

2026/27

Procedures of Claiming “Conditional Offer” Online

(applicable to DSE applicants)

網上確認「有條件取錄」學位步驟

(適用於 DSE 申請人)

Holder of “Conditional Offer”
已獲「有條件取錄」

HKDSE Results
Having Met ALL the Conditions

HKDSE 成績完全符合
「有條件取錄」要求

Claim an offer via the OAA
on 15 July (Wednesday)
by following the steps below
at the assigned time slot specified
in the email dated 10 July

7 月 15 日（星期三）指定的時間內
（參閱 7 月 10 日發出的電郵），
登入網上入學申請系統（OAA），
按以下步驟網上確認「有條件取錄」學位

HKDSE Results met Minimum Entrance
Requirements, but
Do Not Meet All the Conditions

HKDSE 成績達基本入學要求，
但未能完全符合
「有條件取錄」要求

NOT required to claim offer on the OAA,
but still have chance of admission.
Applicants will be reconsidered based on the
availability of places and their results.

無需到網上確認有條件取錄學位，
但仍有機會獲取錄
學院會根據最新的學額情況及申請人的
HKDSE 成績再作考慮

Check admission results via the OAA.
If you are offered a study place,
you will receive notification via email and SMS.

於 OAA 查核申請結果，
如獲取錄，會收到電郵及 SMS 通知

Steps for Claiming of Conditional Offer Online on 15 July

7月15日網上確認「有條件取錄」學位步驟

1. Go to the PolyU HKCC / SPEED Online Application for Admission (OAA) system:

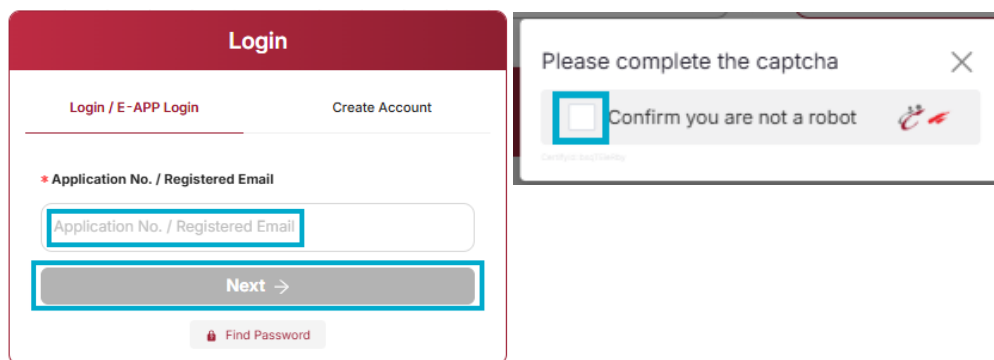
登入 PolyU HKCC / SPEED 網上申請系統 (OAA) :

www.hkcc-polyu.edu.hk/hkcccaa/



2. Enter your “Application Number” and click “Next”. Complete the captcha.

輸入你的申請編號並點擊「下一步」。完成 captcha 驗證。



The image shows two overlapping screenshots. The background screenshot is the 'Login' page of the PolyU HKCC / SPEED Online Application for Admission (OAA) system. It has a red header with the word 'Login'. Below the header, there are two tabs: 'Login / E-APP Login' (selected) and 'Create Account'. Under the 'Login / E-APP Login' tab, there is a label '* Application No. / Registered Email' above a text input field. Below the input field is a large grey button with the text 'Next →'. At the bottom of the login form is a link 'Find Password'. The foreground screenshot is a captcha verification window titled 'Please complete the captcha'. It contains a checkbox labeled 'Confirm you are not a robot' and a red arrow icon.

3. Go to “Claim Offer Schedule”. The programme being conditionally offered and claim offer schedule are shown. You may also click the button “Offer Details” to view more details of your offer.

到「確認學位時段」一頁，你會見到你的有條件取錄課程及確認學位的時段；你亦可按「學位詳情」查看該課程的相關資訊。



The image is a screenshot of the 'Claim Offer Schedule' page. At the top, there is a red header with a menu icon and the text 'Application Details > Claim Offer Schedule'. Below the header, there is a message: 'If your HKDSE results have met all the conditions of the programme, you are required to claim a formal offer. Please find your Claim Offer Schedule as below.' This is followed by a section titled 'Notes for those who wish to apply for a change of programme choice:' with a bullet point stating: 'You still need to claim the original offer within below-mentioned schedule, or else the offer for the original programme will be nullified. To apply for a change of programme choice(s), please click the Tag "Indicate Programme Change".' Below the notes is a box titled 'Claim Offer Schedule' with a calendar icon. Inside this box, there are fields for 'Start Date and Time' (15 Jul 2026 (Wed) 10:30), 'Deadline' (15 Jul 2026 (Wed) 15:00), 'Programme Title', and 'Programme Code'. At the bottom of the box is a button labeled 'Offer Details' with a document icon.

4. You will be directed to “Offer Result”. In this page, you may click the button “Details” to view the conditions you are required to meet.

你將被轉至「取錄結果」一頁。於此頁你可按「詳情」鍵以查看「有條件取錄」的要求。

The screenshot shows the 'Offer Result' page with a red header. The main content area displays details for 'Choice (01)' which is a 'Conditional Offer'. The programme code is 8C110-CLL, the name is 'Associate in Chinese Language and Literature', and the status is 'Conditional Offer'. A description explains that users should click 'Details' for conditions. At the bottom, the 'Details' button is highlighted with a red border.

5. If you met all the conditional offer requirements, click the buttons “Claim Offer” and “Confirm” to claim your offer.

如你的 DSE 成績已完全符合有條件取錄的要求，按「確認學位」及「確認」鍵以確認學位。

This block contains two screenshots. The left screenshot shows the 'Offer Result' page with the 'Claim Offer' button highlighted with a red border. The right screenshot shows a modal window titled 'Details' with a declaration statement, programme information, and conditions. Below the conditions are 'Cancel' and 'Confirm' buttons, with 'Confirm' highlighted. To the right of the modal, a green checkmark icon is next to the text 'Successfully claimed conditional offer!' and a 'Confirm' button.

6. Upon receipt of your request of claiming conditional offer, the College will check your eligibility based on your HKDSE results. If you meet all the requirements, the College will send you an email on 16 July (Thursday) to inform you the eight-digit personalized debit note number (in the format of 4xxxxxxx) for the Registration Fee (HK\$5,000) payment. You may also check out this debit note number in “Payment of Fees” of the OAA on 16 July (Thursday).

收到確認條件取錄學位申請後，學院會根據你的香港中學文憑考試成績審核你的申請，如你完全符合所有條件，本院將於 7 月 16 日（星期四）透過電郵發給你一個專屬的八位數字的註冊費（港幣五千元）繳款單編號（形式為（4xxxxxxx））。你亦可於 7 月 16 日於 OAA「繳費詳情」一頁查閱。

The College will send you the details of Registration Fee (HK\$5,000) on 16 July (Thu). You may also check out the corresponding details in "Payment of Fees" on 16 July (Thu).

Application Details

- News for Applicant
- Claim Offer Schedule
- Offer Result**
- Form Details
- Indicate Programme Change
- Supporting Documents
- Payment of Fees**
- Request for Re-consideration after Deadline

Remark:

If you have met all the conditions of the Conditional Offer of your original programme, but wish to change to another programme choice, you are still required to claim your original offer via the OAA system during the designated period of time. Then, you can apply for change of programme choice via “Indicate Programme Change” in OAA by 15 July, 3:00 pm. If you do not claim your original offer, your conditional offer will be forfeited and your request for change of programme choice will not be considered.

備註：

若你的成績完全符合「有條件取錄」的要求，但欲更改課程選擇，你必須先按指定時間於網上確認原本有條件取錄課程的學位，再於 7 月 15 日下午 3 時前於系統內的「申請更改課程選擇」提交更改課程選擇申請。如你沒有於網上確認「有條件取錄」學位，則原本的學位將會被取消，同時更改課程選擇的申請亦不會處理。

7. If you have applied for programmes under Associate Degree Scheme in Humanities and Communication and have received Conditional Offers in Main Choice and Back-up Choice, and your HKDSE results have met the conditions of both choices, “Claim Offer” buttons will be shown in both programmes. Please follow Step 5 as mentioned above to claim **one of the offers**.

如你報讀「人文及傳意副學士組合課程」內的課程，並已獲「正選課程」及「副選課程」有條件取錄，而你的 DSE 成績又符合該等課程的取錄要求，「確認學位」鍵亦會出現於「正選課程」及「副選課程」，請依照以上第 5 項程序確認其中一個課程的學位。

Application Details >
Offer Result

Please claim one programme choice, if appropriate.

Choice (01)
Conditional Offer

Programme Code
8C110-CLL

Programme Name
Associate in Chinese Language and Literature

Application Status
Conditional Offer

Description
For details of conditions you are required to meet, please click the button "Details" (HKDSE applicant) below, or refer to the email from the College (non-HKDSE applicant).

Details Claim Offer

Choice (02)
Conditional Offer

Programme Code
8C110-LC

Programme Name
Associate in Language and Culture

Application Status
Conditional Offer

Description
For details of conditions you are required to meet, please click the button "Details" (HKDSE applicant) below, or refer to the email from the College (non-HKDSE applicant).

Details Claim Offer

If your HKDSE results only meet the conditions of the Back-up Choice, “Claim Offer” button will only be shown in the Back-up programme. Please follow Step 5 as mentioned above to claim this back-up offer.

若你的成績只符合「副選課程」的取錄要求，「確認學位」鍵只會出現於相應課程頁內。請依照以上第 5 項程序確認該課程的學位。

Application Details >
Offer Result

Please claim one programme choice, if appropriate.

Choice (01)
Conditional Offer

Programme Code
8C110-CLL

Programme Name
Associate in Chinese Language and Literature

Application Status
Conditional Offer

Description
For details of conditions you are required to meet, please click the button "Details" (HKDSE applicant) below, or refer to the email from the College (non-HKDSE applicant).

Details

Choice (02)
Conditional Offer

Programme Code
8C110-LC

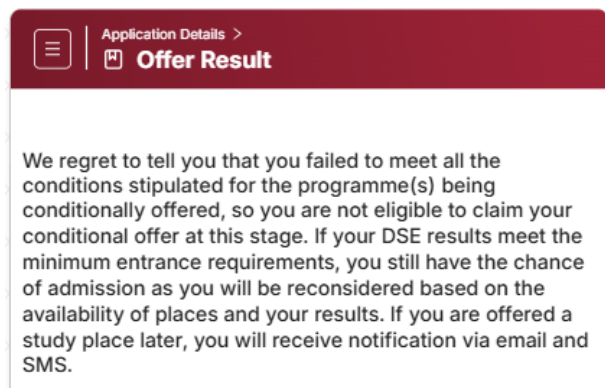
Programme Name
Associate in Language and Culture

Application Status
Conditional Offer

Description
For details of conditions you are required to meet, please click the button "Details" (HKDSE applicant) below, or refer to the email from the College (non-HKDSE applicant).

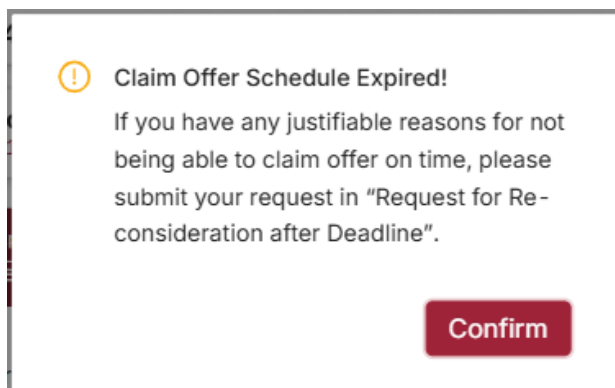
Details Claim Offer

8. If you have not met all the conditions of the Conditional Offer of your original programme, the below message will be shown in “Offer Result”, and you are not required to claim the offer. Please wait patiently for the next rounds of selection. If you are offered, you will receive notification via email and SMS. 若你的成績未完全符合「有條件取錄」的要求，「取錄結果」頁上會顯示以下訊息，而你無需確認學位。請耐心等待下一階段的取錄結果。如你獲得取錄，你會收到電郵及電話短訊通知。



9. If you do not claim your offer online by the designated date and time, your offer will become invalid and your study place will be released to another applicant. When you log in to OAA, the following message will be shown:

如未能於指定的時間內確認學位，你的取錄資格便告無效，學院會將有關學額分配予其他申請人。你登入 OAA 相關網頁後，會見到以下訊息：



- END -

- 完 -