

THE UNIVERSITY OF HONG KONG**Guide to Online Master Registration**

1. After you obtained your HKU Portal account details, you should **immediately** login to <http://hkuportal.hku.hk>, click “Self-Service” under “MyPage”, then click “Master Registration” to complete your online Master Registration. If you do not complete online Master Registration, your Student Registration Card cannot be issued and you cannot enroll on any course.
2. There are 6 pages in the Master Registration form. Pages 1 to 5 are for data input. Page 6 is the confirmation page. After completing each page, press “Save & Next” to go to the next page. When you have reviewed the information on Page 6, press “Submit” to confirm the data you have entered. After pressing the “Submit” button, you will see an acknowledgement page. Logout from the system and close all the browser windows.

How to complete the online Master Registration

Please take note of the following when you fill in the registration form:

(a) University Number and Degree Curriculum

These fields will be pre-entered for you on the basis of information extracted from your admission records. No changes will be allowed.

(b) Name

You should enter your name as it appears in your HKID Card, Passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证). Do **not** enter a comma to separate your Christian name. Also, **do not enter** a name different from your HKID Card or Passport, your Student Registration Card, degree diploma and other documents from the University will be issued with an unofficial name. This may create future difficulties for you with respect to identity verification.

N.B. If you have difficulties completing your Name and CC Code fields please refer to the Academic Support and Examinations (ASE) Section website (<https://www.ase.hku.hk/> → Student Registration → Guidelines on completing the CC Code and Name field) for reference.

(c) CC Code of your Chinese name

Enter the CC Codes of your Chinese name as indicated on your HKID Card, if applicable. Otherwise, please leave this field blank.

After inputting the CC Codes, you should click on the ‘Display Chinese Name’ button. If the Chinese name displayed is incorrect, you can find other choices provided for each of the Chinese characters.

You should pay attention to the notes provided and make the correct choice.

(d) HKID Number

If available, enter your Hong Kong Identity (HKID) Card number carefully.

If you still have not received your HKID Card (not even a temporary one), please leave this field blank and fill in your Passport number or your identity card number from your home country. You should submit a photocopy of your HKID Card to your Faculty after it has been issued.

If HKID Card record is missing, your Chinese name (if applicable) will not be shown on all University documents.

(e) Passport number

Please fill in the number of your Passport/ Exit-Entry Permit for Travelling to and from Hong Kong and Macau and “Issue Country”.

(f) ID number of home country

Please fill in this field if you have a national ID from Mainland China.

(g) Place of Residence/Household in Mainland China (ONLY for students from Mainland China)

If you are a student from Mainland China, you **MUST** fill in this field.

For non-Mainland China students, please leave this field blank.

(h) **Type of Visa/Entry Permit Required to Study in Hong Kong**

This section is for you to confirm your local/non-local status since application for admission. The default status is set according to the information you provided during application for admission. If the status shown is no longer accurate, please leave the field untouched and download the 'Request Form' for updating your status via the ASE website (<https://www.ase.hku.hk/> → Student Registration → Form for Updating Local/Non-local Status). The completed form should be submitted to your Faculty immediately after your Master Registration.

(i) **Place of Permanent Right of Abode**

Select the place where you have the legal right of permanent residence.

(j) **Country of Legal Nationality**

This must be as stated in the Passport you hold. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should select "Hong Kong (SAR) of PRC" as their Country of Legal Nationality. **Only holders of a valid Passport issued by People's Republic of China can select "China" as their Country of Legal Nationality.**

(k) **Type of Disability**

If applicable, please complete as appropriate.

(l) **Contact Address (in English)**

Please fill in your complete address in Hong Kong for postal purpose in the three lines provided.

(m) **Home Address (in English)**

Please fill in your complete home address in your home country for postal purpose in the three lines provided. You must clearly state the Country in your address.

(n) **Contact Phone number**

Please enter your phone number in Hong Kong.

(o) **Mobile Phone number**

(You may leave it blank and input it later if you do not have a HK mobile phone number yet, but you must update it in HKU Portal once it is available)

Please enter your 8-digit mobile phone number in Hong Kong without hyphen or bracket signs (for example, 1234XXXX). The University will from time to time call you or send you important SMS messages via this number, e.g. about rescheduling of examinations during bad weather.

(p) **Home Phone number**

Please enter your home phone number in your home country.

(q) **Emergency Contact**

Please enter a contact person in case of an emergency occurring during your period of study in HKU.

(r) **Bank Account Details**

You should provide details of your account at one of the local banks so that the University can deposit any scholarships and grants awarded to you.

After completed the online Master Registration

1. Once the Master Registration page is submitted, it will no longer be available for modification. Any subsequent changes of personal particulars after Master Registration (*except address, telephone number and bank account details which can be amended via the HKU Portal*) will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with the relevant supporting documents.
2. After completed the online Master Registration, you should submit your photograph and supporting documents together via HKU Portal for the production of the Student Registration Card (HKU Portal → SIS Menu → Self Service → Student Card Document Upload).