

THE UNIVERSITY OF HONG KONG

Online Submission of Identity Document and Photograph for Student Registration Card

After completing the online Master Registration, you should submit your identity document and photograph online via HKU Portal (<https://hkuportal.hku.hk>) → SIS Menu → Self Services → Student Card Document Upload to process your Student Registration Card. For RPG students, you will only be able to log in to the Student Card Document Upload Platform after you have physically reported your arrival at HKU.

Please upload the following documents to the HKU Portal:

1. Identity Document

A clear copy of ONE of the following documents proving your identity:

- Hong Kong Identity Card (HKID Card)
- Temporary HKID Card (Acknowledgment of Application for Hong Kong Identity Card)
- Exit-Entry Permit for Travelling to and from Hong Kong and Macau (EEP; 往来港澳通行证)
- Passport that contains your English name

The file must be in JPG format. Only the side with the holder's personal particulars and photograph is required. For students with Chinese name, **your Chinese name will only be recorded in the University system upon provision of (temporary) HKID Card as identity proof.**

2. Photograph

A recent colored photograph of yourself taken within the last 6 months to reflect your current appearance. The photograph should meet the following specifications:

- It must show a full-face view directly facing the camera with clear facial features and without head coverings (e.g. hats or caps). Sunglasses are not acceptable.
- It must have a plain background with only one color.
- It must be in JPG format with size between 100KB to 1MB and ratio of width: height = 4:5.

Your uploaded photograph will be used throughout all the academic years until you have completed your current programme and graduated.

You will receive an email notification at your HKU Portal email account after you have successfully submitted the above-mentioned documents. If you do not receive the email notification, please check if you have completed the submission by re-visiting the online submission platform, and check if all the fields have been locked. If you can still make changes to the fields or upload files again, your previous submission was not successful. In such case, please check the file size and file type before re-submission of the documents.

Please note that the identity document and photograph must be submitted together and only ONE submission is allowed for each student. All documents submitted will be used for the production of Student Registration Card and administrative purposes at the University. Please read the instructions carefully online as you will not be able to modify or delete the documents once uploaded. If inappropriate or poor-quality image is uploaded, you will receive an email for re-submission. Please follow the instructions in the email and re-upload your identity document and photograph through the online submission platform.

An email will be sent to your HKU Portal email account to inform you of the collection date and venue when your Student Registration Card is ready for collection from late August. Please come **IN PERSON** according to the prescribed date(s), time and venue for collection of your Student Registration Card. Please bring along all documents mentioned in the email.