Guidelines on completing the Name field during Online Master Registration

Your name should be the same as your Hong Kong Identification Card (HKID)/ Passport/ Mainland Entry-Permit. This will be the name printed on your academic transcript.

Surname
Surname is your family name.

Other name
Other name is your given name, which should be the same as on your HKID/ passport/ Mainland Entry-Permit, including the spacing.

Name in Chinese Commercial (CC) Code

Non-English characters
Non-English characters (e.g. European or Arabic characters) should be inputted based on the Hong Kong Identification Card (HKID) or the transliteration used in the machine-readable zone in the passport.

Machine-readable zone is at the bottom of your passport data page.

For the sample above, the name should be inputted as:
Surname: Toeh
Other name: Rang Daeha

Academic Support and Examinations Section, Registry
June 2020