

# Postgraduate Admissions System User Guide

## **Graduate School**

Website: <https://gs.hkysu.edu/>

Email: [gs@hkysu.edu](mailto:gs@hkysu.edu)

## **Computing Services Centre**

Website: <https://csc.hkysu.edu/>

Email: [csc@hkysu.edu](mailto:csc@hkysu.edu)



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# Login Page and New Registration

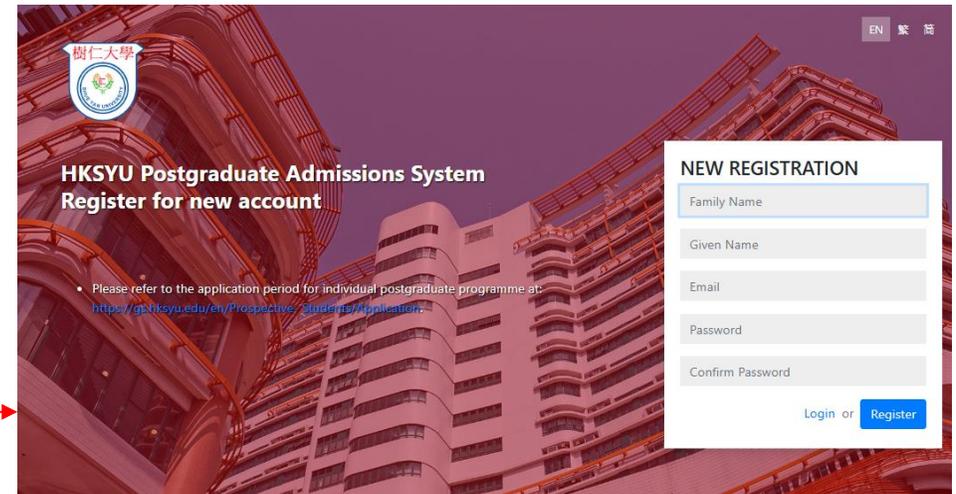
Postgraduate Admissions System is located at: <https://postgraduate-admission.hksyu.edu/>

## Login Page

Please click the “Register” button to create an account for the first-time application.  
If you already have an account, please choose “Login”.

## New Registration

Please fill in the required information before you click the “Register” button  
**The University communicates with applicants mainly by email, please ensure your email address is correct and valid.**



# Registration Successful

## Verification E-mail

You will receive a verification email from the Graduate School after registering an account. Please click the link in the email to activate your account.

[HKSYU] Account Activation - Online Application for Postgraduate Admissions



No Reply <no-reply@hksyu.edu>  
To: [REDACTED]  
Cc: no-reply@hksyu.edu



(中文版本在英文版本之後)

To: [REDACTED]  
From: Graduate School, Hong Kong Shue Yan University

Welcome to the HKSYU Online Application for Postgraduate Admissions. You can now activate your new account by clicking on the following link:

[https://postgraduate-admission.hksyu.edu/en/account.activate?t=\[REDACTED\]](https://postgraduate-admission.hksyu.edu/en/account.activate?t=[REDACTED])

For enquiries, please contact us at: [csc@hksyu.edu](mailto:csc@hksyu.edu)

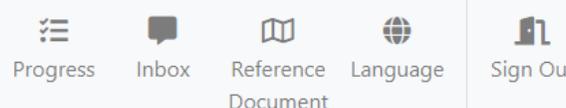
This is an automatically generated e-mail. Please do not reply to this email.

## Registration Successful

You will be directed to the Postgraduate Admissions System automatically after clicking the activate link. Please click "Start My Application" to proceed.



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♥ **Welcome!** Your account is now ready. Please proceed further for your application.

Start My Application



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# Start My Application

Before choosing your programme choice, you are required to answer few questions to confirm whether you are local/non-local applicant. For definition of local or non-local applicant, please refer to: <https://www.jupas.edu.hk/en/page/detail/3670/>

Start My Application

Do you have Hong Kong Identity Card ? \*

I am a... \*

✓ Local Student

My nationality is ... \*

I am a... \*

✓ Non-local Student

My nationality is ... \*

# Programme Choices

You can only choose 1 postgraduate programme per application. If you wish to apply for more than 1 postgraduate programme, please submit another new application. Application fee is HK\$200 (Local applicant) / HK\$650 (Non-local applicant).

After choosing the programme, please click “Next” and double check if the selected programme choice and study mode is correct.

The image illustrates the application process through three stages:

- Programme Choice:** A list of programmes is shown, categorized into Full-time and Part-time. Under Full-time, there are Research Postgraduate Programmes (various Doctor of Philosophy and Master of Philosophy degrees) and Taught Postgraduate Programmes (various Master of Science and Master of Social Sciences degrees). Under Part-time, there is one Doctor of Psychology in Counselling Psychology.
- Confirmation:** A summary screen shows the selected programme:  Master of Social Sciences in Psychology and  Master of Social Sciences in Play Therapy. A "Next" button is circled in red.
- Confirmation Dialog:** A modal dialog box asks: "Are you applying for the following programme?" with the selected programme "Master of Social Sciences in Counselling Psychology" and "Study Mode: Full-time" highlighted in red. Buttons for "確定" (Confirm) and "取消" (Cancel) are visible.



# Application Detail

The fields with “\*” are compulsory. You are not allowed to move on if you leave the compulsory fields empty.

Programme applied for: Master of Social Sciences in Counselling Psychology  
Study Mode: Full-time

China - Hong Kong

**Contact Information**

**Address \***

**Contact Number (1)**

Country Code \* 852 Phone #

Email Address (1) \*  Email Address (2)

**Others Information**

**HKID Card Number \***

e.g. A123456(7), please enter A1234567

Do you need to apply for a student visa or entry permit for entering Hong Kong for educational purposes? \*

Yes  No

# Referees

Applicants are required to invite **TWO** referees to complete the Confidential References. Please contact your proposed referees and provide their contact information under the “Referees” section. Please also ensure that the email addresses are entered correctly.

### Referees

☐ Referees \*

Name / Relationship with Applicant	Company/Institution / position	Address	Contact Phone Number / Email <small>(Please enter the institutional contact information of your referee (e.g. university/office email and phone no.))</small>
Name * <input type="text"/>	position * <input type="text"/>	Address * <input type="text"/>	Contact Phone Number * <input type="text"/>
Relationship with Applicant * <input type="text"/>	Company/Institution * <input type="text"/>		Email * <input type="text"/>
Name * <input type="text"/>	position * <input type="text"/>	Address * <input type="text"/>	Contact Phone Number * <input type="text"/>
Relationship with Applicant * <input type="text"/>	Company/Institution * <input type="text"/>		Email * <input type="text"/>

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# Submit the application

Before submitting the application form, please double check if you have correctly input the required data and uploaded the required documents.

## Declaration \*

- ✓ 1. I declare that the information and documents given in support of my application is accurate and complete. I understand that making, submitting or using any false instrument (including forged documents) are serious criminal offences under the Crimes Ordinance (Cap. 200 of the laws of Hong Kong). I also understand that any false information will disqualify my application for admissions and enrolment in Hong Kong Shue Yan University.
- 2. I declare that I have never offered any advantage to any HKSJU staff, officer, employee and/or any person involved in the admission process at Hong Kong Shue Yan University. I understand that it may commit serious criminal offences under Prevention of Bribery Ordinance (Cap. 201 of the laws of Hong Kong), which is punishable by imprisonment.
- 3. I understand that other than the application fee, I am not required to pay any additional fees during the application process. I also understand that any fees paid for this application are not refundable or transferable.
- 4. I authorize Hong Kong Shue Yan University to use and verify my personal data (including photocopies submitted) in this form for all types of processing relevant to my application.
- 5. I agree that Hong Kong Shue Yan University reserves the right of final decision in admissions and enrolment.
- 6. I hereby declare that I have read and agree with all regulations and terms for this application.

## Signature of Applicant \*



## Source of Information

### Source of Information \*

[Website](#)

Submit

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# Settling the Application Fee

After successfully submitting an application, you will receive an email showing your application number and payment procedures.

Please login the application system again and go to the “My Progress” page to settle the payment by clicking the “Pay Now” button.

[HKSJU] Postgraduate Admissions – Application fees (HKSJU App No.: [REDACTED])



No Reply <no-reply@hksyu.edu>  
To: [REDACTED]  
Cc: no-reply@hksyu.edu



Sun 22/12/2024 09:56

To: [REDACTED]  
From: Graduate School, Hong Kong Shue Yan University

**HKSJU Postgraduate Admissions Application No.:** [REDACTED]

Thank you for submitting your application for postgraduate admissions. Your application number is [REDACTED]

Please login the application system at <https://postgraduate-admission.hksyu.edu> to settle the non-refundable application fee by the stipulated due date which will be shown on the “My Progress” page. Please be reminded that unpaid application will not be processed!

Should you have any enquiries, please do not hesitate to contact us at Tel: 2104-8270 or Email: [mcounpsy@hksyu.edu](mailto:mcounpsy@hksyu.edu).

This is an automatically generated e-mail. Please do not reply to this email.

## My Progress

### Pay Application Fee

Pay Now

# [REDACTED]  
Payment Due Date : 2024-12-29  
Application Fee : HK\$200  
Postgraduate(PG)  
1. Master of Social Sciences in Counselling Psychology - Full-time

\* There might be delay on record update. Please ignore if you have already paid

### Submit Application Form

✓ SUBMITTED # [REDACTED] (Received on 22 Dec 2024)

1. Master of Social Sciences in Counselling Psychology - Full-time

Make another application



# Settling the Application Fee

Please select one of the payment methods (AliPay / WeChat Pay / Visa / Master / FPS), then click “I’m not a robot” and complete the generated check. Then, click the “Proceed” button to pay.

**Billing Information**

Amount : **HK\$200**

Your Email : **[REDACTED]**

Remark : **Application Fee (1140018)**

**Payment Method**



I'm not a robot 

 **Proceed**

# Application Fee (Checkout Success)

The system will show “CHECKOUT SUCCESS” when you pay successfully



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## CHECKOUT SUCCESS

**REFERENCE NO. :** SYU2024122300003\_1140018  
**DATE & TIME :** 2024-12-23 01:04:00  
**EMAIL ADDRESS :** [REDACTED]  
**PAYMENT METHOD :** VISA  
**PAYMENT AMOUNT :** \$200  
**REMARK :** Application Fee (1140018)  
**MESSAGE :** Request was processed successfully.

[Return to Website \(28\)](#)



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# Successful Application

You will be directed to the Online Application System automatically after you have paid successfully.

After successfully paid, the system will show your next stage "Application Processing".

Please wait for the assessment results.

**My Progress**

**Application Processing**

• [REDACTED]  
You have paid the application fee successfully. Please wait for Graduate School to review your application. Thank!

**Submission of Confidential Reference**

#1140018  
Referee: CHAN XXX  
Email: [REDACTED]  
Submission Status: Pending  
No. of emails sent today: 0 [Send Invitation Email](#)

#1140018  
Referee: WONG XXX  
Email: [REDACTED]  
Submission Status: Pending  
No. of emails sent today: 0 [Send Invitation Email](#)

\* After clicking the 'Send Invitation Email' button, an invitation email will be immediately sent to the Referee's contact email for the submission of the Online Confidential Referee form.

**Pay Application Fee**

✓ PAID [REDACTED] received on 23 Dec 2024  
Payment Due Date: 2024-12-29  
Application Fee: HK\$300  
Postgraduate(PG)  
1. Master of Social Sciences in Counselling Psychology - Full-time

\* There might be delay on record update. Please ignore if you have already paid.

**Submit Application Form**

✓ SUBMITTED [REDACTED] received on 23 Dec 2024  
1. Master of Social Sciences in Counselling Psychology - Full-time

[Make another application](#)

Once you have successfully paid the application fee for admissions, you can click "Send Invitation Email" to send the invitation email to your referees thru the Postgraduate admissions system. Your referees will then receive an invitation email from the Graduate School to complete an online confidential reference for you.

If your referee has submitted the Confidential Reference for you, the Submission Status will be changed from "Pending" to "Submitted".

✓ means the application fee has been paid.

# Enquiries

- If you encounter any technical problems while filling out the application form in the postgraduate admissions system, please contact the Computing Services Centre at: [csc@hksyu.edu](mailto:csc@hksyu.edu).
- For other enquiries relating to your postgraduate admissions, please contact the relevant postgraduate programme administrative staff for further assistance. (Please refer to the contact method at: <https://gs.hksyu.edu/en/contact-us>)