

3. Fee status details

Fee Payer Who is expected to pay your fees:
(yourself, family member, employer, others)

4. English language proficiency

If English was the language of instruction in your previous study (i.e., secondary school, high school or university), please state the number of years you studied in English and in which institution(s):

If your first language is not English, have you taken or will you be taking any of the following tests:	Date (taken or to be taken)		Score (please attach a copy of your results certificate)
	Month	Year	
HKALE Use of English			
International English Language Testing System (IELTS)			
Test of English as a Foreign Language (TOEFL)			
Others, please specify			

5a. Formal studies and qualifications Please specify all formal qualifications, academic and professional, you currently have. Attach a certified copy of certificates and transcripts of all results.

Level/Award (e.g. High School/ Bachelors)	Subject/Major	Start Date (mm/yy)	End Date (mm/yy)	Institution and Place of Study	Overall Result/ Grade

5b. Current studies Please specify any academic and/or professional qualifications for which you are currently studying.

Level/Award	Subject/Major	Institution and Place of Study	Expected Completion Date

5c. Additional training Please specify any courses of study or training, including in-company training, which did not result in a formal qualification.

Level/Award	Subject/Major	Start Date (mm/yy)	End Date (mm/yy)	Institution and Place of Study

6a. Current employment details (if applicable)		
Employer's name and business		
Employer's address		
Telephone number		
Your current position	Start date	Full-time / Part-time*
Brief descriptions of duties		

6b. Previous work history Give details below of any previous work experience and employment. Continue on a separate sheet if necessary, or attach your CV/résumé.						
Job title/Nature of work	Name of organisation	Full-time or Part-time	From		To	
			Month	Year	Month	Year

7. Your reasons for applying for the programme, and how you think you will benefit (This section must be completed.)

* Please delete as appropriate

8. How did you learn about the programme for which you are applying? (Please tick more than one box if appropriate)			
<input type="checkbox"/> Family	<input type="checkbox"/> Friend	<input type="checkbox"/> Advertisement	<input type="checkbox"/> School/University
<input type="checkbox"/> Website	<input type="checkbox"/> Exhibition	<input type="checkbox"/> Others. Please specify:	

9. Declaration
<p>I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read or had explained to me the instructions, in particular those regarding this section. I understand what they say and I agree to abide by the conditions set out there, which I accept as conditions of this application.</p> <p>I authorise Northumbria University and SPEED to use my data including the HKID number, public examination results and other qualifications, for the following purposes:-</p> <ul style="list-style-type: none"> • as a basis for all types of processing relevant to admission to the programme(s) and for all other associated purposes, including identifying multiple applications or registration, and checking records of my studies as a student in institutions in Hong Kong and elsewhere; • for Northumbria University and SPEED to extract from their records and for relevant institutions to provide them with information about my studies; • for Northumbria University and SPEED to send me information on the institutions including programmes or courses they offer from time to time; • for transferring to the student record system upon successful outcome of my application. The data, together with my photo image collected at time of registration, will be used in activities in support of my study at SPEED including those conducted by the students' organisations. These will later on form the graduate record which may be used in support of alumni activities; • for statistical and research purposes (all personal identifiers such as name, HKID number, address and telephone number will be deleted). <p>Applicant signature..... Date</p>

Please return your completed application to:

School of Professional Education and Executive Development (SPEED)
 QR802, 8/F, Core R
 The Hong Kong Polytechnic University
 Hung Hom, Kowloon, Hong Kong

Checklist for applicant

- The form is completed in full.
- The form is signed.
- Copies of certificates are enclosed.
- Copies of transcripts are enclosed.
- English language test results are enclosed.
- Original receipt of application fee payment (e.g. ATM receipt) is enclosed.