

## **INSTRUCTION AND USER GUIDE – ONLINE ACADEMIC ATTAINMENT PROFILE APPLICATION**

### **INSTRUCTIONS TO APPLICANTS**

An Academic Attainment Profile (AAP) is a document which records the achievement of a student in the four main components, where applicable, (i) Major/Professional Core, (ii) English Language and Chinese Language, (iii) Common Core, and (iv) Non-major (minor and/or electives) of the reformed undergraduate curriculum introduced in the academic year 2012-13.

Graduates of the full-time undergraduate students of the reformed curriculum (i.e. 4-year undergraduate curriculum) admitted from the academic year 2012-13 onwards AND have successfully completed the undergraduate degree programme can apply for AAP.

Full-time undergraduate students admitted to the 3-year curriculum in 2012-13 or before, part-time undergraduate students, postgraduate students, exchange/visiting students, or students who have withdrawn from the University are not eligible to apply for AAP.

The University reserves the right to withhold issuance of AAP to a student owing fees or any other debt to the University, or who has failed to discharge all obligations towards the University.

### **APPLICATION FEE**

HK\$50 for one copy of EACH curriculum (inclusive of postage by ordinary mail). For document(s) to be sent by registered post, an additional \$20 will be charged per mailing address. All fees paid are NOT refundable.

### **PROCESSING TIME**

The normal processing time is as follows:

- a. Final year students of academic year 2022/23 – For applications submitted on or before June 23, 2023, students will start to receive their documents from July 24, 2023 while applications made after June 23, 2023, the documents will be available from August 9, 2023 onwards.
- b. Graduates – 14 working days (excluding Saturday, Sunday and public holidays)

### **PERSONAL INFORMATION COLLECTION STATEMENT**

Available at [http://www.ase.hku.hk/doc/PICS\\_159\\_716.pdf](http://www.ase.hku.hk/doc/PICS_159_716.pdf)

## LOGIN PAGE FOR GRADUATES

If you apply for AAP via HKU Portal, please go to [page 5](#).

### Online Application System for Graduates

Graduate Login

#### Instruction and User Guide

The "Instruction and User Guide" (i.e. the violet button on the top left hand corner) highlights important information relating to the application and the User Guide provides screen snapshot of the entire application process. You may refer to the User Guide when you encounter any problem during your application.

To login, please complete Section A and section B (for new application only).

For section A, please enter the username and password of your graduate email account.

**Remarks: If you have just created a new '@connect.hku.hk' email account, please login for online application 1 day after your account registration.**

For section B, you are required to upload your HKID card or passport for identification for new application (file size: maximum 1MB; file format: JPG or PDF; file name: maximum 80 characters, please save the file name as "<Your University No.>-transcript", e.g. 2000123456-transcript.pdf for our easy reference). You may prepare the file before you login.

#### Section A

Username

Password

Please input your graduate account user name and password

Server

☐ @connect.hku.hk ☐ @graduate.hku.hk

Online application you wish to access [\(Which document fits your purpose?\)](#)

☐ Transcript ☐ Testimonial ☐ AAP ☐ Collection of Certificate by mail or via a delegate

☐ New Application (or to continue with the "Incomplete / Unsuccessful" application)  
☐ View Application Status

Choose  
"New Application" (go to [page 6](#)) or  
"View Application Status" (go to [page 3](#))

Continue

Click "Continue" to proceed

For the sake of security, please [close all browsers](#) after use.

If you do not have a graduate email account or have forgotten the password, please click [here](#).

If you do not have a graduate email account or have forgotten the password, please click to create an account or to reset the password.

Enquiries can be addressed to the Academic Services Office by phone at 852-2859 2433 or by email to [asomice@hku.hk](mailto:asomice@hku.hk).

If you have chosen “View Application Status” in page 2, you will see your previous AAP application record(s), if any. Please refer to the “Remark on Application Status” below for the progress of your application(s) or other information.

## View Application Status

[Graduate Login](#)

### Application Record

Application Number	If there is no previous application, the message “No record found” will be shown.
No record found.	

Application Number	Type of Application	Date of Application	Status
	AAP	17:43	In Progress - Paid, application is being processed
	AAP	10:31	Done - AAP is ready on 31-May-2023 00:00
	AAP	17:17	Incomplete / Unsuccessful - Application will not be processed

\*Remark on Application Status:

#### 1. Incomplete / Unsuccessful - Application will not be processed.

You will NOT be charged for incomplete / unsuccessful application even you may have received notification from the bank of your authorization for payment. If you have repeated unsuccessful attempts, please consider using another browser for your online application. Incomplete / Unsuccessful application will be kept for 3 days, you may continue with this application by choosing 'New Application (or to continue with "Incomplete / Unsuccessful" Application)' in the login page. After uploading your HKID card or passport for identification purpose, you can continue with this application by clicking the Application Number or to start a **New Application**. Once you have proceeded with your new application, the Incomplete / Unsuccessful application will be cancelled. **If you cannot proceed to payment due to "Duplicate Invoice", please start a New Application.**

#### 2. In Progress - Paid, application is being processed.

The normal processing time is 14 working days (excluding Saturday, Sunday and public holidays). For fresh graduates, please refer to Instruction and User Guide for the schedule.

#### 3. Hold - Application is pending due to outstanding fees to University or awaiting the award of the qualification.

Your application is on hold due to

- outstanding fees to University, please contact the Finance and Enterprises Office to settle the outstanding fees; and/or
- your request to wait for the award of the qualification.

#### 4. Done - Document is ready on (date).

Your document is ready. For document to be collected at the Academic Services Office, please bring along your HKID card or passport to collect the document in person during office hours#. In case the document is to be collected by an authorized person, the authorized person as stated on the application is required to present his/her HKID card/passport for verification. For document to be sent by post, it will be sent to the address(es) by ordinary mail or registered post as stated on your application. Longer mailing time is required for overseas addresses and/or during peak seasons in January/February and July/August.

After you have chosen “New Application”, please upload your HKID card or passport in this page.

### Upload Supporting Document

[Graduate Login](#)

#### Section B

Please upload your HKID card or passport for identification purpose.

File size: maximum 1MB;

File format: JPG or PDF;

File name: maximum 80 characters, please save the file name as "<Your University No.>-<document type>", e.g. 2000123456-transcript for our easy reference.

Please select the file and click "Upload and Continue" for uploading the file. In case you have any problem in uploading the file on HKID card or passport, you may close all browsers and login again.

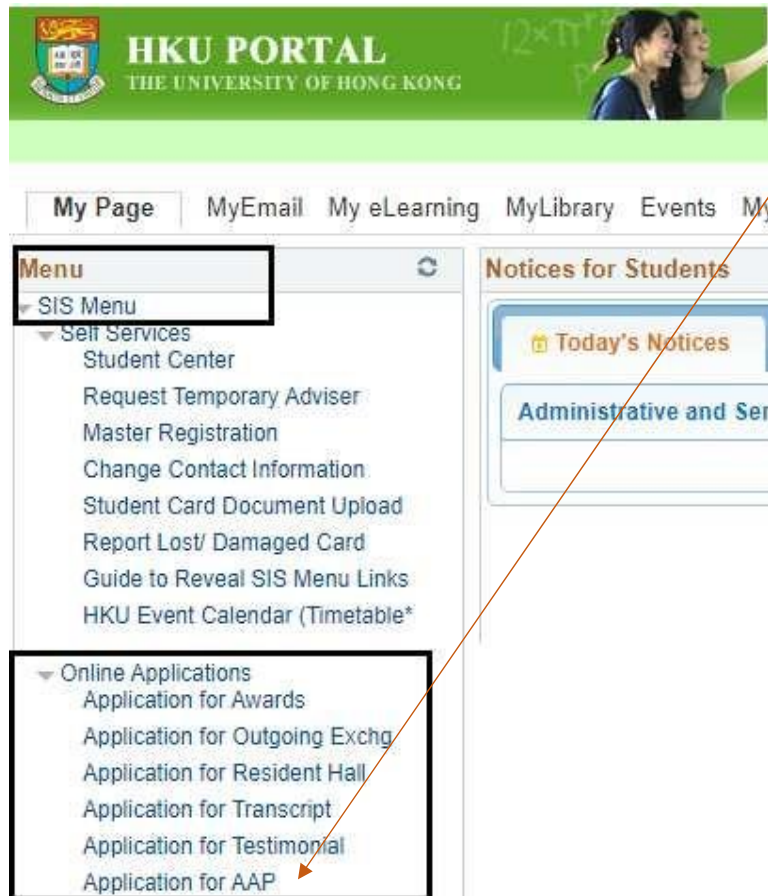
The uploaded file on HKID card or passport will be kept for 4 months for the processing of the application and will be destroyed afterwards.

Upon successful uploading of your HKID card or passport, you will be directed to a new page. Please click the "New Application" button to give the application details.

No file chosen

Please choose a file from your device and click “Upload and Continue” to upload the file.

## FOR CURRENT STUDENTS WHO HAVE LOGGED IN VIA HKU PORTAL ACCOUNT



For current students who have logged in via HKU Portal Account, the online application forms can be found under SIS Menu > Online Applications. Please click “Application for AAP”



**FOR GRADUATES WHO HAVE UPLOADED THE ID DOCUMENT; AND CURRENT STUDENTS WHO HAVE CHOSEN "APPLICATION FOR AAP"**  
**THIS IS THE FIRST PAGE OF APPLICATION, YOU MAY START A NEW APPLICATION, TO CONTINUE WITH INCOMPLETE APPLICATION OR TO VIEW THE APPLICATION RECORD**

Please select the degree curriculum(s) for your AAP application. (The application fee is HK\$50 for one AAP copy for EACH curriculum.)

☐ BEng(CompSc) ←

☐ BBA

Please select the degree curriculum(s)

Please click "New Application" button below to apply for AAP

New Application

Please click to start a new application.

If you have unsuccessful application due to "Duplicate Invoice" (see [page 17](#)), please start a new application.

Application Record

If there is no previous application, the message "No online application received" will be shown

No online application received. If you wish to submit an online application, please click the "New Application" button above to proceed with the online application.

Application Number	Type of Application	Date of Application	Status
	AAP	17:43	In Progress - Paid, application is being processed
	AAP	10:31	Done - AAP is ready on 31-May-2023 00:00
	AAP	17:17	Incomplete / Unsuccessful - Application will not be processed

\*Remark on Application Status:

You may click the application number to continue with previous incomplete application.

**1. Incomplete / Unsuccessful - Application will not be processed.**

You will NOT be charged for incomplete / unsuccessful application even you may have received notification from the bank of your authorization for payment. If you have repeated unsuccessful attempts, please consider using another browser for your online application. Incomplete / Unsuccessful application will be kept for 3 days, you may continue with this application by choosing 'New Application (or to continue with "Incomplete / Unsuccessful" Application)' in the login page. After uploading your HKID card or passport for identification purpose, you can continue with this application by clicking the Application Number or to start a **New Application**. Once you have proceeded with your new application, the Incomplete / Unsuccessful application will be cancelled. **If you cannot proceed to payment due to "Duplicate Invoice", please start a New Application.**

**2. In Progress - Paid, application is being processed.**

The normal processing time is 14 working days (excluding Saturday, Sunday and public holidays). For fresh graduates, please refer to Instruction and User Guide for the schedule.

**3. Hold - Application is pending due to outstanding fees to University or awaiting the award of the qualification.**

Your application is on hold due to

- outstanding fees to University, please contact the Finance and Enterprises Office to settle the outstanding fees; and/or
- your request to wait for the award of the qualification.

**4. Done - Document is ready on (date).**

Your document is ready. For document to be collected at the Academic Services Office, please bring along your HKID card or passport to collect the document in person during office hours#. In case the document is to be collected by an authorized person, the authorized person as stated on the application is required to present his/her HKID card/passport for verification. For document to be sent by post, it will be sent to the address(es) by ordinary mail or registered post as stated on your application. Longer mailing time is required for overseas addresses and/or during peak seasons in January/February and July/August.

The following pages (pages 7 – 18) are demonstration of submitting a new application

[Close Online Application](#)

**The University of Hong Kong  
Online Application for AAP**

If you wish to close the application and to continue at a later stage, click “Close Online Application”

Applicant: XXXXXXXXXX

**Part 1. Method of Collection**

You will be informed via your HKU e-mail when the AAP is ready.

[Despatch by Mail](#)

Please choose the collection method By mail OR Collect in person

AAP will be sent by ordinary mail or registered post as indicated on the application form. If you wish to know more about the two types of mail services, you may visit the Hong Kong Post website:

<https://www.hongkongpost.hk/en/home/index.html>

For overseas addresses, registered post will be sent by regular air mail or surface mail depending on the availability of mail delivery services via Hong Kong Post. You may check the Hong Kong Post website at [https://www.hongkongpost.hk/en/about\\_us/whats\\_new/notices/index.html](https://www.hongkongpost.hk/en/about_us/whats_new/notices/index.html) for the latest update.

Please allow extra mailing time for the AAP to be sent by post. Longer mailing time is required for overseas addresses (especially to the United States and Canada); and/or during peak seasons in January/February and in July/August. **The University accepts no responsibility for any loss or damage to the documents during postal delivery.** To avoid postal error, applicants must give clear and complete addresses of the recipients of the AAP on the application form.

If you are in urgent need of the AAP, please consider collecting the document(s) at the Academic Services Office. In case you have any questions, please send email to [asoffice@hku.hk](mailto:asoffice@hku.hk).

[Collection in Person from the Academic Services Office](#)

[Back to First Page](#)

(Part 2a.) If you have chosen “Despatch by Mail” as the collection method, please fill in the required information in this page.

[Close Online Application](#)

**The University of Hong Kong  
Online Application for AAP**

Applicant: [REDACTED]

**Part 2a. Despatch by Mail**

(The AAP will be sent to you by ordinary mail. If you wish the document to be sent to you by registered post, for the question “Sent by Registered Post” below, please choose “Yes”, and an additional \$20 will be charged per mailing address.)

**Sent by Registered Post, an additional \$20 will be charged per address:** ☐ Yes ☐ No

(Please list below the name and address to which the AAP(s) should be sent)

**Name:**

**Address:**

Please only input the address in English OR Chinese. DO NOT include both languages.

Please input each line with a maximum of 38 characters for English OR 16 characters for Chinese, including spaces and symbols.

- Use abbreviations: such as "Building - Bldg", "House - Hse", "Street - St", "Road - Rd", "Department - Dept", "Room - Rm", "4th floor - 4/F", "Number - No", "Application number 1234 - App 1234", and "Reference number 5678 - Ref 5678"

- Avoid unnecessary symbols, such as °, .

Line 1

Line 2

Line 3

Line 4

Line 5

**Country:**

**Mobile phone number for mail delivery (optional):**

(The phone number will be shown on the envelope)

**Purpose of application:**

(If the award of qualification is required, please mark "Overall results required".)

**No. of AAP(s) to this address:**

1

**Pack the AAP(s) in :**

(If the AAP are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)

**Attachment(s) to be included in AAP(s)\*:**

☐ Yes ☒ No

\*If the AAP is to be sent with a "Request form for AAP" provided by some institutions, please choose "Yes" for the question "Attachment(s) to be included in AAP(s)" and upload this form under Part 3 "Application Summary". Documents other than the "Request form for AAP" will not be accepted.

Take note of the guidelines, especially for long addresses.

**Address:**

Please only input the address in English OR Chinese. DO NOT include both languages.

Please input each line with a maximum of 38 characters for English OR 16 characters for Chinese, including spaces and symbols.

- Use abbreviations: such as "Building - Bldg", "House - Hse", "Street - St", "Road - Rd", "Department - Dept", "Room - Rm", "4th floor - 4/F", "Number - No", "Application number 1234 - App 1234", and "Reference number 5678 - Ref 5678"

- Avoid unnecessary symbols, such as °, .

If you wish to enclose an attachment to your AAP, please choose “Yes” and click “Request form for AAP” for the details.

[Save and Continue](#) (Save this record to your summary of application) [Back](#)

[Cancel and Back to First Page](#)

Click “Save and Continue” to proceed



## The University of Hong Kong Online Application for AAP

Applicant: 

### Part 3. Application Summary

Method of Collection	Name	No. of Copies	Check / Amend
By Registered Post	<span style="background-color: #cccccc; border: 1px solid #000; display: inline-block; width: 60px; height: 15px;"></span>	1	Check / Amend

Request another copy (Despatch by Mail)

Request another copy (Collection in Person)

#### Upload Attachment:

You may upload a new attachment to overwrite the previous attachment if required

瀏覽... 未選擇檔案。

Upload File

Uploaded Attachment: .pdf uploaded at 17:36:45 31-May-2023

Please upload the “Attachment” here if you have chosen “Yes” for “Attachment(s) to be included in AAP(s)”

Once the “Attachment” is successfully uploaded, the upload details will be shown here

### Part 4. Declare AAP Course Component

Please click [here](#) for the Student Guide to declare AAP Course Component. When clicked the icon 'Declare AAP Course Component', you will be directed to the relevant page in your Student Portal and you may make your declaration or update it, if applicable, **until June 29, 2023**.

Declare AAP Course Component

For final year students or fresh graduates of the current academic year, please click and read the “Student Guide” for the “Declare AAP Course Component” function and then click the “Declare AAP Course Component” button to go to the declaration page (see [page 10](#)). You may make your declaration or update it, if applicable, until the specified deadline.

### Part 5. Other Information Required

Please provide the following information

Contact Telephone  
Number: 

This section on “Declare AAP Course Component” is not available to graduates in the past academic years as information on AAP course component has already been finalized.

You will be informed via your HKU e-mail when the document(s) is / are ready.

Save and Continue

Delete Application

Click “Save and Continue” if you have no further amendment to the application

#### Part 4: Declare AAP Course Component

When clicked the button “Declare AAP Course Component” button, you will be directed to the relevant page in your Student Portal and you may make declaration or update it, if applicable.

#### Declare AAP Course Component

University Number: [REDACTED]

Academic Career: Undergraduate Career

Student Career Nbr: 1

Academic Program: Bachelor of Business Administration

Major 1: Major in Marketing

Major 2: Major in Wealth  
Management

Major 3: N/A

Minor 1: N/A

Minor 2: N/A

Minor 3: N/A

Minor 4: N/A

##### ▼ Guideline

###### Note:

1. The enrollment list below includes enrollment records with approved status, except enrollments from previous curricula (if any) and/or those relating to credit transfer and/or advanced standing.
2. If an enrolled course can be used to fulfill more than one major or minor requirement at the same level (i.e. core/compulsory or disciplinary elective), students can declare their choice of which major/minor this particular course should be assigned to.

###### Please note that:

- a. For enrolled courses eligible for double-counting over the allowable 24 credits, students may contact their Faculty to declare which courses should be double-counted.
  - b. Students cannot assign a particular course to their preferred major/minor if an assignment has been made by Faculty; the Faculty has the absolute discretion to override any declaration made by students.
3. Students should contact their Faculty if they have any questions about the course components shown in AAP.

Data are refreshed as of : 22/04/23 12:00PM

Enrollment									Find
	Term	Course Code	Class Nbr	Description	Unit Taken	Official Grade	Assigned Academic Plan (by system)	Override Academic Plan	Override Reason
1	2019-20 Sem 1	BUSI3801	1152	Business law	6.00		Major in Marketing	Major in Marketing	
2	2019-20 Sem 2	STRA4701	3228	Strategic management	6.00		Major in Marketing	Major in Wealth Management	
3	2019-20 Sem 1	MKTG3502	2744	Marketing research	6.00		Major in Marketing	Major in Marketing	

Back to AAP application



Save



Return to Search

If you have made any changes to the AAP Course Component, please click “Save”, otherwise, click “Back to AAP application” to continue with your application.

(Part 2b.) If you have chosen “Collection in Person from the Academic Services Office”, please fill in the required information in this page

Close Online Application

The University of Hong Kong  
Online Application for AAP

Applicant: XXXXXXXXXX

Part 2b. Collection in Person from the Academic Services Office, G-04, Run Run Shaw Building

Purpose of application:

(If the award of qualification is required, please mark "Overall results required".)

No. of AAP(s) to be collected:

Pack the AAP(s) in :

(If the AAP are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)

Attachment(s) to be included in AAP(s):

☒ Yes ☐ No

\*If the AAP is to be sent with a "Request form for AAP" provided by some institutions, please choose "Yes" for the question "Attachment(s) to be included in AAP(s)" and upload this form under Part 3 "Application Summary". Documents other than the "Request form for AAP" will not be accepted.

If you wish to enclose an attachment to your AAP, please choose “Yes” and click “Request form for AAP” for the details.

If you wish to authorize a person to collect the AAP(s) on your behalf, please give details:

Name of the authorized person:

HKID/Passport No:

Save and Continue (Save this record to your summary of application) Back

[Cancel and Back to First Page](#)

Click “Save and Continue” to proceed

**The University of Hong Kong  
Online Application for AAP**

Applicant: XXXXXXXXXX

**Part 3. Application Summary**

Method of Collection	Name	No. of Copies	Check / Amend	Delete
By Ordinary Mail	Academic Services Office	1	Check / Amend	Delete
In Person	Name of the authorized person	1	Check / Amend	Delete

Click "Check / Amend" if you want to check the information you have entered or to make amendments (see next page).

[Request another copy \(Despatch by Mail\)](#)

**Part 4. Other Information Required**

Please provide the following information for your application

Contact Telephone Number:

Personal Email (optional):

You will be informed via your HKU e-mail when the document(s) is / are ready.

[Save and Continue](#)

[Delete Application](#)

Click "Save and Continue" to proceed.

If you click "Delete Application", all saved entries under this application will be removed and this application will NOT be kept in your application record.

[Back to First Page](#)

## Check / Amend the “Method of Collection” in Part 3. Application Summary

### Application for AAP

[Close Online Application](#)

#### The University of Hong Kong Online Application for AAP

Applicant: [REDACTED]

#### Part 3a. Amend Information (Despatch by Mail)

(The AAP will be sent to you by ordinary mail. If you wish the document to be sent to you by registered post, for the question “Sent by Registered Post” below, please choose “Yes”, and an additional \$20 will be charged per mailing address.)

Sent by Registered Post, an additional \$20 will be charged per address: ☒ Yes ☐ No

Application Number : [REDACTED]

Name:

Academic Services Office

Address:

Address 1

Please only input the address in English OR Chinese. DO NOT include both languages.

Address 2

Please input each line with a maximum of 38 characters for English OR 16 characters for Chinese, including spaces and symbols.

Address 3

- Use abbreviations: such as “Building - Bldg”, “House - Hse”, “Street - St”, “Road - Rd”, “Department - Dept”, “Room - Rm”, “4th floor - 4/F”, “Number - No”, “Application number 1234 - App 1234”, and “Reference number 5678 - Ref 5678”

Line 4

- Avoid unnecessary symbols, such as “ . ”

Line 5

Country:

Mobile phone number for mail delivery (optional):

(The phone number will be shown on the envelope)

12345678

Purpose of application:

(If the award of qualification is required, please mark “Overall results required”.)

No. of AAP(s) to this address:

1 ▼

[Close Online Application](#)

#### The University of Hong Kong Online Application for AAP

Applicant: [REDACTED]

#### Part 3b. Amend Information (Collection in Person)

Application Number : [REDACTED]

Purpose of application:

(If the award of qualification is required, please mark “Overall results required”.)

Internship

No. of AAP(s) to be collected:

1 ▼

Pack the AAP(s) in :

(If the AAP are to be packed in individual envelopes, the front of each envelope will be printed “TO WHOM IT MAY CONCERN”.)

ONE single University envelope ▼

Attachment(s) to be included in AAP(s):

☐ Yes ☒ No

\*If the AAP is to be sent with a “Request form for AAP” provided by some institutions, please choose “Yes” for the question “Attachment(s) to be included in AAP(s)” and upload this form under Part 3 “Application Summary”. Documents other than the “Request form for AAP” will not be accepted.

If you wish to authorize a person to collect the AAP(s) on your behalf, please give details:

Name of the authorized person:

Name of the authorized person:

HKID/Passport No:

A123456(7)

[Save and Continue](#)[Back](#)

Please check / amend the information you have previously entered.

Click “Save and Continue” to proceed.



Please check the summary of your application carefully before you proceed to payment

[Instruction and User Guide](#)

**The University of Hong Kong  
Online Application for AAP**

[Close Online Application](#)

Applicant: [REDACTED]

**Part 5a. Application Fee**

Application Number: [REDACTED]  
Curriculum(s) applied for:  
Total no. of AAP(s) applied for:  
Total Fee Payable:

2 (Curriculum(s): BBA, BEng(CompSc))  
4 (No. of copy: 2 x Curriculum(s): 2)  
HK\$ 200

If you wish to close the application and to continue at a later stage, click “Close Online Application”

**Part 5b. Please check that the information is correct before making payment.**

**Despatch By Ordinary Mail**

Name:	Academic Services Office
Address:	Address 1
	Address 2
	Address 3
Country:	Country
Mobile phone number for mail delivery (optional): (The phone number will be shown on the envelope)	123456789
Curriculum(s) applied for:	2 (Curriculum(s): BBA, BEng(CompSc)) (Curriculum(s) applied for under this application will be packed as ONE AAP to this address)
No. of AAP(s) to this address:	1
Purpose of application : (If the award of qualification is required, please mark "Overall results required".)	Internship
Pack the AAP(s) in : (If the AAP are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)	ONE single University envelope
Attachment(s) to be included in AAP(s):	Yes

**Collection in Person from Academic Services Office**

Curriculum(s) applied for: 2 (Curriculum(s): BBA, BEng(CompSc))  
(Curriculum(s) applied for under this application will be packed as ONE AAP to be collected at the Academic Services Office)

No. of AAP(s) to be collected: 1

Purpose of application : Internship  
(If the award of qualification is required, please mark "Overall results required".)

Pack the AAP(s) in : ONE single University envelope  
(If the AAP are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)

Attachment(s) to be included in AAP(s): No

You have authorized a person to collect the AAP(s) on your behalf, details are as follows:

Name of the authorized person: [REDACTED]  
HKID/Passport No: [REDACTED]

[I want to Amend the above information](#)

[Credit Card Payment](#)

[Delete Application](#)

Please click “Credit Card Payment” to proceed.

If you click “Delete Application”, all saved entries under this application will be removed and this application will NOT be kept in your application record.

**The University of Hong Kong  
Online Application for AAP**

Applicant: [REDACTED]

**Part 6. Credit Card Payment (Jetco Payment Gateway)**

Application Number: [REDACTED]  
Type of Application: AAP  
Curriculum(s) applied for: 2 (Curriculum(s): BBA, BEng(CompSc))  
Total no. of AAP(s) applied for: 4 (No. of copy: 2 x Curriculum(s): 2)  
Total Fee Payable: HK\$ 200

To the Registrar:

I hereby authorize The University of Hong Kong to charge **HK\$ 200** to cover the application fee for the AAP(s).

← Please check the payment details and click “Pay” to proceed.

Please click “Back” if you want to go back to the previous page.

\* This electronic payment is securely transmitted to the **JETCO Payment Gateway** directly for transaction authorisation using 128-bit encryption. The University will not receive any information on your credit card. Please read the University's [Privacy Policy Statement](#) and [Personal Information Collection Statement](#). For VISA/MasterCard holder's information, the University of Hong Kong is domiciled in Hong Kong.

Amount: **HKD 200.00**  
Merchant: HKU-ACADEMIC SUPPORT & EXAM SECT  
Invoice Number: [REDACTED]

You will be directed to the payment gateway of the Bank of East Asia.

Please follow the instructions to complete the online payment.

**Press your payment method to pay.**

Card Type

**VISA**



Click "Cancel" to return to your AAP application  
if you want to make amendments

« Cancel, and return to HKU-ACADEMIC SUPPORT & EXAM SECT

You are connected to a Secure Payment Page operated by Joint Electronic Teller  
Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.



Amount: **HKD 200.00**  
Merchant: HKU-ACADEMIC SUPPORT & EXAM SECT  
Invoice Number: [REDACTED]

### Card Information

Enter your card information.

Card Type: **VISA**

Credit Card Number: [ ] - [ ] - [ ] - [ ]

Expiry Date: [MM ▼] [YYYY ▼] Card Verification Number: [ ] [What is this?](#)

**Pay Now**

« Cancel, and return to HKU-ACADEMIC SUPPORT & EXAM SECT

### Visa Secure

This payment website supports Visa Secure.  
You might be redirected to your card issuing bank and required to enter a password for authentication.  
Please contact your card issuing bank for service details.

**VISA**

SECURE

You are connected to a Secure Payment Page operated by Joint Electronic Teller Services Ltd.

Your payment instruction will be securely transmitted to the bank for authorisation.



When you have filled in the required information, please click "Pay Now" to complete the online payment.

Click "Cancel" to return to your AAP application if you want to make amendments.

Do not click the browser's "BACK" button during the payment process as it will result in transaction error.

If you see the following error message, it is not possible to proceed further. Please submit a "New Application".

**Duplicate Invoice. Transaction cancelled. (34)**

Please contact your merchant for any order or payment enquiries.

**The University of Hong Kong  
Online Application for AAP**

Applicant: [REDACTED]

**Part 6b: Credit Card Payment Result**

Application Number : [REDACTED]  
 Type of Application : AAP  
 Date Received : 31-May-2023  
 Status : In Progress - Paid, application is being processed

Successful Payment, please **PRINT** and **KEEP** this Application Summary for your own reference, and close this application [Close Online Application](#)

TRANSACTION TIME :  
 TRANSACTION AMOUNT :  
 TRANSACTION ID :  
 APPROVAL CODE :  
 REFERENCE NUMBER :

**Part 7: Application Summary****Despatch By Ordinary Mail**

Name:	Academic Services Office
Address:	Address 1
	Address 2
	Address 3
Country:	Country
Mobile phone number for mail delivery (optional): (The phone number will be shown on the envelope)	123456789
Curriculum(s) applied for:	2 (Curriculum(s): BBA, BEng(CompSc)) (Curriculum(s) applied for under this app
No. of AAP(s) to be sent:	1
Purpose of application: (If the award of qualification is required, please mark "Overall results required".)	Internship
Pack the AAP(s) in : (If the AAP are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)	ONE single University envelope
Attachment(s) to be included in AAP(s):	Yes

After you have completed the online payment successfully, this application summary is shown, please print or save a copy for your own record. You may click "Back to First Page" and see this application under "Application Record" with the status as "In progress" (refer to [page 6](#)).

If you do not see this page, please check your "Application Record" (refer to [page 6](#)). If the application is "Incomplete / Unsuccessful", please click the "Application Number" to continue with the application. No application fee will be charged for "Incomplete/ Unsuccessful" applications.

**Collection in Person from Academic Services Office**

Curriculum(s) applied for: 2 (Curriculum(s): BBA, BEng(CompSc))  
 (Curriculum(s) applied for under this application will be packed as ONE AAP to be collected at the Academic Services Office)

No. of AAP(s) to be collected: 1

Purpose of application: Internship  
 (If the award of qualification is required, please mark "Overall results required".)

Pack the AAP(s) in : ONE single University envelope  
 (If the AAP are to be packed in individual envelopes, the front of each envelope will be printed "TO WHOM IT MAY CONCERN".)

Attachment(s) to be included in AAP(s): No

You have authorized a person to collect the AAP(s) on your behalf, details are as follows:

Name of the authorized person: Name of the authorized person  
 HKID/Passport No: A123456(7)

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