

新生需於註冊入學後五日內透過「MyHKMU」上載相片，
以便本院為同學製作學生證。
原校升讀高級文憑課程之舊生則毋須再次上載相片。

網上遞交相片指南

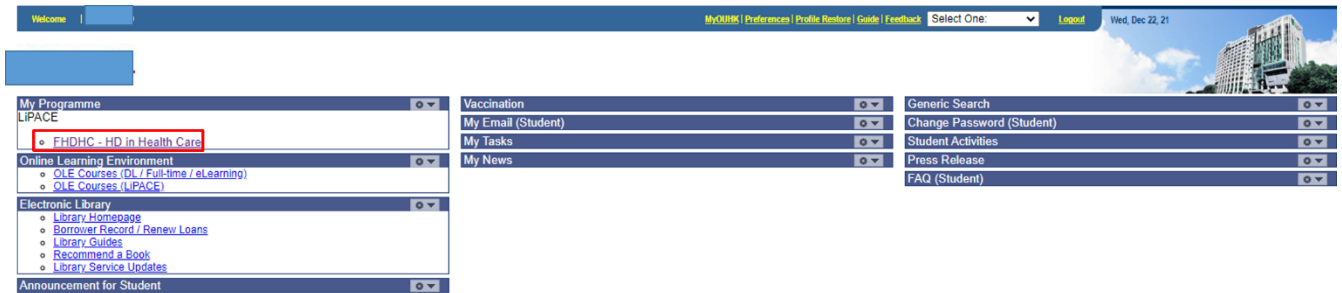
1. 學生之「MyHKMU」帳戶將於辦理註冊入學手續後兩個工作天開通
2. 登入“MyHKMU”
開啟都會大學網址 www.hkmu.edu.hk/students
登入 MyHKMU
用戶名稱: s + 學生編號頭 7 位數字
私人密碼: 輸入你的統一密碼 (亦即登入都會大學電郵之密碼)



如尚未設定你的統一密碼，請於大學網頁(在學學生) > 本科生及副學位 > 服務及支援 > 統一密碼管理(學生)



3. 登入後，將進入“MyHKMU”主頁，請於左上角點擊“My Programme”（例如：FHDHC - HD of Health Care）。



4. 請於左上角 “Student Records”一欄點擊「遞交相片」。



遞交相片前，請仔細閱讀相片規格、檔案格式及重要須知。
然後點擊「前往遞交相片」→ Add and attach a file → Save

Deadline for submission: 5 days after registration
截止遞交日期: 辦理註冊手續後5天

Hong Kong Metropolitan University Student Identity Card

Thank you for using this online service to submit your photo for the issuance of Student Identity Card. As you can submit the photo only once, please pay attention to the photo requirements, file format and Important Notes ([http://www.hkmu.edu.hk/LIPACE/webRA/Notice/Photo%20Requirements%20for%20Uploading%20on%20Website%20\(Confirmed\).pdf](http://www.hkmu.edu.hk/LIPACE/webRA/Notice/Photo%20Requirements%20for%20Uploading%20on%20Website%20(Confirmed).pdf)) before submission.

Should you have any enquiries, please contact Registry Unit at 3120 9988

香港都會大學學生證

多謝你使用此網上遞交學生證相片服務。由於你只能遞交相片一次，請你在遞交相片之前，詳閱相片所需規格、檔案格式和重要須知 ([http://www.hkmu.edu.hk/LIPACE/webRA/Notice/Photo%20Requirements%20for%20Uploading%20on%20Website%20\(Confirmed\).pdf](http://www.hkmu.edu.hk/LIPACE/webRA/Notice/Photo%20Requirements%20for%20Uploading%20on%20Website%20(Confirmed).pdf))，以確保相片符合有關要求。

若有任何查詢，請與教務處(3120 9988)聯絡。

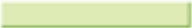
[Go to Photo Submission 前往遞交相片](#)

如看到下列訊息，即代表成功遞交相片。

Welcome |

Submit Confirmation

The Submission was successful.



學生證 - 相片規格及檔案格式

相片規格

- 使用六個月內的證件相，以便識別你的容貌；
- 單色相片背景；
- 應清楚顯示你的完整正面及面容特徵，請勿佩戴太陽眼鏡及/或帽飾。
- 自拍照將不予受理

數碼相片檔案格式

- 圖像類別: JPG / JPEG
- 檔案大小: 600 Kbytes 或以下
- 圖像解像度: 300 dpi
- 圖像尺寸:
 - 由數碼相機擷取的圖像大小：1200 像素(闊) x 1600 像素(高)

重要須知

1. 你的相片將成為你學生紀錄的一部分，並將用於學院的行政管理用途。
2. 每位學員只可上載相片**一次**。
3. 學院保留權利決定是否接受你遞交的相片。如你的相片未能符合上述規格，你或需重新遞交相片。
4. 當你使用學院設施及參與課堂/考試時，學生證是重要的身份證明文件。請注意，若你未能提供相片或所上傳的相片並不符合有關要求，學院則不能為你預備學生證。

若有任何查詢，請與教務處聯絡。(電話：3120 9988; 電郵：lipace@hkmu.edu.hk)

New Students are required submit a recent photo, via MyHKMU, for the issuance of Student Identity Card, within 5 days from registration.

LiPACE current students who articulate to Higher Diploma Programmes do not need to re-submit photo again.

User Guide: Student Photo Submission

1. Students can login “MyHKMU” 2 working days after registration.

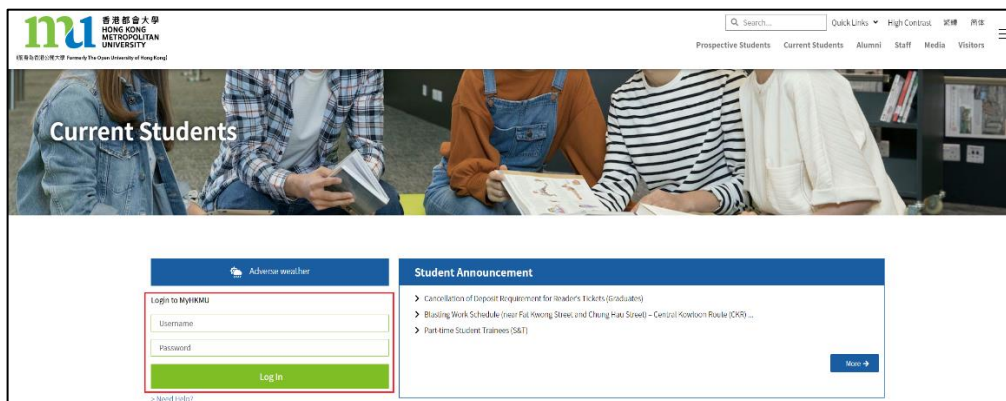
2. Login Student Portal

Access HKMU website at www.hkmu.edu.hk/students

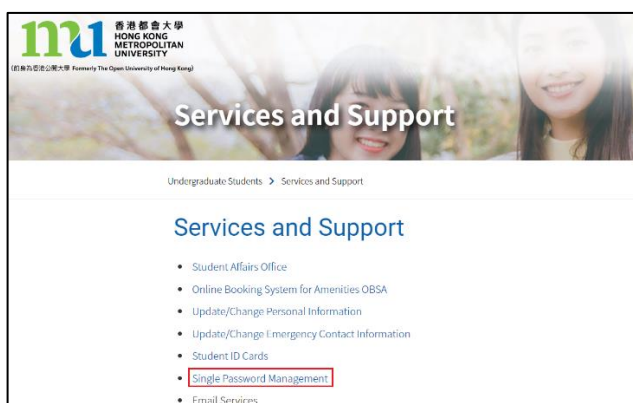
Login to MyHKMU

Username: s + first 7 digits of student no.

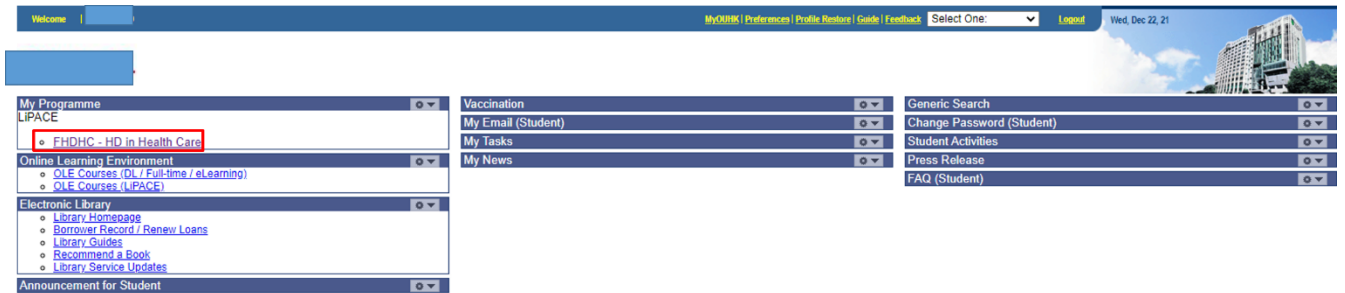
Password: your single password (HKMU email password)



If you have not created your single (email) password yet, please go to HKMU webpage (Current Students) > Undergraduate & Sub-degree > Services and Support > Single Password Management



- After a successful login, you will be diverted to the student portal front page. To upload your photo, please select respective programme (e.g FHDHC – HD in Health Care) under “My Programme” at the top left corner.



- Click “Photo Submission” under “Student Records” at the top left quarter.



Please make sure you have read the photo requirements, file format and important notes before submitting photo.

Next, click “Go to Photo Submission” → Add and attach a file → Save

Deadline for submission: 5 days after registration
截止遞交日期: 辦理註冊手續後5天

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香港都會大學學生證

多謝你使用此網上遞交學生證相片服務。由於你只能遞交相片一次，請你在遞交相片之前，詳閱相片所需規格、檔案格式和重要須知 ([http://www.hkmu.edu.hk/LIPACE/webRA/Notice/Photo%20Requirements%20for%20Uploading%20on%20Website%20\(Confirmed\).pdf](http://www.hkmu.edu.hk/LIPACE/webRA/Notice/Photo%20Requirements%20for%20Uploading%20on%20Website%20(Confirmed).pdf))，以確保相片符合有關要求。

若有任何查詢，請與教務處(3120 9988)聯絡。

[Go to Photo Submission 前往遞交相片](#)

If your photo is successfully uploaded, the following message will pop up.

Welcome |

Submit Confirmation

The Submission was successful.

Student Identity Card - Photo Requirements and File Format

Photo Requirements

- Taken within the last 6 months to reflect your current appearance;
- Taken against a plain background;
- Show your full frontal face with clear facial features and without sunglasses and/or head covering.
- Selfie photo would not be accepted.

File Format

- Image format: JPG / JPEG
- File size: 600 Kbytes or below
- Image resolution: 300 dpi
- Image dimension:
 - Size of image captured by digital camera: 1200 pixels (width) x 1600 pixels (height)

Important Notes

1. Your photo will form part of your student record and will be used for the purpose of School administration.
2. Each student can submit the photo only ONCE.
3. The School reserves the right to accept your photo or not. If the photo you submitted does not meet the requirements, you will be asked to re-submit a photo.
4. Please note that Student Identity Card is an important proof of your identity for accessing University's facilities and for attending classes/examinations. If you do not submit a photo or your photo submitted does not meet the requirements, the School will not be able to issue you with a Student Identity Card.

Enquiry

Should you have any enquiries, please feel free to contact LiPACE (Registry Unit) at 3120 9988 or Email: lipace@hkmu.edu.hk