

# Hang Seng Management College

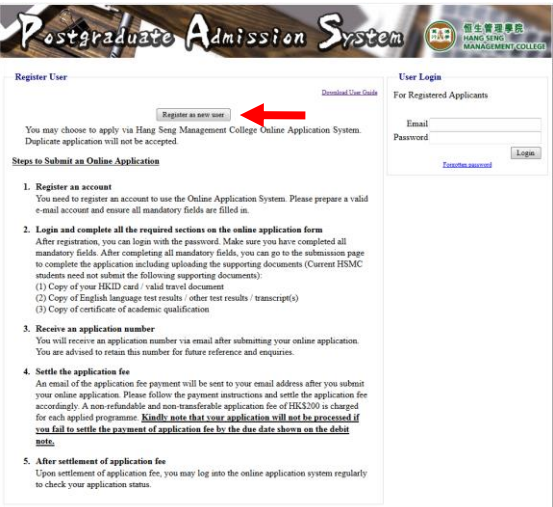

## Postgraduate Admission System


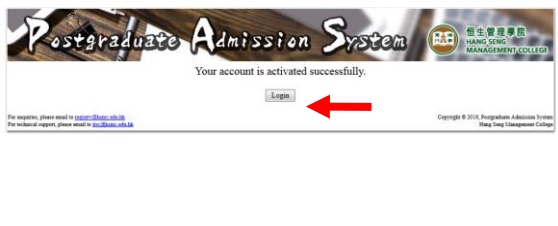
Version 1.0.2

### User Guide

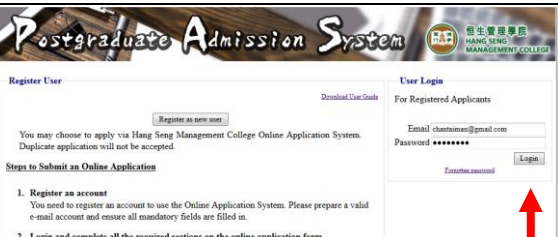
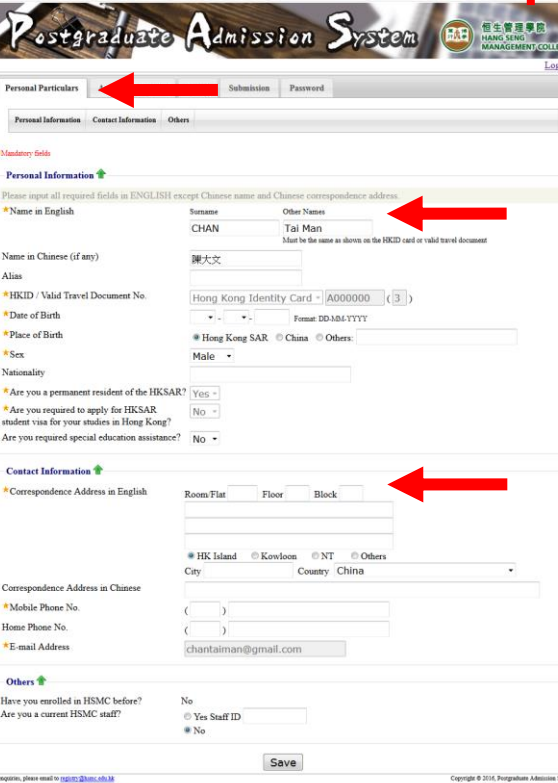
Welcome to the Online Application System. Our admission officers will reply you as soon as possible.

### Step 1 - Registration

Steps	Diagram
<p>1. Open an Internet browser, and type the following address: <a href="http://registration.hsmc.edu.hk/pga/">http://registration.hsmc.edu.hk/pga/</a></p> <p>You will see the Online Application System as shown in the right. Read the instruction. Click the "<u>Register as a new user</u>" button to register.</p>	 <p><b>Register User</b></p> <p><a href="#">Register as new user</a> (indicated by a red arrow)</p> <p>You may choose to apply via Hang Seng Management College Online Application System. Duplicate application will not be accepted.</p> <p><b>Steps to Submit an Online Application</b></p> <ol style="list-style-type: none"><li><b>1. Register an account</b> You need to register an account to use the Online Application System. Please prepare a valid e-mail account and ensure all mandatory fields are filled in.</li><li><b>2. Login and complete all the required sections on the online application form</b> After registration, you can login with the password. Make sure you have completed all mandatory fields. After completing all mandatory fields, you can go to the submission page to complete the application including uploading the supporting documents (Current HSMC students need not submit the following supporting documents): (1) Copy of your HKID card / valid travel document (2) Copy of English language test results / other test results / transcript(s) (3) Copy of certificate of academic qualification</li><li><b>3. Receive an application number</b> You will receive an application number via email after submitting your online application. You are advised to retain this number for future reference and enquiries.</li><li><b>4. Settle the application fee</b> An email of the application fee payment will be sent to your email address after you submit your online application. Please follow the payment instructions and settle the application fee accordingly. A non-refundable and non-transferable application fee of HK\$200 is charged for each applied programme. <b>Kindly note that your application will not be processed if you fail to settle the payment of application fee by the due date shown on the debit note.</b></li><li><b>5. After settlement of application fee</b> Upon settlement of application fee, you may log into the online application system regularly to check your application status.</li></ol> <p><b>User Login</b></p> <p>For Registered Applicants</p> <p>Email: _____ Password: _____ <a href="#">Forgot password</a> <a href="#">Login</a></p>
<p>2. You see the User Registration page.</p> <p>Fill in the information, type in the verification code, and then click the "Register" button.</p>	 <p><b>User Registration</b></p> <p><b>Personal Particulars ( * Mandatory fields)</b></p> <p>* Name in English: Surname _____ Other Names _____ (Must be the same as shown on the HKID card or valid travel document)</p> <p>Name in Chinese (if any): _____</p> <p>* HKID / Valid Travel Document No.: _____ Hong Kong Identity Card ( )</p> <p>* Are you a permanent resident of the HKSAR? _____</p> <p>* Are you required to apply for HKSAR student visa for your studies in Hong Kong? _____</p> <p>* E-mail Address: _____ Please give a valid email for your account login purpose.</p> <p>Verify E-mail Address: _____</p> <p>Password: _____ (At least 6 characters and not all numbers)</p> <p>Verify Password: _____</p> <p><a href="#">Register</a> <a href="#">Return</a> (indicated by a red arrow)</p>

<p>3. Congratulations! You have successfully registered to use the system. An email is sent to your account. Check your email account for the activation message.</p> <p>Click the "activation" link to confirm your registration.</p>	
<p>4. The browser will be opened, and a web page confirms that you have activated your account successfully. Click "Login" to fill in the Online Application Form.</p>	

## Step 2 - Fill in the Application

<p>5. In the front page, type your "Email" "Password" and click the "Login" button</p>	
<p>6. You see the Online Application Form. It is divided into two parts:</p> <ul style="list-style-type: none"> <li>✧ Personal particulars</li> <li>✧ Application Details</li> </ul> <p>Fill in the personal particulars accordingly.</p> <p>Click "Save" to continue.</p>	

7. You can now fill in the Application Details.

- ✧ Choices of Study
- ✧ Academic Qualifications
- ✧ ... And so on

You can also upload your supporting documents (e.g. identity card, certificates and public examination results).

When finish, click "Save" to continue.

**Postgraduate Admission System** 香港管理學院 HANG SENG MANAGEMENT COLLEGE

Personal Particulars **Application Details** [My Record](#) [Logout](#)

Choices of Study Academic Qualifications English Language / Other Test Results Work Experience Professional Qualifications Supporting Documents

Supplementary Information

**Choices of Study**

Please indicate your programme choices below.  
An application fee of \$200 is charged for each programme.

Choice:  Programme Title:  Mode of study:

Note: Applicant cannot apply for different study modes in the same programme.

**Academic Qualifications**

Please list out all academic qualifications (the highest qualification first).

Date of Attendance From (mm/yyyy)	To (mm/yyyy)	Institution Attended/Attending	Country	Programme Title	Mode of study	Date of Award (mm/yyyy)	Honours	Cumulative GPA/Average Mark
- / - /	- / - /				Full-time	- / - /	-	out of
- / - /	- / - /				Full-time	- / - /	-	out of
- / - /	- / - /				Full-time	- / - /	-	out of

**English Language / Other Test Results**

Examination	Year of Attempt	Results
Test of English as a Foreign Language (TOEFL)	YYYY / - / -	Test taking: <input type="text"/> Total Score: <input type="text"/> Speaking: <input type="text"/> Listening: <input type="text"/> Reading: <input type="text"/> Writing: <input type="text"/>
International English Language Testing System (IELTS)	YYYY / - / -	Overall: <input type="text"/> Listening: <input type="text"/> Reading: <input type="text"/> Writing: <input type="text"/> Speaking: <input type="text"/>
College English Test-Band 4 (CET-4)	YYYY / - / -	Total Score: <input type="text"/>
Test for English Majors Band 4	YYYY / - / -	Total Score: <input type="text"/>
HKALE - Use of English	YYYY	Grade: <input type="text"/> Component Grade: <input type="text"/>
HKDSE - English Language	YYYY	Grade: <input type="text"/> Component Grade: <input type="text"/>

Please enter the name of examination:  YYYY / - / - Total Score (e.g., 3.6 out of e.g., 4.0)

**Add examination**

**Professional Qualifications**

Professional Qualification	Date Qualified (mm/yyyy)	Awarding Institution	Country
- / - /	- / - /		
- / - /	- / - /		
- / - /	- / - /		

**Work Experience**

Please list your current job first.

Date of Employment From (mm/yyyy)	To (mm/yyyy)	Name of Company	Position	Full-time/Part-time
- / - /	- / - /			Full-time
- / - /	- / - /			Full-time
- / - /	- / - /			Full-time

**Supporting Documents**

You may upload either JPEG image or PDF document files. Each JPEG image file must be at least 200 dpi, and no more than 2 MB. Please make sure the uploaded image/document is in upright position and high quality.

Required supporting documents include:  
1. Copy of your HKID card / valid travel document  
2. Copy of English language test results / other test results / transcript(s)  
3. Copy of certificate of academic qualification

Document	Document Year / File Name	Document Size	Upload Time
--- Please select the document ---	<input type="text"/>	<input type="text"/>	<input type="text"/>

**Supplementary Information**

Please provide information which you feel will be of interest to the selection panel.

**How did you learn about the programmes?**

Programme Prospectus/Leaflet     College webpage     Radio Programme  
 Referrals by Friends/Teachers/Relatives     HSSC/HSMC Alumni     Online Media  
 College Talk     Newspaper or Magazine     Banner  
 Admission Seminar     Exhibition     Others, please specify:

**Save** **Back**

For assistance, please email to [enquiry@hsmc.edu.hk](mailto:enquiry@hsmc.edu.hk)  
For technical support, please email to [it@hsmc.edu.hk](mailto:it@hsmc.edu.hk)

Copyright © 2014, Postgraduate Admission System, Hang Seng Management College

## Step 3 - Verify and Submit Application

8. You can now verify your information.

If you find anything wrong, you may go back and edit the pages:

- ✧ Personal Particulars
- ✧ Application Details.

You can also print a copy of your form.

Finally, click "Confirm" to continue.

Choice	Programme Title	Mode of study
1	Master of Arts in Translation (Business and Legal)	FT

9. Please read Authorization and Declaration in detail. Please note that once you submitted your application, you are only allowed to amend the contact information (except email address), public examination results and upload supporting documents.

Click "Agreement Box" and then click "Submit" to continue.

1. I authorize the Hang Seng Management College (below "the College") to use my data to carry out checks on my application for admission and records of my previous studies in this College and other institutions.

2. I have noted, understood and agreed that once I submit my application, I am allowed to amend the contact information (except email address), update academic qualifications and upload the supporting documents ONLY. For other changes, I need to inform the Registry in writing.

3. I DECLARE that all information given in support of this application is true, accurate and complete. I am aware that the College reserves the right to disqualify my application at any time if the information provided is found unauthentic / misleading.

4. I understand that all information provided will be used in the admission exercise. Upon my enrolment in the College, the provided data will become part of my student record and will be used for academic, administrative, alumni affairs, statistical, institutional communication and research purposes of the College. The data will only be accessible by relevant personnel and myself and be kept strictly confidential. Unsuccessful applications and supporting documents will be destroyed after the exercise.

5. I understand that I may have to provide additional information or documentary proof in support of my application according to the request from the College.

6. I understand that original certificates in support of the qualifications listed in the application will be required for verification upon request by the College. Applicants who fail to produce these documents for verification will result in disqualification of their applications for admission and subsequent enrolment in the College.

7. I understand that the College reserves the right to suspend admission of a programme if it is under-enrolled.

8. I have noted, understood and agreed that under the provisions of the Personal Data (Privacy) Ordinance, I have the right to request access to, and correction of, my personal data. Should I wish to access my data or make corrections, I need to submit my request(s) in writing to Registry of the College(registry@hsmc.edu.hk).

I have read and accepted the above mentioned authorization and declaration.

10. Congratulations! You have submitted your application. Please keep your Application Number for future reference. You may click the link to [View and Print your application](#)

Click "Continue" to leave.

Thank you for applying to our programme(s).

An email of the application fee payment has been sent to your email address. Please follow the payment instructions and settle the application fee accordingly. A non-refundable and non-transferable application fee of HK200 is charged for each applied programme. You can check the payment status via this link: <http://localhost/pgs> by inserting your email address and password **Your application will not be processed if you fail to settle the payment of application fee by the due date shown on the debit note.**

You are able to amend / update your contact information (except email address), update your academic qualifications or upload the supporting documents after submission. For other changes, please contact Registry directly in writing (Email: [registry@hsmc.edu.hk](mailto:registry@hsmc.edu.hk) ; Fax: (852) 3963-5553)

Required supporting documents include:

1. Copy of your HKID card / valid travel document
2. Copy of English language test results / other test results / transcript(s)
3. Copy of certificate of academic qualification

Eligible applicants will be notified of written test/interview arrangement(if any) in due course via email and/or by phone. Should you have any queries, please contact us at 3963-5555. Thank you for your attention.

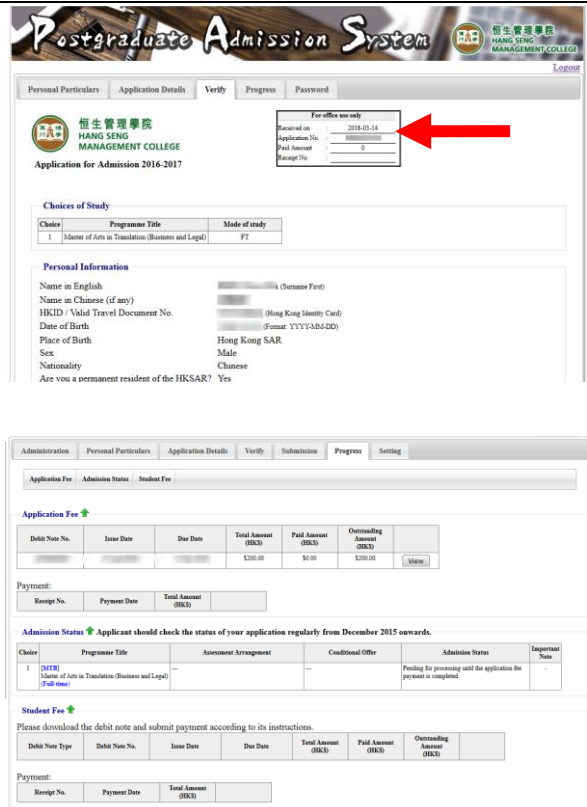
**Application**

Application No.: [REDACTED]  
 Name in English: [REDACTED] (Surname First) Hong Kong ID: [REDACTED]

[View and Print your application](#)

Continue 

11. In future, you may login again to view your submission and application processing status.



**Postgraduate Admission System** 恒生管理學院 HANG SENG MANAGEMENT COLLEGE

Personal Particulars Application Details Verify Progress Password Logout

For office use only  
 Received on: 2016-03-14  
 Application No.: [REDACTED]  
 Paid Amount: [REDACTED]  
 Receipt No.: [REDACTED]

**Choices of Study**

Choice	Programme Title	Mode of study
1	Master of Arts in Translation (Business and Legal)	FT

**Personal Information**

Name in English: [REDACTED] (Surname First)  
 Name in Chinese (if any): [REDACTED]  
 HKID / Valid Travel Document No.: [REDACTED] (Hong Kong Identity Card)  
 Date of Birth: [REDACTED] (Format: YYYY-MM-DD)  
 Place of Birth: Hong Kong SAR  
 Sex: Male  
 Nationality: Chinese  
 Are you a permanent resident of the HKSAR? Yes

Administration Personal Particulars Application Details Verify Submission Progress Setting

Application Fee Admission Status Student Fee

**Application Fee**

Debit Note No.	Issue Date	Due Date	Total Amount (HK\$)	Paid Amount (HK\$)	Outstanding Amount (HK\$)
[REDACTED]	[REDACTED]	[REDACTED]	1200.00	0.00	1200.00

Payment:  
 Receipt No. Payment Date Total Amount (HK\$)

**Admission Status** Applicant should check the status of your application regularly from December 2015 onwards.

Choice	Programme Title	Assessment Arrangement	Conditional Offer	Admission Status	Important Note
1	MATB (Master of Arts in Translation (Business and Legal) (Full time))	-	-	Pending for processing until the application fee payment is completed.	-

**Student Fee**

Please download the debit note and submit payment according to its instructions.

Debit Note Type	Debit Note No.	Issue Date	Due Date	Total Amount (HK\$)	Paid Amount (HK\$)	Outstanding Amount (HK\$)
[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]	[REDACTED]

Payment:  
 Receipt No. Payment Date Total Amount (HK\$)