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Application Form - *undergraduate*

(for undergraduate programmes offered by Newcastle Business School of Northumbria University, in collaboration with the School of Professional Education and Executive Development)

1. Programme (Please indicate your preference if you wish to be considered for admission to more than one programme, e.g. mark "1" for first choice, "2" for second choice, etc.; otherwise, please tick.)	
<input type="checkbox"/> Bachelor of Arts (Honours) in Business Management (Part-time) <input type="checkbox"/> Bachelor of Arts (Honours) in Human Resource Management (Part-time) <input type="checkbox"/> Bachelor of Arts (Honours) in Logistics and Supply Chain Management (Part-time)	
2. Personal details	
Title (Mr/Mrs/Miss/Ms/Others, please specify)	
Name (This should correspond with that on your Hong Kong ID Card / passport.)	
Surname/Family name	First/Given name(s)
Correspondence address	
Telephone	(mobile) (office / home*)
Fax	
E-mail address	
Hong Kong ID Card no.	
Date of birth (dd/mm/yyyy)	
Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female
Country of birth	
Country of residence	
Nationality	
Years of residence in Hong Kong	
<input type="checkbox"/> Please tick if you are a non-local applicant Place of Origin _____ (Specify your home city/province if you are an applicant from the Chinese Mainland _____)	
<small>(Note: A "non-local student" is defined as one who requires a student visa to study in Hong Kong or is staying in Hong Kong under the "Immigration Arrangements for Non-local Graduates" (IANG). Non-local applicants who possess only a visitor or a tourist visa can neither be registered as students nor commence their studies until they have obtained student visas. If you hold a dependent visa, you do not require a student visa and will be regarded as a local student. If you hold a work permit and take up a part-time programme, you will also be regarded as a local student. If you hold neither a work permit nor a dependent visa, it is unlikely that the Hong Kong Immigration Department will grant you a student visa to take up a part-time programme. Throughout the course of study, it is the responsibility of individual students to ensure that their visas are valid. Admissibility of applicants will be subject to possession of a valid student visa/ entry visa to this effect. Failing this, no refund of application fee and tuition fee will be arranged.)</small>	
We offer equal opportunities to all applicants with or without disabilities. To enable us to meet the needs of students, please tick the box below and specify the details if any special assistance is required.	
<input type="checkbox"/> Applicant with a Disability Details of the Disability: _____	

* Please delete as appropriate

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 or certificate)
	Month	Year	
HKALE Use of English			
HKDSE English Language			
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/ Bachelor's)	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 lead to 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(s) 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

I confirm that, to the best of my knowledge, the information given in this form is correct and complete. I have read or been explained about 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.

I authorise Northumbria University and PolyU SPEED to use my data including the Hong Kong ID Card no., public examination results and other qualifications, for the following purposes:-

- 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 PolyU SPEED to extract from their records and for institutions of my previous/current studies to provide them with information about my studies;
- for Northumbria University and PolyU SPEED to send me information on the institutions including programmes or courses they offer from time to time;
- If you DO NOT WISH to receive our latest updates and promotional information as stated above, please put a cross "X" in the box.
- 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 PolyU 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 (no personal identifiers such as name, Hong Kong ID Card no., address and telephone number will be disclosed in the survey result).

I understand that if my application is unsuccessful, Northumbria University and PolyU SPEED will dispose of my application form and other related information by the end of March 2015.

Under the provisions of the Personal Data (Privacy) Ordinance, I have the right to request access to, and to correct, my personal data. Should I wish to do so, I need to submit my request(s) in writing to PolyU SPEED.

I declare that the information given in support of this application is accurate and complete, and understand that any false information and misrepresentation will lead to disqualification of my application for admission and resulted registration. Fees paid will not be refunded.

Applicant signature Date

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.