

## User Guide

# PolyU HKCC/SPEED Online Application for Admission (OAA)

## 網上入學申請指南

### Part A: Create an Account

#### 甲部：建立帳戶

1. Go to [PolyU HKCC/SPEED Online Application for Admission \(OAA\)](#) system.  
登入 [網上入學申請系統 \(OAA\)](#)。



2. Click “Create Account” as shown in below images.  
按照下圖所示點擊「建立帳戶」。

3. Read the “Personal Information Collection Statement” carefully. Click the box as appropriate and press “Start”.

請仔細閱讀「收集個人資料聲明」，然後在適當空格勾選「✓」及按「開始」。

4. Input your “Email Address” and click “Next”. Please ensure your email address is valid to receive the verification code.

輸入你的「電郵地址」，然後按「下一步」。請確保你的電郵地址有效以接受驗證碼。

The screenshot shows a progress bar at the top with two steps: 'Input Email Address (Login ID)' (active) and 'Verify Email Address'. Below the progress bar is a form titled 'Input Email Address (Login ID)'. It contains an email input field with a placeholder 'Email' and an envelope icon. Below the field is a note: 'Personal email address is preferred.' A blue box contains the instruction: 'Please ensure your email address is valid, you will receive a verification code to verify your email account.' At the bottom are 'Previous' and 'Next →' buttons.

5. You will receive an email from “PolyU HKCC/SPEED Admission [CAR]” regarding “HKCC/SPEED OAA – Create Account Verification”, which will include a verification code. Enter the verification code obtained in above-mentioned email.

你將會收到一封由「PolyU HKCC/SPEED Admission [CAR]」發出的電郵，題為「HKCC/SPEED OAA – Create Account Verification」，其中包含驗證碼。輸入電郵中顯示的驗證碼。

The email content is as follows:  
Dear applicant,  
  
Your account verification one-time password (OTP) is: **XXXXXXXXXXXXXX**  
  
If you did not make this action, please contact us at 3746-0900 (tel.) during office hours (Monday to Friday: 8:30 am - 8:00 pm; Saturday: 9:00 am - 5:00 pm) or by email:  

- [ccadmission@hkcc-polyu.edu.hk](mailto:ccadmission@hkcc-polyu.edu.hk) (PolyU-HKCC Associate Degree / Higher Diploma)
- [ug.admission@speed-polyu.edu.hk](mailto:ug.admission@speed-polyu.edu.hk) (Poly-SPEED 4-Year Undergraduate Programmes)

  
Yours sincerely,  
  
CPCE Academic Registry

The screenshot shows a progress bar at the top with three steps: 'Input Email Address (Login ID)', 'Verify Email Address' (active), and 'Input Password'. Below the progress bar is a form titled 'Verify Email Address'. It contains a message: 'Please check your email to get the verification code, the code will be expired in 1 hour.' Below the message is a 'Verification Code' input field and a 'Resend (56)' button. At the bottom are 'Previous' and 'Next →' buttons.

6. Input "Password" and "Confirm Password", then click "Create Account" to finish account registration.  
輸入「密碼」及「確認密碼」後，按「建立帳戶」以完成帳戶註冊。

### Create Account

Verify Email Address  Input Password

#### Input Password

\* Password

\* Confirm password

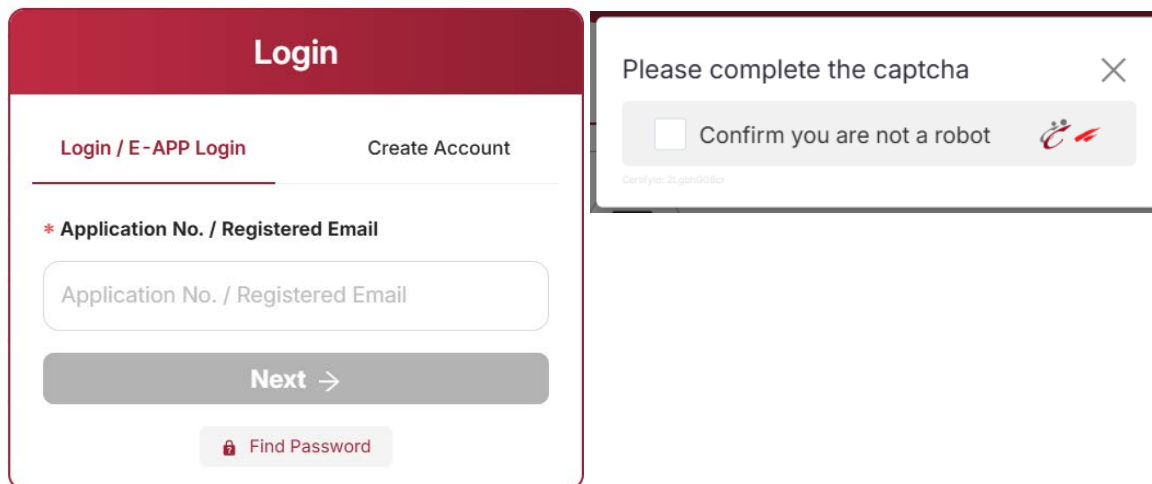
- At least 8 characters
- Only contains valid characters. Valid
- Characters includes ~!@#%&\*()-\_+=  
[{}]|;:"',<.>/?
- OAAPassword.is\_str  OAAPassword.is\_not  
ong \_common
- Confirm password is correct

## **Part B: Submit an Application**

### **乙部：提交入學申請**

1. Enter your “Registered Email”, press “Next” and complete the captcha.

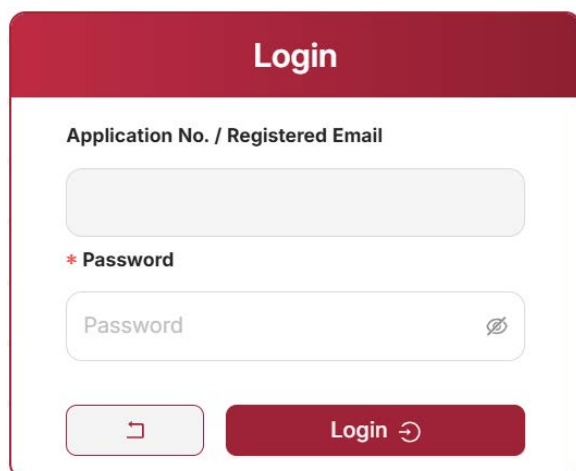
輸入你的「註冊電郵」、點擊「下一步」以及完成 captcha 驗證。



The image shows two overlapping screenshots. On the left is the 'Login' page with a red header. It has two tabs: 'Login / E-APP Login' (selected) and 'Create Account'. Below the tabs is a form with a label '\* Application No. / Registered Email' and a text input field containing 'Application No. / Registered Email'. Below the input field is a grey 'Next →' button and a 'Find Password' button with a lock icon. On the right is a white captcha pop-up window with a red border and a close button (X). The text inside says 'Please complete the captcha'. Below this is a checkbox labeled 'Confirm you are not a robot' next to a red and white logo. At the bottom of the pop-up, it says 'Certifyid: 2Lgln608cr'.

2. Enter your “Password” and click “Login”.

輸入你的「密碼」並按「登入」。



The image shows the 'Login' page with a red header. The 'Application No. / Registered Email' field is now empty. Below it is the label '\* Password' and a password input field with a 'Password' placeholder and a toggle icon. At the bottom, there is a back button (↩) and a red 'Login →' button.

3. Select the academic year, semester and level of programme that you wish to apply, then click “Next”.

請選擇你希望申請的學年、學期及課程類別，然後按「下一步」。

Select the academic year and semester in which you wish to apply


Academic Year 2026, Semester 1  
September 2026 Entry


Academic Year 2026, Semester 2  
January 2027 Entry

Out of admission period

Level of Programme

Please select the level of programme to which you are applying for admission:  
(Each applicant can submit only **ONE** application for admission for each level of programme)

  
PolyU-HKCC Associate Degree /  
Higher Diploma


 **NEW**  
PolyU-SPEED 4-Year Undergraduate  
Programme


→ Next

4. Indicate if you are current HKDSE candidate (including retakes) and select your nationality, then click “Next”.


標示你是否應屆香港文憑試考生（包括重考生）及選擇你的國籍，然後按「下一步」。


Are you a current year HKDSE candidate(including retakers)?


  
Yes, I am a current HKDSE candidates

  
No, I am not a current HKDSE candidates

What is your nationality?

  
Chinese/HKSAR  
(Local student)

  
Mainland China  
(Non-local student)

  
Others  
(Non-local student)

→ Next

5. Please select **THREE** programme choices with priority.

按照你的選擇次序，選擇 3 項課程。

1 Programme Choices > 2 Personal Particulars > 3 Public Examination Results > 4 Admission

### Programme Choices

You must indicate 3 Programmes.

**PolyU - HKCC Associate Degree / Higher Diploma** 2 Year(s)

\* 1st choice

\* 2nd choice

\* 3rd choice

Save & Next

6. Enter your personal information in the fields. You may type key words to search your address in the search bar on the map as reference. Please be reminded to enter your FULL address in English and double check before saving.

在相應的欄位中輸入你的個人資料。你可以在地圖上的搜索欄中輸入關鍵詞以搜尋你的地址作為參考。在儲存之前，請確認你已經以英文輸入了完整的地址。

### Personal Information

\* Surname:

\* Given Name:

Chinese Name:

\* Date of Birth:

\* Gender:  Male  Female

\* Identity Type:  HKID  Passport

Local applicants must fill in HKID No. Your HKID No. will be used to extract your HKDSE exam results from the HKEAA. To avoid invalid extraction, you must fill in your HKID No. here.

\* HKID:

\* Nationality:

If you are a non-Chinese speaking applicant, please click here and indicate your Chinese proficiency:

### For Applicants with Disability

If you have a disability, please tick the box and select its nature below. It is the College's policy to offer equal opportunities to applicants, with or without disabilities

### Require Student Visa / Entry Permit

Do you hold visa documents other than the HK Permanent ID card (ie. One-way Permit for entry to Hong Kong) to prove you are a local student?

No  Yes

### Contact Information

Email:

Mobile:

Other Contact Information

### Address

Type key words on "Building/Estate/Street" to search for your address...

Google

Please double check your address before saving

\* Address Line 1:

Address Line 2:

Address Line 3:

Address Line 4:

\* Area:

Previous Save & Next

7. Enter your public examination results, if applicable.

輸入你的公開考試成績（如適用）。


### Public Examination Results

You may import your HKDSE results shown on HKEAA's SMS by clicking the "Import HKDSE Result from HKEAA's SMS" button below.

Alternatively, you may input the examination type and year(s) of attempting public examination by clicking the "New Record" button. Enter your best result if you have attempted the same subject more than once, and upload the relevant documents in next page.

[New Record](#)

[Import HKDSE Results from HKEAA's SMS](#)




No Data

### NCEE Result / Other Qualifications

Only add the best result and the relevant year of attempt. Photocopy of original documents are to be submitted.

[New Record](#)



No Data

[Previous](#) [Save & Next](#)

8. Enter the details of your latest secondary / college education and select the highest qualification to be attained before the coming September. Please also upload the academic certificates and any document if available.

輸入最近期的中學／學院資料並選擇 9 月前將獲取的最高學歷。如有，請上載學歷證明及任何補充文件。


### Academic Attainment

Please provide the qualification recently attained / to be attained.

Please select the highest qualification recently attained / to be attained

HK Diploms of Sec. Education Examination

[New Record](#)



No Data

### Upload Relevant Files

If you would like to replace the uploaded file, please click the delete button to remove the original file and re-upload with a new file.

1. Only files in JPEG, PNG and PDF formats are supported.
2. A single file should not exceed 15.00 MB. The file name should not exceed 60 characters.
3. Total file size should not exceed 15.00 MB, with a maximum of 15 files for each applicant.
4. If there is more than one certificate / academic report, you may combine them into one file before uploading.

HKID Card (or other valid travel documents)

[Select File\(s\)](#)

Academic Transcript

[Select File\(s\)](#)

Graduation Certificate

[Select File\(s\)](#)

Secondary School Result Reports

[Select File\(s\)](#)

Academic Attainment Records

[Select File\(s\)](#)

Others

[Select File\(s\)](#)

[Previous](#) [Save & Next](#)

9. Enter additional information (if applicable) to facilitate your application.

輸入有助申請入學的額外資料（如適用）。

### Additional Information

You may provide any information which you think is helpful to your application. Pick from the template below if needed.

[Non-academic Achievements](#)

0 / 1000

[< Previous](#) [Save & Next >](#)

10. Fill in the survey.

請填寫問卷。

### Survey

You may choose more than one option


11. Read the Authorization and Declaration carefully. Click the box as appropriate and press “Save & Next”.


請仔細閱讀授權和聲明，然後在適當空格勾選「」及按「儲存並繼續」。


### Authorisation & Declaration


**Review and Agree**

Please review and agree to all declaration terms to proceed with your application.

1 Personal Information Collection Statement 

2 Non-local / Local (Non-permanent) Applicants Requiring an Entry Permit for Study in Hong Kong 

3 Authenticity of Submitted Documents & Information 

4 Confidentiality of Interview / Test Questions 

**Receiving Direct Marketing Information**

CPCE would like to advise me from time-to-time about the activities and services which may enrich my study and student life but are not compulsory as part of my study. After I leave CPCE, PolyU/CPCE would also like to maintain contact with me to update me on the latest development of the University/College and benefits, activities and services available to me. PolyU/CPCE may use my name, address, telephone number and email address for the purposes of offering me or providing to me the availability of the following activities, services and facilities (collectively, “marketing subjects”).

In general, direct marketing includes:

- Co-curricular activities, students exchange programmes, placement opportunities, research participation and competitions, programmes, courses, workshops, seminars, conferences and events organised by PolyU/CPCE alone, jointly with other parties or by other related parties;
- Scholarships, grants, loans and financial assistance schemes;
- Privileges, discounts and offers for services, goods and other facilities provided by PolyU/CPCE alone, jointly with other parties or by other related parties;
- Services offered by PolyU/CPCE (e.g. PolyU Pao Yue-kong Library, CPCE Library, Health Centre at PolyU West Kowloon Campus, etc.);
- Charitable, educational, cultural, social and other activities that solicit contributions, donations or participation.

I may make subsequent changes on my choice of receiving direct marketing information via the Online Application for Admission (OAA) system (during application / admission stage) or the Student Portal (after admission).

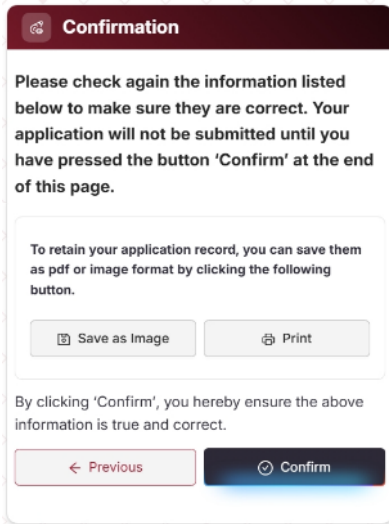
PolyU/CPCE cannot use my personal data for sending information on the above marketing subjects to me unless I have given my consent or indication of no objection. I have read and understood the details above and indicate my agreement/disagreement below to PolyU/CPCE using my personal data to send direct marketing information to me:

I agree to receive direct marketing information from CPCE.

I disagree to receive direct marketing information from CPCE.

[< Previous](#) [Save & Next >](#)

12. Check the information provided and mark sure they are correct before pressing the “Confirm” button at the end of the page. You may retain your application record by saving the page as pdf or image format. 在按「確定」按鈕前，請仔細檢查並確認所輸入的資料正確無誤。你可將申請記錄保存為 PDF 或圖像格式。



The screenshot shows a 'Confirmation' page with a dark header. The main text asks the user to check the information listed below to ensure it is correct, stating that the application will not be submitted until the 'Confirm' button is pressed. Below this, there is a section titled 'To retain your application record, you can save them as pdf or image format by clicking the following button.' which contains two buttons: 'Save as Image' and 'Print'. At the bottom, there is a note: 'By clicking 'Confirm', you hereby ensure the above information is true and correct.' and two buttons: 'Previous' and 'Confirm'.

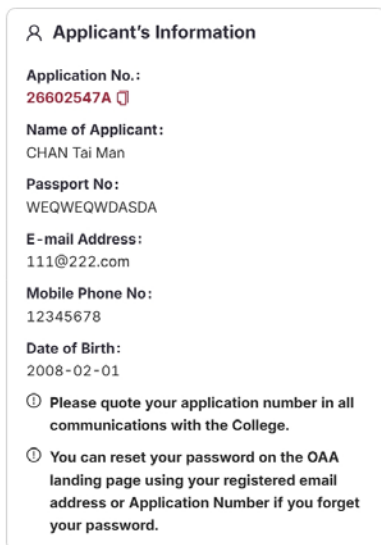
13. By pressing “Confirm”, your application will be submitted to OAA.

按「確定」按鈕後，你的申請會遞交至網上入學申請系統。

An acknowledgement page will be shown:

確認通知書版面將會顯示：

Thank you for your application. Please be reminded to settle the application fee and upload the required documents on time to avoid suspension of your application.



The screenshot shows an 'Applicant's Information' page with a magnifying glass icon. It lists the following details: Application No.: 26602547A (with a QR code icon), Name of Applicant: CHAN Tai Man, Passport No: WEQWEQWDASDA, E-mail Address: 111@222.com, Mobile Phone No: 12345678, and Date of Birth: 2008-02-01. Below the details are two instructions: 1. Please quote your application number in all communications with the College. 2. You can reset your password on the OAA landing page using your registered email address or Application Number if you forget your password.

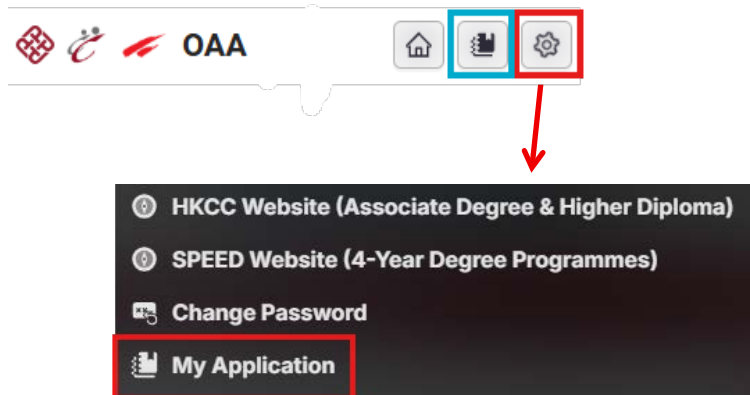
Please mark down your “Application No.” for reference and quote it in all communication with the College.

請記下你的申請編號以作備用，並請在所有與學院的通訊中，引用你的申請編號。

14. You can submit/check another application for different programme level in “My Application”:

你可於「我的申請」頁面提交／查閱另一種課程類型的申請：

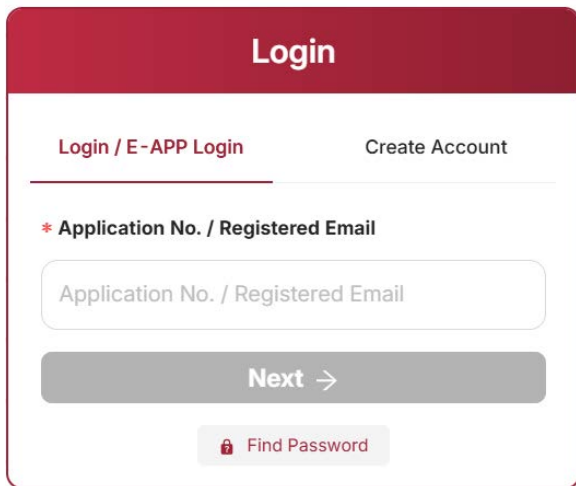
- a) PolyU-HKCC Associate Degree / Higher Diploma  
PolyU-HKCC 副學士／高級文憑課程
- b) PolyU-SPEED 4-Year Undergraduate Programme  
PolyU-SPEED 四年制學士學位課程



## Part C: Reset Password

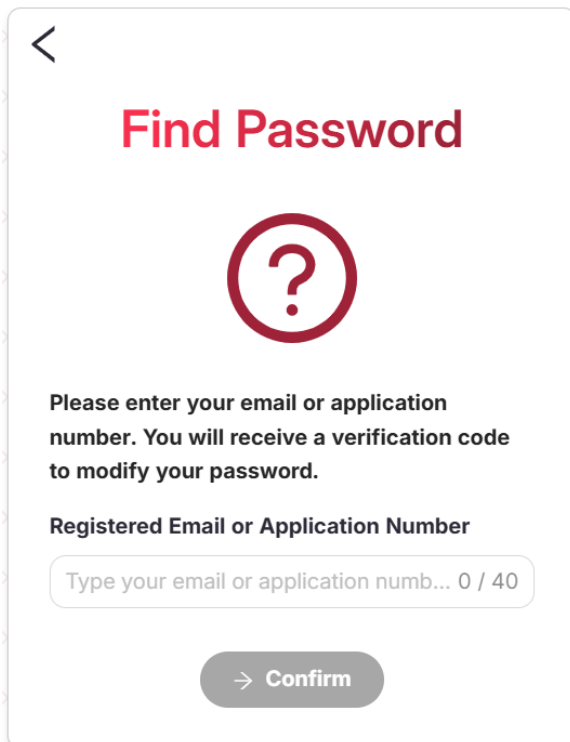
### 丙部：重設密碼

1. If you forget or wish to reset your password, please click “Find Password” at the login page.  
如果你忘記或希望重設密碼，請在登錄頁面點擊「找回密碼」。

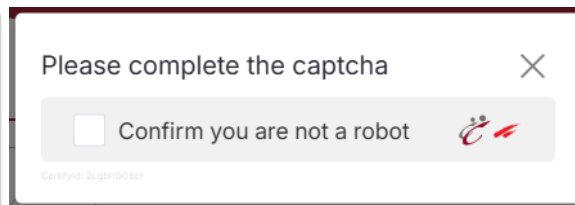


The screenshot shows a 'Login' page with a red header. Below the header, there are two tabs: 'Login / E-APP Login' (selected) and 'Create Account'. A red asterisk indicates a required field: '\* Application No. / Registered Email'. Below this is a text input field with the placeholder text 'Application No. / Registered Email'. A grey button labeled 'Next →' is positioned below the input field. At the bottom, there is a button labeled 'Find Password' with a lock icon.

2. Enter your “Registered email” or “Application Number”, click “Confirm” and complete the captcha.  
輸入你的「註冊郵箱」或「申請編號」、點擊「確認」並完成 captcha 驗證。



The screenshot shows a 'Find Password' page with a red question mark icon. The text reads: 'Please enter your email or application number. You will receive a verification code to modify your password.' Below this is a text input field with the placeholder text 'Type your email or application numb... 0 / 40'. A grey button labeled '→ Confirm' is positioned below the input field.



The screenshot shows a captcha verification dialog with the text 'Please complete the captcha'. Below this is a checkbox labeled 'Confirm you are not a robot' with a red checkmark icon. The dialog also includes a close button (X) and a small text label 'Captcha: 2Lgn608cr'.

3. You will receive an email from “PolyU HKCC/SPEED Admission [CAR]” regarding “HKCC/SPEED OAA – Reset Password Verification”, which will include a verification code. Enter the verification code obtained in above-mentioned email, then press “Confirm”.

你將會收到一封由「PolyU HKCC/SPEED Admission [CAR]」發出的電郵，題為「HKCC/SPEED OAA – Reset Password Verification」，其中包含驗證碼。輸入電郵中顯示的驗證碼，然後按「確定」。

Dear applicant,

Please find your verification code for password reset: **XXXXXXXXXXXXXX**

If you did not make this action, please contact us at 3746-0900 (tel.) during office hours (Monday to Friday: 8:30 am - 8:00 pm; Saturday: 9:00 am - 5:00 pm) or by email:


- [ccadmission@hkcc-polyu.edu.hk](mailto:ccadmission@hkcc-polyu.edu.hk) (PolyU-HKCC Associate Degree / Higher Diploma)
- [ug.admission@speed-polyu.edu.hk](mailto:ug.admission@speed-polyu.edu.hk) (Poly-SPEED 4-Year Undergraduate Programmes)

Yours sincerely,

CPCE Academic Registry

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## Find Password



Your Input

If the email or application number exist in our server, you should receive an email with the verification code. Please type the verification code to reset your password.

Verification code

Resend (52)


Confirm

4. Fill in “New Password” & “Confirm Password” to reset your login password.

填寫「新密碼」和「確認密碼」以重設你的登錄密碼。

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## Reset Password



Please reset your password here.

New Password

Confirm Password

At least 8 characters  
Only contains valid characters. Valid

Characters includes ~!@#%\*&\*()-\_+=  
[]{}|;:~!@#%\*&\*()-\_+=

OAAPassword.is\_strong

OAAPassword.is\_not\_common

Confirm password is correct

✓ Confirm

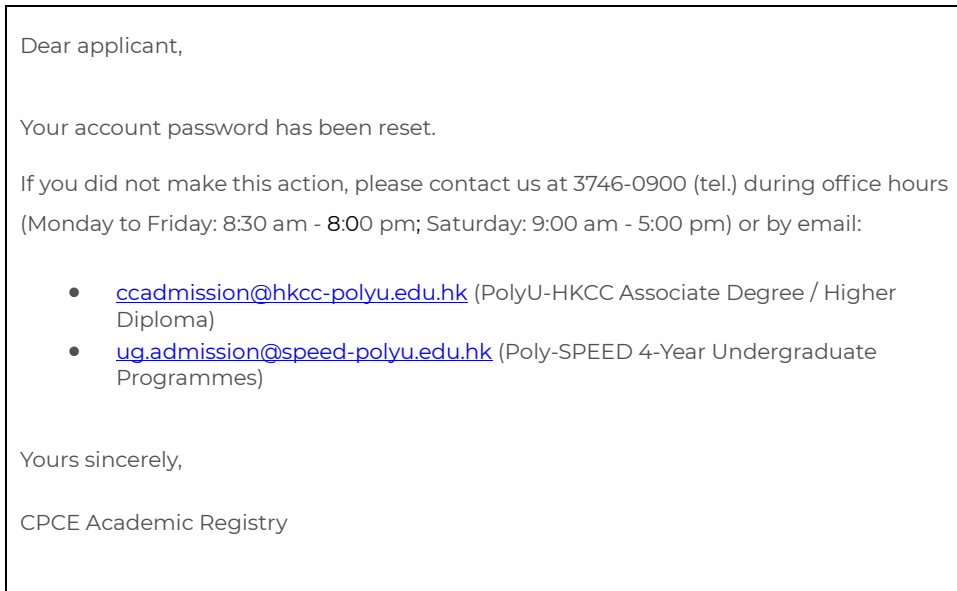
✓ Success!

Your password was changed successfully. Please login again.

OK

5. You will also receive a confirmation email from “PolyU HKCC/SPEED Admission [CAR]” regarding “HKCC/SPEED OAA – Successful Password Reset”.

你還會收到一封由「PolyU HKCC/SPEED Admission [CAR]」發出的確認電郵，題為「HKCC/SPEED OAA – Successful Password Reset」。

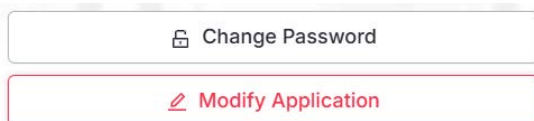


## **Part D: Other OAA Functions**

### **丁部：OAA 的其他功能**

You may select the functions you need by logging in OAA:

你可透過 OAA 選擇你所需的網上服務：



### **Application Details**

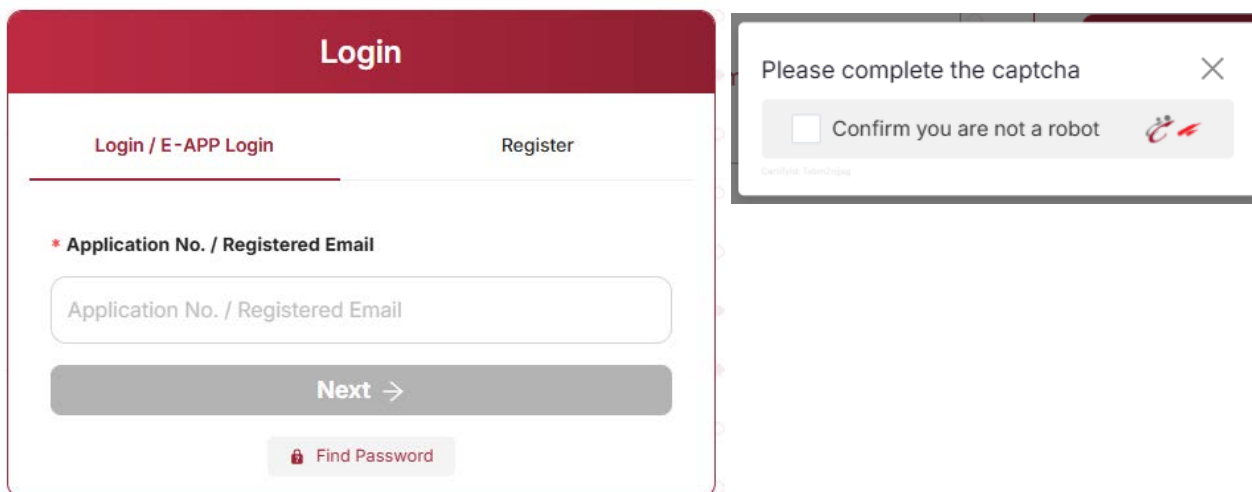


- Offer Result
- Form Details
- Indicate Programme Change
- Supporting Documents
- Payment of Fees
- Supplementary Information

## **Part E: First Time Login (E-APP applicants only)**

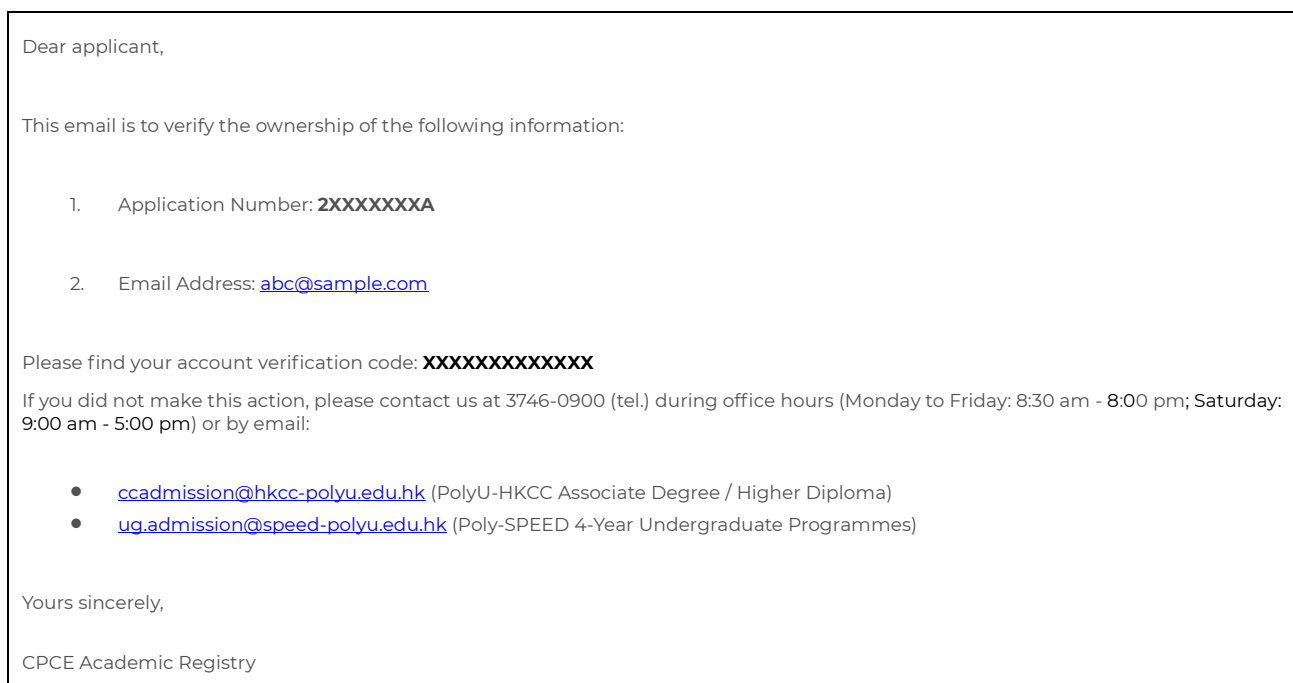
### **戊部：首次登入（E-APP 申請人適用）**

1. Log in to [HKCC/SPEED Online Application for Admission \(OAA\)](#) system.  
登入 [HKCC/SPEED 網上入學申請系統 \(OAA\)](#)。
2. Enter your “Application No.” and click “Next”. Complete the captcha.  
輸入你的申請編號、點擊「下一步」以及完成 captcha 驗證。



The image shows two screenshots from the HKCC/SPEED Online Application for Admission (OAA) system. The left screenshot is the login page, titled "Login", with a red header. It has two tabs: "Login / E-APP Login" (selected) and "Register". Below the tabs is a form with a label "\* Application No. / Registered Email" and a text input field containing "Application No. / Registered Email". A "Next →" button is below the input field, and a "Find Password" button with a lock icon is at the bottom. The right screenshot is a captcha verification window titled "Please complete the captcha" with a close button (X). It contains a checkbox labeled "Confirm you are not a robot" and a reCAPTCHA logo.

3. You will receive an email from “PolyU HKCC/SPEED Admission [CAR]” regarding “HKCC/SPEED OAA - Verify Application Ownership”, which will include a verification code.  
你將會收到一封由「PolyU HKCC/SPEED Admission [CAR]」發出的電郵，題為「HKCC/SPEED OAA - Verify Application Ownership」，其中包含驗證碼。



The image shows a screenshot of an email verification message. The text is as follows:

Dear applicant,

This email is to verify the ownership of the following information:

1. Application Number: 2XXXXXXXXA
2. Email Address: [abc@sample.com](mailto:abc@sample.com)

Please find your account verification code: XXXXXXXXXXXXX

If you did not make this action, please contact us at 3746-0900 (tel.) during office hours (Monday to Friday: 8:30 am - 8:00 pm; Saturday: 9:00 am - 5:00 pm) or by email:

- [ccadmission@hkcc-polyu.edu.hk](mailto:ccadmission@hkcc-polyu.edu.hk) (PolyU-HKCC Associate Degree / Higher Diploma)
- [ug.admission@speed-polyu.edu.hk](mailto:ug.admission@speed-polyu.edu.hk) (Poly-SPEED 4-Year Undergraduate Programmes)

Yours sincerely,

CPCE Academic Registry

#### 4. Enter the following information to verify your application:

輸入以下資訊以驗證你的申請：

- a. Verification code obtained in above-mentioned email  
在上述電子郵件中獲取到的驗證碼
- b. HKID / Passport / Mainland ID number (the 2<sup>nd</sup> to 7<sup>th</sup> numeric digits/alphabetic letter)  
香港身份證號碼 / 護照號碼 / 中國內地身份證號碼 (第 2 至第 7 位的數字或字母)

### Verify Application Ownership

We have found existing record based on information you provided in our database without an account to login to the online admission application platform.

To verify your ownership of the application, please go to your email address listed below and provide the necessary data for verification including a verification code and part of your id number. After verification, we will create a new account for logging in the online admission application platform.

HKCC Application Number:

E-mail Address:

Verification code

HKID / Passport number / Mainland ID

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)

0 / 6

#### 5. Fill in “New Password” & “Confirm Password” to set your login password.

填寫「新密碼」和「確認密碼」以設定你的登錄密碼。

### Create Account for Existing Record



You have proven your ownership towards the existing application. You may now proceed and set the password for a brand-new account on the Online Admission Application platform.

HKCC Application Number:

New Password

Confirm Password

At least 8 characters

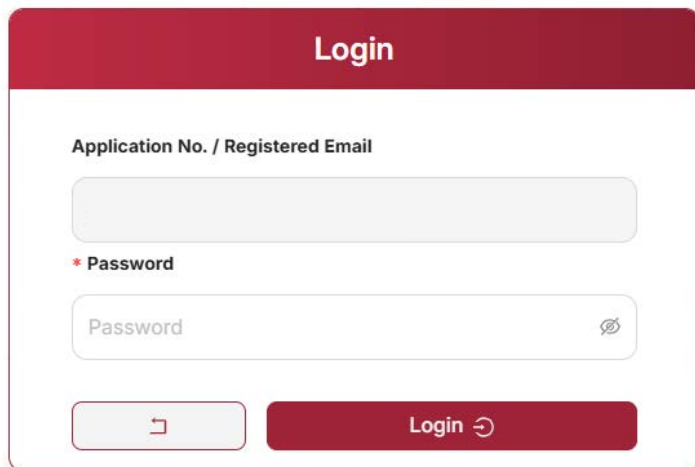
Only contains alphanumeric characters

Confirm password is correct

Success!

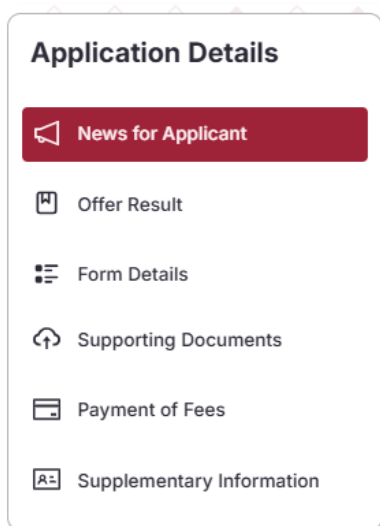
You have successfully created a new account! Please login at the home page!

6. Repeat Step 2 and enter your password to login.  
重複進行第 2 步，輸入你的密碼以登錄。



The image shows a login form with a red header labeled "Login". Below the header, there is a label "Application No. / Registered Email" above a text input field. Underneath that is a label "\* Password" above another text input field containing the word "Password" and a small eye icon for toggling visibility. At the bottom, there are two buttons: a light grey button with a right-pointing arrow and a red button labeled "Login" with a right-pointing arrow.

7. Select the functions you need and proceed accordingly.  
成功登入後，即可選擇你所需要的網上服務。



The image shows a menu titled "Application Details" with a list of options. The first option, "News for Applicant", is highlighted with a red background and a white megaphone icon. The other options are: "Offer Result" with a document icon, "Form Details" with a list icon, "Supporting Documents" with a document icon and an arrow, "Payment of Fees" with a document icon, and "Supplementary Information" with a document icon.

- End -

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