



Admissions Procedures

of Self-financing Undergraduate Programmes (Year-1 Entry) ^{1, 2, 3}

(This factsheet is updated as of May 2026. Please refer to the latest announcement on [HSUHK Admissions Website](#).)

(A) Conditional Offer Holders

15 July 2026 (Wed) Before 4:00pm	<ol style="list-style-type: none"> 1. Claim conditional offer or make request for reconsideration via HSUHK Undergraduate Application System (UAS); 2. Upload the public examination result slip and insert the results; 3. Fulfil conditional offer criteria: Upon verification of the fulfilment of conditional offer criteria, you will be notified via email of downloading admission offer letter, Important Notes to New Students, Factsheet of NMTSS Application Procedures, etc. in the UAS. Fail to fulfil conditional offer criteria: May have a chance to receive email and SMS message for admission offer.
20 July 2026 (Mon) Before 12:00nn	<ol style="list-style-type: none"> 4. Follow the payment instructions as stated on the debit note and pay the enrolment deposit of HK\$5,000[^] to accept the offer.

Step 1. Claim Conditional Offer / Make Request for Reconsideration (Before 4:00pm on 15 July 2026)

Fulfil conditional offer criteria

Click **“Claim Conditional Offer”** under “Progress” tag via [HSUHK Undergraduate Application System](#).

Fail to fulfil conditional offer criteria

Process the application at HSUHK campus[#] in person, OR
Click **“Request Reconsideration”** under “Progress” tag via [HSUHK Undergraduate Application System](#).

The screenshot shows the HSUHK Undergraduate Application System (UAS) interface. The 'Progress' tab is selected and highlighted with a red box and arrow. Below the navigation tabs, there are sections for 'Application Fee' and 'Payment'. The 'Application Fee' table shows columns for Debit Note No., Issue Date, Due Date, Total Amount (HK\$), Paid Amount (HK\$), Outstanding Amount (HK\$), and Payment Method. The 'Payment' section includes a table for Receipt No., Payment Date, and Total Amount (HK\$). Below these, the 'Admission Status' section contains a table with columns for Choice, Programme Name, Assessment Arrangement, Conditional Offer, Admission Status, and Important Notes. The 'Conditional Offer' column for choice 1 contains the text: 'Congratulations! You have a conditional offer from this programme. [Click to view offer] Kindly note that you are not required to settle the enrolment deposit at the current stage.' Below this text, the 'Claim Conditional Offer' button is highlighted with a red box and arrow, and the 'Request Reconsideration' button is visible below it.

Step 2. Upload Examination Result Slip (Before 4:00pm on 15 July 2026)

Please follow the instructions and click **“Upload”** to upload the required documents, for example the [HKDSE Examination Results Notice](#). Please make sure the documents should (be):

1. clearly show the applicant’s name and results of all subjects;
2. in A4-size;
3. in Adobe PDF format.

The screenshot shows a modal window titled 'Claim Conditional Offer' overlaid on the UAS interface. The modal contains instructions: 'Please upload all pages of the official transcript with proof of programme completion / result slip as stated on the conditional offer letter.' Below the instructions, there are 'Guidelines to note:' which state: '- You are only allowed to upload ONCE.' and '- Please combine all document(s) in ONE PDF file and ensure that your uploaded document is in full document size / A4-size, upright position and high resolution.' At the bottom of the modal, there is an 'Upload' button highlighted with a red box and arrow. To the right of the button, it says 'Maximum number of file: 1' and 'Maximum file size: 9 MB'. The background shows the 'Admission Status' section of the UAS interface.



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(A) Conditional Offer Holders (Con't)

Step 3. Download Admission Offer Letter

Fulfil conditional offer criteria

Upon receipt of required documents and verification of your fulfilment of conditional offer criteria, a notification email will be sent to you. Please download from the [UAS](#) the admission offer letter, Important Notes to New Students, Factsheet of NMTSS Application Procedures, etc., by clicking:

- Click to view offer
- Important Notes to New Students
- Factsheet of NMTSS Application Procedures

Fail to fulfil conditional offer criteria

Follow the above download procedures once received email and SMS for successful admission.

The screenshot shows the application portal interface. At the top, there are tabs for Personal Particulars, Application Details, Other Information, Verify, Progress, Subsidy, and Password. The 'Progress' tab is selected and highlighted with a red box and arrow. Below the tabs, there are sections for 'Application Fee' and 'Admission Status'. The 'Admission Status' section contains a table with columns: Choice, Programme Name, Assessment Arrangement, Conditional Offer, Admission Status, and Important Notes. The 'Admission Status' column shows 'Offer Accepted' with a 'Click to view offer' button. The 'Important Notes' column contains a link to 'Important Notes to new students' and a link to 'Factsheet of NMTSS Application Procedures'. Red arrows point to these elements.

Step 4. Pay Enrolment Deposit[^] (Before 12:00nn on 20 July 2026)

- Click “Debit note and other payment methods” under the “Student Fee” section to download the debit note;
- Follow the instructions as stated on the debit note, and settle the deposit payment of HK\$5,000[^] on or before the stipulated due date; and
- Upload the payment receipt.
- Please be well aware that the conditional offer will lapse if applicants fail to claim the conditional offer and settle the enrolment deposit by the stipulated due date.

The screenshot shows the 'Student Fee' section. It includes a table with columns: Debit Note Type, Debit Note No., Issue Date, Due Date, Total Amount (HK\$), Paid Amount (HK\$), Outstanding Amount (HK\$), Payment Method, and Upload Payment Receipt. The 'Outstanding Amount' is \$5,000.00. Below the table, there is a section for 'Payment Method' with a link to 'Debit note and other payment methods' and a button for 'Upload receipt'. Red arrows point to these elements.



^ Refund Procedures of Enrolment Deposit for Local Applicants

Eligibility

Under normal circumstances, the enrolment deposit is non-refundable and non-transferable.

Enrolment deposit refund is only applicable to the following situations:

1. Year-1 admittee of HSUHK undergraduate programme in September 2026 entry and settled the enrolment deposit; AND
2. Accepted Year-1 offer of the following programme via JUPAS⁴ and settled the acceptance fee:
 - 2.1 a full-time **UGC-funded** undergraduate programme; OR
 - 2.2 an undergraduate programme subsidised under **Study Subsidy Scheme for Designated Professions / Sectors**

Online Refund Application

1. Refund applications can be submitted starting from 5 August 2026 via [HSUHK Undergraduate Application System](#).
2. Details will be listed in the “Important Notes to New Students” which will be given with admission offer letter, and can be downloaded via [HSUHK Undergraduate Application System](#).
3. Refund applications will only be processed upon receipt of the completed application AND supporting documents.
4. Refund applications should be submitted on or before the deadlines below. Late applications WILL NOT be processed.
 - 12:00nn, 7 August 2026 (for applicants with JUPAS main round offer)
 - 12:00nn, 24 August 2026 (for applicants with JUPAS offer based on rechecking and remarking results)
 - 12:00nn, 27 August 2026 (for applicants with JUPAS clearing round offer)
5. An administrative fee of HK\$500 will be deducted from the enrolment deposit.

General Information

HSUHK Undergraduate Application System	https://registration.hsu.edu.hk/oap
HSUHK Admissions Website	https://admission.hsu.edu.hk/
Email	ugadmission@hsu.edu.hk (You are strongly advised to contact us by email)
Telephone	(852) 3963 5710



HSUHK
Undergraduate
Application System



HSUHK
Admissions Website

1. The admission procedures stated in this factsheet are applicable to:
 - 1.1 Local applicants possessing HKDSE qualification; or
 - 1.2 Local applicants possessing non-HKDSE qualifications, e.g. IBDP, GCE A-Level, SAT, etc.
2. The dates and arrangement mentioned in this factsheet are subject to change. Please refer to the latest announcement on [HSUHK Admissions Website](#).
3. Please complete the online application by uploading the identification document and public examination result slip to [HSUHK Undergraduate Application System](#) as soon as possible in case that you are not able to come to HSUHK campus in person. Applications will be processed upon receipt of the completed application and application fee.
4. Undergraduate programmes offered by The Hong Kong Metropolitan University, Hong Kong Shue Yan University, etc. are self-financing programmes which are not eligible for refund. Please visit www.ipass.gov.hk for details.