THE UNIVERSITY OF HONG KONG

Guidelines on Completing the Name Field during Online Master Registration

Your name should be the **SAME** as the one on your Hong Kong Identification Card (HKID) / Passport / Exit-Entry Permit for Travelling to and from Hong Kong and Macau (EEP; 往来港澳通行证). This will be used for all official documents issued by the University. Please do the input carefully.

Surname and Other Name
'Surname' is your family name, and 'Other Name' is your given name. They should be the same (including the spacing) as on your HKID / Passport / Exit-Entry Permit.
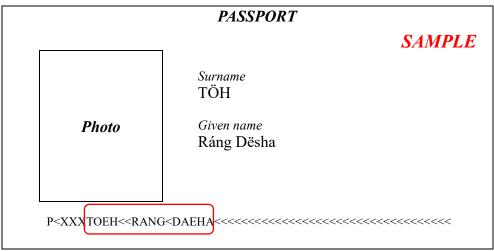
Chinese Name in Chinese Commercial (CC) Code
Input the CC Codes as on your HKID, and choose the correct Chinese characters. If you cannot find an appropriate character, please follow the instructions given on the Master Registration page to report it to the Academic Support and Examinations Section.

Non-English Characters
Non-English characters (e.g. European or Arabic characters) should be inputted based on HKID or the transliteration used in the machine-readable zone in the passport at the bottom of your data page.

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

Academic Support and Examinations Section, Registry
April 2025