、面試及筆試／能力傾向測試（如適用）的表現及學額，進行甄選。一般而言，申請人曾修讀的科目，若與報讀的課程相關，其申請將獲優先考慮。
- 所有報讀社會工作高級文憑的申請人必須出席面試及筆試；所有報讀設計學副學士組合課程的申請人，必須參加能力傾向測試及出席面試，並須於面試時呈交個人作品集。報讀其他課程的申請人，HKCC 會在有需要時安排面試、筆試或能力傾向測試。
- 面試的具體日期，請參閱頁一「2019重要日子」。HKCC 會於面試前約一星期以電郵通知申請人具體安排。
- 於「第二階段申請」或之後報名的申請人，HKCC在有需要時方會安排面試、筆試或能力傾向測試。
- 申請人可於申請時列明在體育、藝術、社會服務或其他文化活動方面的傑出成就。HKCC將就有關表現，按個別情況予以考慮。

Announcement of Application Results

公佈申請結果

- If you apply on or before 14 May 2019 (during First Round Application), and have met the selection criteria, you will receive an offer / conditional offer.
- Results for the First Round Application will be announced via the **OAA**, SMS and email.
- All applicants with an offer will receive in early July 2019 an official “Notice of Offer” and information on tuition fee payment and programme registration.
- If your graduation certificate and final transcript / academic results will only be available on or after 10 July 2019, you are advised to submit them to HKCC as soon as possible. Some programmes may be full by that time as study places are limited.
- 如你於2019年5月14日前（即「第一階段」）提交申請，並符合課程的甄選條件，你將獲得取錄／有條件取錄。
- 第一階段的申請結果將透過**OAA**、手機短訊和電郵公佈。
- 獲得取錄的申請人，將於2019年7月上旬收到正式的信函，內附「取錄通知書」及繳付學費和入學註冊的指引。
- 如你於2019年7月10日或之後才取得畢業證書和學業成績證明，請你務必盡快補交。因學位有限，部分課程屆時或已額滿。

- If you are offered a study place from 11 July 2019, you will receive an SMS and email notification. For details, please refer to the latest updates on the [OAA](#).
- Individual cases may require more time for assessment. Application results will be updated and announced regularly on the [OAA](#).
- 若你於2019年7月11日或之後獲取錄，你會收到手機短訊及電郵通知。詳情請留意[OAA](#)的最新公佈。
- 個別申請或需較長時間評審，HKCC將於[OAA](#)定期更新及公佈申請結果。

Admissions News

HKCC Website

- You may check the latest admissions information, events and announcements on the HKCC website:
www.hkcc-polyu.edu.hk

Email

- Email will be the major communication channel between you and HKCC.
- Shortlisted applicants will receive details of HKCC admissions interviews / written tests / aptitude tests through email. Please make sure that you provide a valid email address and check your emails regularly to avoid missing any important information.
- For enquiries, please contact the HKCC Admissions Section at: ccadmission@hkcc-polyu.edu.hk

SMS

- HKCC will send you notices or reminders via SMS from time to time, so please make sure your mobile phone can receive SMS.

Telephone

- HKCC may contact you by phone when necessary.

新生入學資訊

HKCC網頁

- 你可瀏覽HKCC網頁，查閱最新的招生資訊、活動和通告，網址：www.hkcc-polyu.edu.hk

電郵

- HKCC主要會以電郵與你聯絡。
- HKCC會以電郵通知獲甄選的申請者有關入學面試／筆試／能力傾向測試的詳情。為免錯過重要資訊，請你務必提供有效的電郵地址，並經常查閱電郵。
- 如有查詢，請電郵至HKCC招生組，網址：
ccadmission@hkcc-polyu.edu.hk

手機短訊

- HKCC會以手機短訊通知或提示你一些重要事項，請確保你提供的手提電話號碼可接收短訊。

電話

- 如有需要，HKCC會以電話跟你聯絡。

Contacting HKCC

Hotline 熱線: (852) 3746 0123 Fax 傳真: (852) 2994 8721

與 HKCC 聯絡

Email 電郵: ccadmission@hkcc-polyu.edu.hk

Addresses of PolyU HKCC	理大香港專上學院地址
PolyU Hung Hom Bay Campus 8 Hung Lok Road, Hung Hom, Kowloon, Hong Kong	香港九龍紅磡紅樂道8號 香港理工大學紅磡灣校園
PolyU West Kowloon Campus 9 Hoi Ting Road, Yau Ma Tei, Kowloon, Hong Kong	香港九龍油麻地海庭道9號 香港理工大學西九龍校園

Regular Opening Hours		一般辦公時間	
Mondays to Fridays	8:30 a.m. - 5:30 p.m.	星期一至五	上午8時半至下午5時半
Saturdays	9:00 a.m. - 12:00 noon	星期六	上午9時至中午12時
Sundays and Public Holidays	Closed	星期日及公眾假期	休息

Opening hours may be extended during July and August. For the latest information, please visit the HKCC website: www.hkcc-polyu.edu.hk

7月及8月的辦公時間或會延長，最新資訊請留意HKCC網頁：www.hkcc-polyu.edu.hk

Part A 第一部分

Procedures of Accessing HKCC OAA for the First Time 首次登入 HKCC OAA 的步驟

1. Go to HKCC Online Application for Admission (OAA) system at: www.hkcc-polyu.edu.hk/hkccoaa/
登入 HKCC 網上入學申請系統 (OAA)，網址為：www.hkcc-polyu.edu.hk/hkccoaa/
2. Enter (1) application number, (2) the 2nd to 7th numeric digits / alphabetic letter of your HKID / Passport number and (3) the code shown. Click "Login".
輸入 (1) 申請編號、(2) 香港身份證／護照號碼的第二至第七個數字或英文字母及 (3) 驗證碼。點擊「登入」。

3. Change your PIN after logging into the OAA at the first time.
首次登入 OAA 後更改個人密碼。

Change PIN

Please input at least 8 numeric digits / alphabetic letters.

PIN

Confirm PIN

Submit

4. If you have forgotten your application number or PIN, retrieve them by clicking "Forget Application No. & PIN" and entering the following information:
如忘記申請編號或個人密碼，可點擊下圖藍圈部分「查閱申請編號及個人密碼」及輸入下列資料：
 - a. HKID / Passport number (the 2nd to 7th numeric digits / alphabetic letter)
香港身份證／護照號碼的第二至第七個數字或英文字母
 - b. Your email address (the one you provided at the time of application)
你於申請時提供的電郵地址
 - c. The code shown
驗證碼

Already Applied

Application No

PIN

Type the code shown

[Refresh Image](#) s G b k

For first login, your PIN is the 2nd to the 7th numeric digits / alphabetic letter of your HKID / Passport number. E.g. please enter "123456" if your HKID No. is Y123456(7)

[Login](#) [Forget Application No. & PIN](#)

Check Application Number and PIN

HKID / Passport number *

(Please enter the numeric digits / alphabetic letter from the 2nd to 7th places of your HKID / Passport number. E.g. please enter "123456" if your HKID No. is Y123456(7))

E-mail Address *

Type the code shown (Please type the numeric number(s) and/or alphabetic letter(s) (case sensitive) shown) *

[Refresh Image](#) H d b f

[Submit](#)

Then your application number and an assigned PIN highlighted in yellow will be shown. Follow Step 3 above to reset your PIN.

網頁將顯示你的申請編號及一個指定的登入密碼（黃色部分）。你可按上述步驟 3 重設密碼。

Check Application Number and PIN

HKID / Passport number *

(Please enter the numeric digits / alphabetic letter from the 2nd to 7th places of your HKID / Passport number. E.g. please enter "123456" if your HKID No. is Y123456(7))

E-mail Address *

Type the code shown (Please type the numeric number(s) and/or alphabetic letter(s) (case sensitive) shown) *

[Refresh Image](#) H d b f

[Submit](#)

Application No. 19000000A

PIN 5SXwd5iU (Reset PIN)

[Back](#)

- Go back to the OAA homepage, log into the system after entering your application number, PIN and the code shown. Select the functions you need and proceed accordingly.

返回 OAA 主頁，並於正確位置輸入你的申請編號、登入密碼及驗證碼。成功登入後，即可選擇你所需要的網上服務。

> News for Applicant	Print
> View Application Status	
> View Application Form	
> View/Update Personal Particulars or Upload Documents	
> Application Fee Payment	

How to Pay the Application Fee 如何繳交報名費

The application fee (non-refundable and non-transferrable) is HK\$150.
報名費為港幣150元正，已繳交的報名費將不獲退還及不可轉讓。

Please settle your application fee **within 7 days** after your application by one of the following payment methods. Only paid applications will be processed.

請選取下列一項繳款方法，於提交申請後**七天內**繳交報名費。學院只會處理已繳費的申請。

1. Online Card Payment 信用卡網上付款	
<ul style="list-style-type: none"> • Click "Online Card Payment" on the acknowledgement page after you have submitted your online application through the OAA; • Have a valid Visa / Master / CUP Card (specified UnionPay credit cards issued in Hong Kong or Macau) ready; • Enter "Name of Payer (i.e. Applicant's Name)", "Cardholder's Name" and "Email Address"; • Click "Proceed to pay by Visa / Master / CUP Card" and you will be prompted to the payment gateway website; • Check Transaction Details and enter your Credit Card Information, i.e. Credit Card Number, Expiry Date and CVV2 (VISA) / CVC2 (MasterCard), then click "Proceed"; • If you have registered for "Verified by Visa" or "Master Secure Code", the system will redirect you to your card issuer and request you to enter the password for authentication. Otherwise, your card issuer may decline the online payment request. If you have any query about the registration, please contact your card issuer; • A Payment Successful or Payment Declined page will be prompted. For successful payment, please print the confirmation page for record. A payment acknowledgement email will also be sent to you if a correct email address is provided. 	<ul style="list-style-type: none"> • 遞交網上入學申請後，於OAA確認頁面點擊「網上信用卡繳費」連結； • 準備一張有效的Visa／Master／CUP信用卡（香港或澳門地區所發行之指定銀聯信用卡）； • 輸入申請人姓名、信用卡持有人姓名及電郵地址； • 點擊「Proceed to pay by Visa / Master / CUP Card」以進入繳款網頁； • 核對交易詳情及輸入信用卡號碼、有效日期及驗證碼，再點擊「Proceed」； • 如你已申請網上繳款認證，系統將轉至發卡機構網頁，你需要輸入驗證密碼。如未能通過有關的網上交易認證，你的網上付款將告取消。有關驗證的疑問，請向發卡機構查詢； • 繳款成功或失敗的頁面將會打開。如繳款成功，請列印繳款確認頁面以作紀錄。如你輸入的電郵地址正確，你亦會收到電郵確認通知。
2. ATM Bill Payment (Hang Seng Bank, HSBC or Jetco) 自動櫃員機繳費（恒生銀行、滙豐銀行或銀通）	
<ul style="list-style-type: none"> • After you have submitted your application through the OAA, your personalised 8-digit debit note number (in the format of 7xxxxxx) will be shown on the acknowledgement page; • Take note of your 8-digit debit note number before you make the payment via ATM; • Select "Bill Payment Service" → "Education Institutions" → "The Hong Kong Polytechnic University"; • For Bill Type, select "01"; • Key in the 8-digit debit note number (in the format of 7xxxxxx); • Key in HK\$150 for payment amount; • Select your payment account; • Print the Customer Advice for your own record and check payment status via the OAA after four working days. HKCC may request a copy of the Customer Advice as a payment proof if necessary. 	<ul style="list-style-type: none"> • 在OAA遞交網上入學申請後，確認頁面會顯示你的8位數字繳款單編號（格式為7xxxxxx）； • 於自動櫃員機繳費前，記錄你的8位數字繳款單編號； • 選擇「繳費服務」→「教育機構」→「香港理工大學」； • 賬單類別選擇「01」； • 輸入繳款單編號（即8位數字的繳款單編號，格式為7xxxxxx）； • 輸入繳費金額港幣150元； • 選擇支賬戶口； • 列印繳費收據作為記錄，並於四個工作天後在OAA查看最新繳費狀況。有需要時，HKCC會要求你出示該繳費收據作為付款證明。