THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

After obtaining your HKU Portal account details, you should **immediately** log in to HKU Portal (https://hkuportal.hku.hk/) → Self Services → Master Registration to complete your online Master Registration. If you do not complete the online Master Registration, your Student Registration Card cannot be issued and you cannot enroll in any course.

There are 6 pages in the Master Registration form. Pages 1 to 5 are for data input. Page 6 is the confirmation page. After completing each page, press 'Save & Next' to go to the next page. After you have reviewed the information on Page 6, press 'Submit' to confirm the data you have entered. After pressing the 'Submit' button, you will see an acknowledgement page. You may then log out and close all browser windows.

Completing the online Master Registration
Please note the following when you fill in the Registration form:

(a) Personal Particulars – Biographical: University Number (Student ID) and Degree Curriculum
These pre-entered fields are based on your admission records. No changes are allowed.

(b) Name and CC Codes of Chinese Name
You should enter your name as on your Hong Kong Identity Card (HKID Card), Passport, or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (EEP; 往来港澳通行证). The name entered will be used in all official documents issued by the University, such as Student Registration Card, degree diploma, etc. Incorrect entry of the name may create future difficulties for your identity verification.

Enter the CC Codes of your Chinese name as on your HKID Card, if applicable. Otherwise, please leave this field blank. If the Chinese character displayed after entering the CC Code is incorrect, you can click on the 'Name Choices' button to find other choices provided for each Chinese character. If you could not provide the HKID Card as your identity proof when you submit the identity document for processing of Student Registration Card, your Chinese name will NOT be recorded in the University system.

Please refer to 'Guidelines on Completing the Name Field during Online Master Registration' for more details.

(c) HKID Number
If available, enter your HKID Card number carefully. For non-local students, if you have not received your HKID Card (not even a temporary one), please leave this field blank and fill in your Passport number. You should submit a copy of your HKID Card to your Faculty after the Card has been issued. If HKID Card record is missing, your Chinese name (if applicable) will not be recorded in the University system.

(d) Passport Number
Please fill in the number of your Passport / Exit-Entry Permit (EEP; 往来港澳通行证) and 'Issue Country'.

(e) ID No. of Home Country (only for students from Mainland China)
If you are a student from Mainland China, please fill in this field with the national ID from Mainland China. For non-Mainland China students, please leave this field blank.

(f) Place of Residence/Household in Mainland China (only for students from Mainland China)
If you are a student from Mainland China, you **MUST** fill in this field. For non-Mainland China students, please leave this field blank.

(g) Type of Visa/Entry Permit Required to Study in Hong Kong
This section is for you to confirm your local/non-local status. The default status is set according to the information you provided during admission application. If the status shown is no longer accurate, please leave the field untouched and download the 'Form for Update of Local/Non-local Status' to update your status. The completed Form, together with the appropriate supporting documents, should be submitted to your Faculty immediately after your Master Registration.

(h) Place of Permanent Right of Abode
Select the place where you have the legal right of permanent residency.

(i) Country of Legal Nationality
This must be as stated in the Passport you hold. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should select 'Hong Kong (SAR) of PRC' as their Country of Legal Nationality. Only holders of a valid Passport issued by the People's Republic of China should select 'China' as their Country of Legal Nationality.

(j) Parent / Guardian Information
For students under the age of 18 as at September 1 of the admission year, please enter details of your parent / guardian who will complete the Consent Form for you.

(k) Type of Disability
If applicable, please complete as appropriate.

(l) Contact Address (in English)
Please fill in your full address in **Hong Kong** for postal purposes in the three lines provided.

(m) Home Address (in English)
Please fill in your full home address in your home country for postal purposes in the three lines provided. You must clearly state the Country in the address.

(n) Contact Phone Number
Please enter your phone number in Hong Kong.

(o) Hong Kong Mobile Phone Number
(If you do not have a HK mobile phone number yet, please leave it blank first but update it later when available.)
Please enter your 8-digit mobile phone number in Hong Kong without hyphens, brackets, or signs (for example, 5432XXXX). The University will contact you by calling you or sending important SMS messages (e.g. about rescheduling of examinations during bad weather) via this number when necessary.

(p) Home Phone Number
Please enter your home phone number in your home country.

(q) Emergency Contact
Please enter details of a contact person in case of an emergency occurring during your period of study at HKU.

(r) Bank Account Details
You should provide details of your account at one of the local banks so that the University can deposit any scholarships and grants awarded to you. The account name entered should be the same as recorded on your bank statement / passbook.

After Completion of Online Master Registration

1. After submitting the Master Registration form, you can still update your contact information (such as address and phone number) and bank account details via the HKU Portal anytime during your studies.

2. Except the above-mentioned parts, any modification or subsequent changes of personal particulars will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with relevant supporting documents.

3. After completing the Master Registration, you should submit your photograph and identity document for the production of Student Registration Card by uploading the documents via HKU Portal (please refer to 'Online Submission of Identity Document and Photograph for Student Registration Card') / submitting a paper form as required by your curriculum.

4. For non-local students and students using a visa to study in Hong Kong, you should also upload your visa, landing slip, and input the visa expiry date via HKU Portal (please refer to 'Online Submission of Visa, Landing slip and Visa expiry date').

Academic Support and Examinations Section, Registry
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