



NOTES on Application for Admission to 2016-2017
Undergraduate Degree Programmes
For Non-local Applicants

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*This form is to be used by non-local applicants only. Non-local applicants are defined as persons entering Hong Kong for the purpose of education with a student visa/ entry permit issued by the Director of Immigration.*

*Applicants applying via the Direct (Non-JUPAS) Admissions Scheme for 2016 entry will be considered for admission to Year 1 of 4-year curriculum programmes (while sub-degree final year students or holders, transfer students who have completed at least one year of study of 3-year degree programmes or two years of study of 4-year degree programmes and degree holders are eligible to apply for Year 3).*

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WHO SHOULD APPLY THROUGH THE DIRECT (NON-JUPAS) ROUTE?

- 1) Applicants who are applying for admission on the basis of qualifications other than Hong Kong Diploma of Secondary Education (HKDSE) or National Joint College entrance Examination (JEE) results of the current year should apply directly to the University;
- 2) Applicants, who are current students of recognised local institutions enrolled in a full-time or sandwich UGC-funded or self-financed degree programme should also apply through this route;
- 3) Applicants (citizens of the Chinese Mainland) who DO NOT sit for the 2016 National Joint College Entrance Examination (JEE) or who want to apply on the strength of other qualifications (apart from JEE/ HKDSE) should apply through the Direct (Non-JUPAS) Admission Scheme.

Remark:

Applicants (citizens of the Chinese Mainland) sitting for the 2016 JEE should apply for admission via the University's Admission Scheme for Mainland Students. Relevant details can be found at <http://ar.hkbu.edu.hk/admissions/mainland>.

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***IMPORTANT NOTES:***

- 1) Application should be submitted to Admissions Section of the Academic Registry on or before **February 26, 2016**.
- 2) Before completing this form, please refer to the notes appended below to make sure that you are eligible to apply for admission.
- 3) Applicants should apply either through Joint University Programmes Admissions System (JUPAS) or Direct (Non-JUPAS) Admissions Scheme to HKBU. If you submit your applications via both schemes, NONE of your applications will be considered.
- 4) To apply through Direct (Non-JUPAS) Admissions Scheme, please submit the completed application form and copies of the following supporting documents to the Academic Registry during the application period:

**Types of Supporting Document Required to Submit**

| <b>Application Categories</b>                                                                                        | <b>Academic Certificates/ Transcripts with Grading System</b> | <b>Public Examination Results (e.g. HKCEE/ HKALE/ HKDSE/ IB/ SAT/ GCE or overseas qualifications)</b> | <b>Graduation Certificates (e.g. Graduation Certificates of Post-secondary/ Tertiary Institutions)</b> | <b>English Language Qualification (e.g. TOEFL/ IELTS)</b>                           | <b>Course Enrolment Form of Current Study (enclosed with application form)</b> |
|----------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------|-------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------|
| HKALE Applicant<br>(a) HKCEE + HKALE<br>(b) HKCEE + HKALE + HKDSE                                                    |                                                               | ✓                                                                                                     |                                                                                                        | ✓<br>(If the applicant failed Use of English in HKALE or English Language in HKDSE) |                                                                                |
| AD/ HD/ Diploma/ Professional Diploma Final Year Student                                                             | ✓                                                             | ✓                                                                                                     |                                                                                                        |                                                                                     | ✓                                                                              |
| AD/ HD/ Diploma/ Professional Diploma Holder                                                                         | ✓                                                             | ✓                                                                                                     | ✓                                                                                                      |                                                                                     |                                                                                |
| AD/ HD/ Diploma/ Professional Diploma Non-final Year Student                                                         | ✓                                                             | ✓                                                                                                     |                                                                                                        | ✓<br>(If the applicant failed Use of English in HKALE or English Language in HKDSE) |                                                                                |
| GCE Applicant                                                                                                        |                                                               | ✓                                                                                                     |                                                                                                        | ✓<br>(If the applicant does not take GCE English)                                   |                                                                                |
| IB Diploma Holder/ Student                                                                                           |                                                               | ✓<br>(Predicted or actual results)                                                                    |                                                                                                        | ✓<br>(If the applicant does not take IB English)                                    |                                                                                |
| SAT Applicant                                                                                                        |                                                               | ✓                                                                                                     | ✓                                                                                                      | ✓                                                                                   |                                                                                |
| Transfer Applicant (current non-final year students studying Bachelor degree programmes at a recognised institution) | ✓                                                             | ✓                                                                                                     |                                                                                                        | ✓                                                                                   | ✓                                                                              |
| Degree Holder (Bachelor/ Master/ Doctoral degree holder or final year students)                                      | ✓                                                             |                                                                                                       | ✓                                                                                                      |                                                                                     | ✓<br>(if the applicant is in final year of the programme)                      |
| Mature Applicant                                                                                                     | ✓                                                             | ✓                                                                                                     | ✓                                                                                                      | ✓                                                                                   |                                                                                |
| Other Qualifications                                                                                                 | ✓                                                             | ✓                                                                                                     | ✓                                                                                                      | ✓                                                                                   |                                                                                |

## Remarks

1. Academic certificate(s)/ transcript(s) should clearly show the institution's logo, programme title, study level and applicant's name. Unofficial copy of academic certificate/ transcript will only be accepted if stamped with the Institution's chop;
2. For the Bachelor of Arts in Music programme, applicants are required to submit the music qualification examination results (theory and practice) e.g. the Associated Board of the Royal Schools of Music (theory and practice);
3. For the Bachelor of Arts in Chinese Language and Literature programme, applicants are required to submit their representative published works. These works may be creative writings and/ or Chinese research articles. The total word limit is 3,000 Chinese characters;
4. For the Bachelor of Social Work programme, applicants who are Registered Social Workers are required to indicate the professional qualification in the "Other Academic/ Professional Qualification" section;
5. For the Bachelor of Arts in Physical Education and Recreation Management programme, applicants are required to submit their award certificates of outstanding achievements in sports-related activities or competitions, if any;
6. Mature applicants are required to submit proof of professional qualifications or relevant work experiences;
7. For applicants with disabilities, please submit supporting document(s) to certify the disability type and degree;
8. For submission of a document that is not written in English or Chinese, please also attach a certified translation in Chinese or English by a sworn translator, court translator, authorised public translator, certified translator, expert translator or official translator;
9. Do not submit the original examination results and certificates which will only be required for verification upon admission;
10. Final year students of Associate Degree/ Higher Diploma/ Professional Diploma/ Diploma/ Degree and transfer students are required to submit the completed Course Enrolment Form of Current Study. The form is attached to the Application Form for Admission to 2016-2017 Undergraduate Degree Programmes for Non-local Applicants.

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## ***WHEN & HOW TO APPLY?***

### **1) Application Deadline**

Application should be submitted on or before February 26, 2016 (Fri). Late Applications will NOT be accepted.

### **2) Application Method**

Application should be submitted to the Admissions Section of the Academic Registry either in person or by post on or before February 26, 2016 (Fri).

Address of the Academic Registry:  
Admissions Section, Academic Registry  
Room 701, 7/F,  
Academic and Administration Building  
Baptist University Road Campus  
Hong Kong Baptist University  
Kowloon Tong, Hong Kong

Office Hours:  
Mon – Fri 9:00 am – 1:00 pm  
2:00 pm – 5:00 pm

### **3) Application Fee**

Please settle the application fee of HK\$400 (**non-refundable**) by completing the credit card payment form or issuing a bank draft/ cashier order in Hong Kong dollars, payable to 'Hong Kong Baptist University'. The credit card payment form/ bank draft/ cashier order should be sent together with the application form to Admissions Section of the Academic Registry (with applicant's name, Passport no./ HKID and contact no. marked at the back of the bank draft/ cashier order).

Payment by cash and telegraphic transfer remittance are NOT accepted.

### **4) Acknowledgement**

Applicants will receive an acknowledgement of receipt of your application via email on or before February 29, 2016 (Mon). Please contact the Admissions Section either via email ([ardirect@hkbu.edu.hk](mailto:ardirect@hkbu.edu.hk)) or by phone (852 - 3411 2200) if you do not receive the acknowledgement email.

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## HOW TO COMPLETE THE APPLICATION FORM?

### PART A PERSONAL DATA

Please complete the application form carefully. Please provide the University with an email address and telephone number for contact.

### PART B STUDY YEAR APPLY FOR

Please indicate the study year you wish to apply for (i.e. Year 1 or Year 3). Non-final year students of Associate Degree/ Higher Diploma/ Professional Diploma/ Diploma are eligible to apply for Year 1 only. For the final year students or holders of Associate Degree/ Higher Diploma/ Professional Diploma/ Diploma, transfer students who have completed at least one year of study of a 3-year degree programme or two years of study of a 4-year degree programme and degree holders, they are free to select the study year in consideration of the depth and relevancy of the courses taken and the programme enrolled. The University reserves the right to admit applicants to Year 1 or Year 3 or other study year as appropriate.

### PART C CHOICE OF UNDERGRADUATE DEGREE PROGRAMMES

Select in order of preference a maximum of **TWO** programme choices from the programmes/ majors/ concentrations offered by the University. You are advised to check the admissions requirements of each programme on our admissions website (<http://ar.hkbu.edu.hk/admissions/nj/programmes>) to make sure that you are qualified for the programme(s) you wish to apply. Please fill in the programme titles as illustrated below. Programmes available for respective study year (Year 1 or Year 3) can be found in the [prospectus](#).

#### Example 1 (for Applicants applying for Year 1 programme):

| Choice | Programme Title                                             |
|--------|-------------------------------------------------------------|
| First  | Bachelor of Business Administration (Broad-based admission) |
| Second | Bachelor of Arts (Broad-based admission)                    |

#### Example 2 (for Applicants applying for Year 3 programme):

| Choice | Programme Title                                                                |
|--------|--------------------------------------------------------------------------------|
| First  | Bachelor of Business Administration - Marketing Concentration                  |
| Second | Bachelor of Business Administration - Human Resources Management Concentration |

### PART D APPLICANT WITH A DISABILITY

The University views applications from applicants with a disability on an equal basis with other applicants. There are certain programmes of study with inherent requirements which mitigate against students with particular physical limitations being admitted. Applicants with a disability are requested to indicate the nature of their disability on the application forms (such as visual impairment, hearing impairment, speech impairment or physical disability) and attach a documentary proof together with the application form. It will not affect the chances of their admission, provided that the programmes applied for are those which the applicants are physically able to cope with.

### PART E APPLICATION CATEGORY

Each applicant is allowed to select **one** category **ONLY**. Please select the appropriate category which can best reflect your **HIGHEST** qualification/ status.

#### 1) Associate Degree Student or Holder

Holders of or final year students studying for Associate Degree at a higher education institution recognised by the University may apply for Year 1 or Year 3 entry, depending on the depth and relevancy of the subjects and the programme in which they are enrolled. Non-final year students studying an Associate Degree programme who wish to apply for admission must satisfy the General and Programme Admissions Requirements or the recognised overseas qualifications, and are eligible to apply for Year 1 entry only. Individual applicants will be considered by the University regarding their academic qualifications and non-academic achievements on a case-by-case basis. A small number of applicants may be considered for admission to Year 2 depending on vacancies arising from attrition of individual programmes.

For details of course exemption or transfer of units, you are advised to visit our website:  
[http://ar.hkbu.edu.hk/curr/ug\\_std/course\\_exempt\\_transfer\\_units/4year\\_curriculum/](http://ar.hkbu.edu.hk/curr/ug_std/course_exempt_transfer_units/4year_curriculum/)

## 2) Higher Diploma/ Professional Diploma/ Diploma Student or Holder

Holders of or final year students studying for Higher Diploma/ Professional Diploma/ Diploma at a higher education institution recognised by the University may apply for Year 1 or Year 3 entry, depending on the depth and relevancy of the subjects and the programme in which they are enrolled. Non-final year students studying a Higher Diploma/ Professional Diploma/ Diploma programme who wish to apply for admission must satisfy the General and Programme Admissions Requirements or the recognised overseas qualifications, and are eligible to apply for Year 1 entry only. Individual applicants will be considered by the University regarding their academic qualifications and non-academic achievements on a case-by-case basis. A small number of applicants may be considered for admission to Year 2 depending on vacancies arising from attrition of individual programmes.

For details of course exemption or transfer of units, you are advised to visit our website:  
[http://ar.hkbu.edu.hk/curr/ug\\_std/course\\_exempt\\_transfer\\_units/4year\\_curriculum/](http://ar.hkbu.edu.hk/curr/ug_std/course_exempt_transfer_units/4year_curriculum/)

## 3) Degree Holder

Applicants who possess a Bachelor/ Master/ Doctoral Degree or students studying in the final year of a degree programme are considered under this category and they may apply for Year 1 or Year 3 entry.

## 4) GCE Applicant

Applicants must fulfil the following requirements on GCE Advanced Level (AL)/ International Advanced Level (IAL):

Three passes in AL/ IAL subjects or two passes in AL/ IAL subjects plus two passes in Advanced Supplementary (AS) subjects, excluding Chinese and English language subjects. The same subject cannot be counted at both the A Level and AS Level.

If the results are not available at the time of application, please upload the results to the Admissions Section via Online Applicant Enquiry System (details of which will be stated in the acknowledgement email) once they are available.

## 5) International Baccalaureate (IB) Diploma Student/ Holder

IB Diploma holders are eligible to apply. Applicants sitting the 2016 IB examinations should request the IB organisation to send scores to the University via internet (institution code: 000247).

Applicants sitting for the 2015 IB examinations should request the IB organisation to send scores to the University via internet (institution code: 000247).

## 6) SAT Applicant

Eligible applicants should obtain:

- i) A combined score of 1,650 in SAT Test (minimum score of 550 in each of Critical Reading, Mathematics and Writing) and a sub-score on essay writing of no less than 8; and
- ii) A score of 500 or better in each of two or more subjects in SAT Subject Tests or Grade 3 in at least two Advanced Placement (AP) subjects

Applicants should request the College Board to send scores to the University (institution code: 7904).

## 7) Mature Applicant

Applicants who do not possess the formal academic qualifications required by the University but are aged 25 or above on September 1, 2016 may be granted exemption from the University Admissions Requirements provided that they:

- i) have pursued an appropriate programme of study;
- ii) are able to show by acceptable evidence that they have achieved sufficient competence in their chosen field of study to justify admission; and
- iii) can demonstrate their aptitude and suitability for a particular programme of study by their experience and maturity.

Mature applicants must also fill out **Part H** to **Part I** of the application form and submit proof of professional qualifications or relevant work experiences.

## 8) Transfer Applicant

Transfer applicants are current students of recognised local institutions who are enrolled in a full-time or sandwich UGC-funded or self-financed degree programme or students who are studying at an overseas tertiary education institution recognised by the University. Transfer students who have completed at least one year of study of a 3-year degree programme or two years of study of a 4-year degree programme may apply for Year 1 or Year 3 entry. Transfer students studying the first year of study of a 4-year degree programme are eligible to apply for Year 1 entry only.

For details of course exemption or transfer of units, you are advised to visit our website:  
[http://ar.hkbu.edu.hk/curr/ug\\_std/course\\_exempt\\_transfer\\_units/4year\\_curriculum/](http://ar.hkbu.edu.hk/curr/ug_std/course_exempt_transfer_units/4year_curriculum/)

## 9) Others

Applicants who possess qualifications other than those stated by the University may apply under the category of "Others" and will be considered for admission on a case-by-case basis. Please refer to the following website listing the overseas qualifications recognised by the University:  
<http://ar.hkbu.edu.hk/admissions/inter/qualification>

## PART F ACADEMIC QUALIFICATIONS & EXAMINATION RESULTS

Please enter details of your education background from secondary/post-secondary schools to the most recent one in chronological order. **Please provide, where appropriate, academic transcripts from the institutions concerned.** Please also enter the year(s) of attempt (including subjects and grades) for the public examination(s) you have taken.

### 1. Years of Schooling

| Education Level          | Years of Study<br>(Please state no. of years by August 31, 2016) | Study Mode<br>(Full-time/ Part-time/ Distance- learning) |
|--------------------------|------------------------------------------------------------------|----------------------------------------------------------|
| Primary Education        | 6                                                                | Full-time                                                |
| Secondary Education      | 6                                                                | Full-time                                                |
| Post-Secondary Education | 2                                                                | Full-time                                                |

### 2. Secondary Education

| Name of Secondary School and Country/ Region | Level Attended/ Attending | Period<br>(YYYY/MM) |         | Qualifications Obtained/To be Obtained<br>(GCSE/ IGCSE/ GCE, IB, SAT and other public exam results) |
|----------------------------------------------|---------------------------|---------------------|---------|-----------------------------------------------------------------------------------------------------|
|                                              |                           | from                | to      |                                                                                                     |
| ABC Secondary School, UK                     | Grade 11                  | 2005/09             | 2010/07 | GCE O-LEVEL                                                                                         |
| CDE High School, U.K.                        | Grade 13                  | 2010/09             | 2012/07 | GCE A-Level                                                                                         |

### 3. Post-Secondary Education

| Name of College/ University and Country/ Region | Level Attended / Attending<br>e.g. Year 2 | Qualification Obtained/ to be Obtained<br>e.g. Associate Degree | Period<br>(YYYY/MM) |         | Study Mode<br>(Full-time/ Part-time/ Distance-Learning) | Programme Duration<br>(Please state no. of years) | Programme Title & Major Study<br>e.g. Associate of Arts - Business | LATEST Cumulative GPA/ Average Score |
|-------------------------------------------------|-------------------------------------------|-----------------------------------------------------------------|---------------------|---------|---------------------------------------------------------|---------------------------------------------------|--------------------------------------------------------------------|--------------------------------------|
|                                                 |                                           |                                                                 | from                | to      |                                                         |                                                   |                                                                    |                                      |
| EFG Community College, USA                      | Year 2                                    | Associate Degree                                                | 2012/09             | 2014/07 | FT                                                      | 2 years                                           | Associate in Science - Mathematics                                 | 2.80                                 |
| BCA University, USA                             | Year 2                                    | Bachelor Degree                                                 | 2014/09             | 2018/06 | FT                                                      | 4 years                                           | BBA (Hons) in Accounting                                           | 3.20                                 |

4. Public Examination Results

a. GCE/ IAL Examination

| Public Examination          | Year of Attempt | Subjects Taken and Grades/ Subjects To Be Taken |        |        |        |       |        |        |
|-----------------------------|-----------------|-------------------------------------------------|--------|--------|--------|-------|--------|--------|
| GCE/IAL* A-Level            | 2012            | CHIN-A                                          | CHEM-A | BIOL-B | PHY-C  |       |        |        |
| GCE/IAL* AS-Level           | 2012            | CHEM-C                                          |        |        |        |       |        |        |
| GCE O-Level/<br>GCSE/IGCSE* | 2010            | ENG-B                                           | FREN-B | BIO-B  | CHEM-C | PHY-A | MATH-C | COMP-D |

\*Delete whichever is inapplicable

b. International Baccalaureate (IB) Examination

| Public Examination | Level                                  | Year of Attempt | Subjects Taken and Actual Scores/<br>Subjects To Be Taken and Predicted Scores |                   |           |  |  |  |
|--------------------|----------------------------------------|-----------------|--------------------------------------------------------------------------------|-------------------|-----------|--|--|--|
| IB                 | Higher Level                           | 2015            | BUS & MAN - 5                                                                  | ECON - 6          | MATH<br>5 |  |  |  |
|                    | Standard Level                         | 2015            | ENG B - 6                                                                      | SPANISH<br>AB - 5 | BIO - 5   |  |  |  |
|                    | Theory of Knowledge and Extended Essay | 2015            | 1                                                                              |                   |           |  |  |  |

c. Public Examination (e.g. SAT, AP, Mainland National Joint Entrance Examination (JEE))

| Public Examination | Year of Attempt | Country/ Region | Subjects Taken and Grades/<br>Subjects To Be Taken |  |  |  |  |  |
|--------------------|-----------------|-----------------|----------------------------------------------------|--|--|--|--|--|
| SPM                | 2014            | Malaysia        | ENG-B                                              |  |  |  |  |  |

d. Other English Language Qualification

| Examination               | Year of Attempt | Score       |                |                |          |                         | Examination | Year of Attempt | Score / Grade |
|---------------------------|-----------------|-------------|----------------|----------------|----------|-------------------------|-------------|-----------------|---------------|
| TOEFL                     | 2015            | Paper-based | Computer-based | Internet-based |          | Others (Please specify) |             |                 |               |
|                           |                 |             |                | 80             |          |                         |             |                 |               |
| IELTS<br>(Academic Level) | 2015            | Listening   | Reading        | Writing        | Speaking | Overall Band Score      |             |                 |               |
|                           |                 | 7.0         | 6.0            | 6.0            | 6.5      | 6.5                     |             |                 |               |

e. Music Qualifications

Please attach copies of certificates from the Associated Board of the Royal Schools of Music or equivalent qualifications for reference. Applicants applying for Bachelor of Arts in Music programme must complete this section.

**PART G OTHER ACADEMIC/ PROFESSIONAL QUALIFICATIONS**

Please enter the professional qualifications you have obtained in reverse chronological order starting from the most recent attainments.

Applicants who are Registered Social Workers and would like to apply for admission to the Bachelor of Social Work programme are required to indicate his/ her professional qualification in this section.

**PART H WORK EXPERIENCE (INCLUDING FULL-TIME, PART-TIME AND RELEVANT VOLUNTARY WORK)**

Please enter details of your work experience (including full-time, part-time and relevant voluntary work) in reverse chronological order starting from the most recent or present employment. Only applicants applying under the category of "Mature Applicant" are required to submit proof of professional qualifications or relevant work experiences.

**PART I PERSONAL STATEMENT (OPTIONAL)**

Please write no more than 600 words either in English or Chinese which may be helpful to your application, such as reasons for application, career aspiration, personal strengths, hobbies and interests, voluntary services, etc. Use separate sheet if necessary.

## **PART J SPORTS ACHIEVEMENT**

Please state, either in English or Chinese, whether you are National/ Regional Team Member or Tertiary Institution Team Member. Please also state the name of the sport or the event, the year and the world/ local ranking that you had/ have participated at. You should refer to the following examples for reference. Applicants applying for Bachelor of Arts in Physical Education and Recreation Management programme must complete this section.

Example 1:

National Team Member (20XX-XX) at Asian Games / Championship (Singapore)  
100 meters dash Second runner-up  
Local Rank XX  
World Rank XX

Example 2:

University Men Basketball in 20XX-XX  
University Women Swimming in 20XX-XX

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## ***IMPORTANT DATES***

| <b>Date</b>             | <b>Event</b>                                                                                                                                   |
|-------------------------|------------------------------------------------------------------------------------------------------------------------------------------------|
| February 26, 2016 (Fri) | Application closes                                                                                                                             |
| February-July, 2016     | Invitation for interview by email/ phone/ SMS/Applicant Enquiry System                                                                         |
| March-August, 2016      | Offer of admission by post/ email/ phone/ Applicant Enquiry System                                                                             |
| July 8, 2016 (Fri)      | Non-local application results release through the Applicant Enquiry System and no written notification will be sent to unsuccessful applicants |
| Early August, 2016      | Enrolment (Local New Undergraduate Students)                                                                                                   |
| Late August, 2016       | Enrolment (Non-local New Undergraduate Students)                                                                                               |
| Early September, 2016   | Classes begin                                                                                                                                  |

## ***DOUBLE REGISTRATION***

Unless otherwise approved by the University, undergraduate students are not permitted to enrol on any other part-time or full-time UGC-funded programmes either at the University or at any other local institutions of higher learning. Students breaching this regulation are subject to discontinuation of their studies at the University.

## ***ENQUIRIES AND SUBMISSION OF SUPPORTING INFORMATION***

For enquiries concerning application procedures or other related matters, as well as submission of supporting information, please refer to the Academic Registry webpage or contact the Admissions Section of the Academic Registry:

By Post: Admissions Section, Academic Registry  
Room 701, 7/F,  
Academic and Administration Building  
Baptist University Road Campus  
Hong Kong Baptist University  
Kowloon Tong, Hong Kong

Telephone: (852) 3411 2200  
Fax: (852) 3411 7373  
E-mail: [ardirect@hkbu.edu.hk](mailto:ardirect@hkbu.edu.hk)  
Website: <http://ar.hkbu.edu.hk/admissions/international>

For our easy reference and effective handling of your enquiries, please always quote your (1) name, (2) application number and (3) first programme choice.



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To : Applicants seeking admission to our undergraduate degree programmes

Personal Data (Privacy) Ordinance

1. The information provided by you will be used for the following purposes:
 - (a) As a basis for selection of admission to undergraduate programmes offered by the University and for other relevant or related purposes;
 - (b) For obtaining from the relevant institutions information about your candidature for public examinations and studies in institutions;
 - (c) For identifying multiple applications and records of previous studies as a student in the University; and
 - (d) For transferring the relevant parts of your personal data to the student record system of the University upon admission to the University.

2. Under the provision of the Personal Data (Privacy) Ordinance, you have the right:
 - (a) To check whether the University holds your data;
 - (b) To request for a copy of your personal data (please note that evaluative data will only be accessible after completion of the admission exercise and before such data is destroyed);
 - (c) To require the University to correct any of your personal data.

3. In accordance with the Ordinance, the University is given 40 days to process applications for access to personal data and has the right to charge a processing and photocopying fee.

4. Please address your request for personal data access or correction to:

Admissions Section, Academic Registry
Room 701, 7/F,
Academic and Administration Building
Baptist University Road Campus
Hong Kong Baptist University
Kowloon Tong, Hong Kong