

New Student of Distance Learning Programmes 遙距學習課程之**新生#**

(#首次報讀遙距學習課程之申請人)

User Guide for Online Registration 網上科目註冊指南

Step 1: View the distance learning programmes currently on offer 查閱現正接受申請入讀的遙距學習課程

Click [HERE](#) (go to <https://admissions.hkmu.edu.hk/dl/programmes/>) to check programmes currently on offer and the programme information.

請於 (<https://admissions.hkmu.edu.hk/tc/dl/programmes/>) 查看現正接受申請入讀的課程及課程內容。

Step 2: View the distance learning courses currently on offer 查閱現正開辦的科目

Click [HERE](#) (go to <https://admissions.hkmu.edu.hk/dl/courses> > Choose 'Current Term') to check the courses currently offered, course fees, latest class section schedules and quota availability.

請於 (<https://admissions.hkmu.edu.hk/tc/dl/courses/> > 點選「科目現開辦學期」) 查看現正開辦的科目，各科學費，各科組別最新的上課時間表及學額情況。

Step 3: Log in to the Online Applicant Portal 登入網上入學申請系統

Click [HERE](#) (go to <https://admissions.hkmu.edu.hk/dl/online-application/>) > Click 'APPLY ONLINE FOR NEW APPLICANT'

請於 (<https://admissions.hkmu.edu.hk/tc/dl/online-application/>) > 點擊「網上申請(新生入學申請)」。

The screenshot displays the 'Important Dates' section for the 2025 Summer term, with a term start date of 26 May 2025. Below this, it provides opening hours and venue for admission/registration enquiries. A table lists the application period from 24 March 2025 (9:30 a.m.) to 16 May 2025, with opening hours from Monday to Friday, 9:00 a.m. to 5:30 p.m., and a note that course registration closes at 5:00 p.m. The location is Room A0511, 5/F, Block A, Main Campus. At the bottom, there are two buttons: a red button for 'APPLY ONLINE FOR NEW APPLICANT' and a green button for 'APPLY ONLINE FOR CONTINUING STUDENT IN DISTANCE LEARNING'. A red arrow points to the red button.

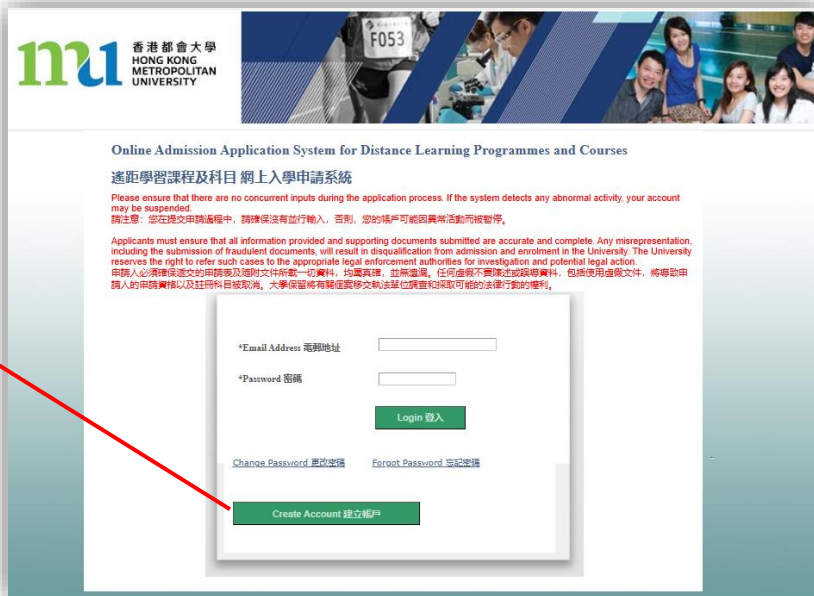
Application Period	Opening hours	Locations
24 March 2025 (9:30 a.m.) – 16 May 2025	Monday to Friday: 9:00 a.m. to 5:30 p.m. (Course Registration will close at 5:00 p.m.) Closed – on Saturday, Sunday and Public Holidays	Room A0511, 5/F, Block A, Main Campus

(3a) Click the appropriate icon according to your identity

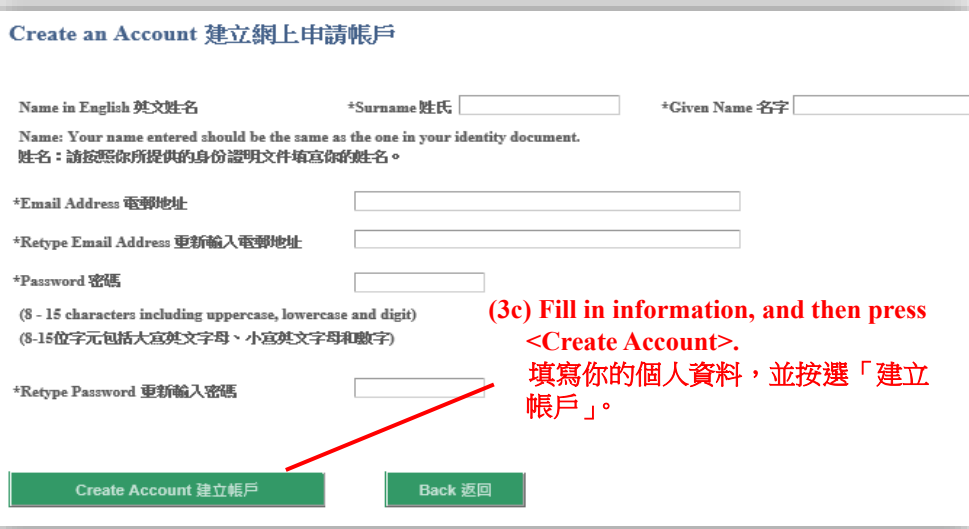
- **New Students# > press red icon button**
(# apply for HKMU Distance Learning Programme at the first time)
- **Continuing Students > press green icon button, and read 'online registration guide for continuing students'**

按你的身份點擊合適的按鈕遞交申請

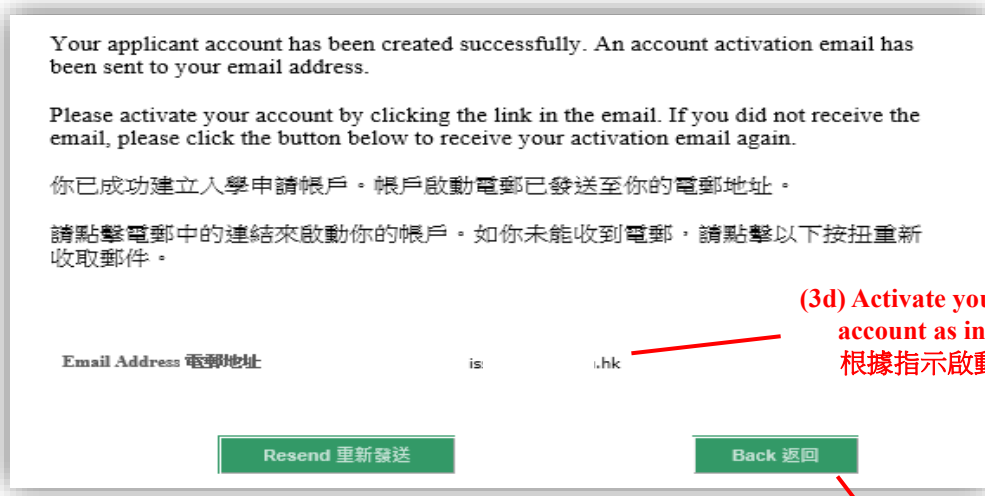
- **新生# > 按紅色按鈕** (#首次報讀香港都會大學的遙距學習課程)
- **舊生 > 按綠色按鈕**，並參閱「舊生網上科目註冊指南」



(3b) Press <Create Account>, 按選「建立帳戶」。



(3c) Fill in information, and then press <Create Account>. 填寫你的個人資料，並按選「建立帳戶」。



(3d) Activate your application account as instructed. 根據指示啟動你的申請帳戶。



(3e) Press <Back> and log in to your application account. 按選「返回」並登入你的申請帳戶。

(3f) Click <New Application>.
請按「申請」。

Welcome, My Application Result Letter Inbox

Term	Programme/ Course Applied	Application Status	Save Date	Submit Date	Payment Method	Payment Status
2023 Spring Term		New application				

Important Notes:

1. Click the 'New application' button to submit a new application.
2. To retrieve an application that you have not submitted but saved in the system, please click the 'Saved' button.
3. To view an application that you have already submitted for the term, please click the 'Submitted' button.
4. Once your payment has been confirmed by the University, you will be able to click the 'Download receipt(s)' button to view your payment receipt. The button will not be available if payment is still under processing/checking by the University. Payment confirmation usually takes in 3-7 working days depending on the bank processing time after successful transaction.
5. Please download and save the payment receipts. Receipts will be available for download by two weeks before the next term admission/course registration starts. No receipt will be re-issued.

Step 4: Fill in personal details and choose the Programme / Course 填寫個人資料及選擇課程 / 科目

Personal Details Term 2023 Spr

Please fill in the form in English. Information should be provided as shown on your identity document selected. Fields marked with * are mandatory.

Personal Details

Title* Surname*

First/Other Name*

Name in Chinese

Date of Birth* Day Month Year Gender*

Marital Status Nationality*

ID Type* Note

HKID No.* ()

Correspondence Address* Note

Area*

Is your correspondence address a Hong Kong address? Yes No

Email Address* fpstest3@yahoo.com.hk Note

Home Phone No.

Office Phone No. Ext

Mobile Phone No.

Fax No.

Special Educational Needs Note

Save Clear Save and continue

(4a) Fill in personal details.
填寫個人資料。

(4b) Select the level of your programme (Postgraduate degree / Bachelor's degree or Sub-degree).
選擇課程程度 (深造學位/學士學位或副學位)。

Programme Applied For

Select the level of your programme.

Postgraduate degree Bachelor's degree or Sub-degree

Programme Applied For*

[View information of your selected programme](#)

Save Clear Save and continue

(4c) Select your intended programme.
選擇有意報讀的課程。

(4d) Click this link if you want to view programme information of your selected programme, then press <Save and Continue>.
點擊「查閱所選的課程資料」的連結以了解課程內容，然後點擊「儲存及繼續」。



Course/Class Section Choices

Select the course(s) you wish to register for and a class section. As a new student, you can enroll on courses with a total maximum [registration value](#). Pay attention to the class meeting dates to ensure your availability and be aware of any possible time clashes among the classes you have selected or enrolled.

Note: You should note that it is the student's responsibility to make reference to the respective programme regulations/requirements each time before course enrolment to ensure that sufficient and appropriate credits/credit-units are obtained for the programme award. You can [CLICK HERE](#) to obtain the latest programme regulations/requirements of your current study programme.

To comply with the requirements of the HKSAR Government's Continuing Education Fund (CEF), the University will not offer any course fee discounts or reduction to students applying for 'CEF reimbursable courses'.

To add more courses, click .
To delete a course, click next to it.

**(4e) Select course(s).
選擇科目。**

**(4f) Before selecting the class section, check 'Meeting Location & Dates' and 'Quota'.
選擇組別前，先查閱'課堂地點及日子'及'學額'。**

Class Section	Meeting Location & Dates	Quota	Remarks
<input type="radio"/> T01	details	Full	This class section is conducted in English.
<input type="radio"/> T02	details	Available	

Buttons: Save, Clear, Save and back, Save and continue

Remarks 備註:

“Course/Class Section Choices” Section is **not applicable** for applicants of PGDE (Primary/Secondary) or BNSGHC/BNSMHC. These programme applicants will have to return to this online system to register approved course(s) in this term and proceed payments after having received an admission offer letter from the University.

「科目/組別選擇」部分**不適用於**學位教師教育深造文憑(小學/中學)、護理學學士(普通科護理)，以及護理學學士(精神科護理)之申請人。該些課程申請人在收到大學錄取通知書後，須返回網上申請系統註冊本學期獲批的科目並進行繳費。

Step 5: Fill in Academic Qualification, professional qualification, work experience and other supporting information (Remember original documents will need to be presented for verification upon request by the University)
 填寫學歷、專業資歷、工作經驗及其他資料 (本校或會要求你提交文件的正本，以資核對)

Academic Qualification

Fields marked with * are mandatory.

I Education Level*
 (In date order, from the most recent)

Please list your academic qualification as required by the programme you are applying for, including any current studies.

Please upload copies of your academic credentials. Academic credentials that are not in English/Chinese should be accompanied by a translation in English. Original documents will need to be presented for verification upon request by the University.

Name of School/Institution	Country	Full-time/Part-time	Qualification Level	Qualification Obtained (e.g. Bachelor of Business Administration with Honours)	GPA Obtained (must provide if have)	Date of Attendance	
Type						From (MM/YYYY)	To (MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

II Public Examination Results*

Yes No Have you ever attend any of the public examinations as specified in the table below.

Public Examinations
Hong Kong Certificate of Education Examination (HKCEE)
Hong Kong Advanced Level Examination (HKALE)
Hong Kong Diploma of Secondary Education Examination (HKDSE)
IELTS
TOEFL (COMPUTER-BASED TEST)
TOEFL (INTERNET-BASED TEST)
TOEFL (PAPER-BASED TEST)
College English Test (CET-6)
Putonghua Proficiency Test (PSC)
OTHERS

(5a) Fill in Academic Qualification.
 填寫學歷。

Professional Qualifications, Awards or Scholarships

(in date order, from the most recent)

Please upload copies of documentary evidence of your professional qualification/membership/award/scholarship. Original documents will need to be presented for verification upon request by the University.

Qualification, Membership, Award or Scholarship	Awarding Body (Full Name)	Country of Awarding Body	Date of Award (MM/YYYY)
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

(5b) Fill in Professional Qualification.
 填寫專業資歷。

Work Experience

(in date order, from the most recent)

Please upload the supporting documents of work experience. Original documents will need to be presented for verification upon request by the University.

Position Held	Employment Mode	Period of Employment		No. of Years (e.g. 2.8 for 2 years and 10 months)	Name of Firm / Institute / Organization
		From (MM/YYYY)	To (MM/YYYY)		
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Total no. of years of relevant Full-time working experience : Year Month

(5c) Fill in Work Experience.
 填寫工作經驗。

(5d) Remember to fill in the TOTAL number of years of relevant Full-time working experience.
 請填寫相關全職工作經驗總年數。

Step 6: Upload supporting documents (Remember original documents will need to be presented for verification upon request by the University)

上載文件 (本校或會要求你提交文件的正本，以資核對)

You have to read the requirements and limitations of the uploaded files as follows:

你須閱讀下列上傳文件的要求和限制：

- please properly name your document file(s) before uploading, e.g. ABC Employment Contract. **The file name should be relevant to your document content.**
上載前，請合適地命名你的上載文件，例如 ABC 僱用合約。文件名稱應與文件內容相關。
- **please name your upload document(s) in English.**
請以英文命名你的上載文件。
- please do not attempt to upload a document which is password protected as this will fail to upload.
請勿上載受密碼保護的文件，以免上載失效。
- each file size should not exceed 5MB; you can upload a maximum of 30 files.
每個檔案不能大於 5MB；你可上載不多於 30 個檔案。
- avoid uploading high resolution files which required larger disk space.
避免上載需要較大容量的高解像度檔案。
- only pdf files are acceptable.
上載文件格式必須為 pdf。

(6a) Upload the supporting document.
上載證明文件。

Description	Remarks	Additional Information	Attached File	Add File
1 Passport				Add File
2 Academic qualifications (e.g. degree certificates and transcripts)	Mainland university degree holders please upload your graduation certificate (畢業證書) and the award certificate (學位證書). PGDE(Primary)/(Secondary), CED1/2, DECE/1/2 applicants with overseas/mainland China qualifications are also required to submit a copy of academic assessment report issued by HKCAAVQ. For other programmes, it depends on the respective School as needed.			Add File
3 Admissions Supplementary Form (Appendix B)		Click HERE to download the form(s)		Add File
4 Academic Transcript(s)				Add File

(6b) Delete the document.
刪除檔案。

(6c) Choose the file by clicking <Browse>, then click <Upload> for uploading.
點擊「瀏覽」並選取檔案，然後點擊「上載」。

Step 7: Preview application form 預覽申請表格

Other Information

I Language Competency

Chinese 4 - Level 3 or 2 in the HKDSE or equivalent.

English 4 - Level 3 or 2 in the HKDSE or equivalent.

II Education

06 - Hong Kong Higher Level Examination; Form 6 or Form 7 graduate

III Occupation*

01 - Full-time homemakers

IV Debit Note Type

02 - Bank of China Group

V Sponsorship by Employer

VI Source of Information

<input type="checkbox"/> Distribution booths or locations outside campus	<input type="checkbox"/> Media reports/articles
<input type="checkbox"/> Posters or direct mailing	<input type="checkbox"/> HKMU educational TV programmes
<input type="checkbox"/> Electronic mail	<input type="checkbox"/> Message from University staff
<input type="checkbox"/> Web advertising	<input type="checkbox"/> Referral by acquaintances
<input type="checkbox"/> Outdoor advertising (e.g. bus and MTR)	<input type="checkbox"/> MU InfoDay
<input type="checkbox"/> University website	<input type="checkbox"/> Referral by alumni/current student
<input type="checkbox"/> Print advertising	<input type="checkbox"/> Others

I confirm that the information provided in this application is accurate and complete.

(7a) Confirm the information by checking the box at the bottom of the page.

在方格內劃上剔號，以確認資料均屬正確，並無遺漏。

(7b) Click on <Continue>. 按「繼續」。

Step 8: Confirm the use of Personal Data 確認個人資料的使用

Use of Personal Data

The University intends to use your personal data (i.e. your name, student number, contact details, photo, and other relevant information) for promotion of our education and training programmes, activities and services (including but not limited to awards, scholarships, bursaries, grants, loans, banking/insurance/credit cards, discounts, benefits, privileges, fundraising, celebration events, talks, conferences, seminars and publications), for joining HKMU Alumni Association and for future communications (such as the latest news of University and alumni development, alumni promotion activities, alumni fundraising appeals, acknowledgement and record, etc.), but we will not use your data unless we have received your consent. The University will not, under any circumstances, transfer your personal data to a third party for direct marketing purposes.

Please indicate below whether you agree to the use of your personal data by the University

I **AGREE** that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services, joining HKMU Alumni Association and for future communications as indicated above.

I **do not AGREE** that the University may use my personal data for the purpose of promotion of the University's education and training programmes, activities and services joining HKMU Alumni Association and for future communications as indicated above.

If you later decide to change your selection on 'Use of Personal Data', you may update your selection at MyHKMU (Personal Information). Alternatively, you may inform us by email at DPO@hkmu.edu.hk with your full name, student number (if applicable) and contact information (e.g. phone, email, address). No fee will be charged for making such arrangements. For any enquiries, please contact the University Data Protection Officer, by email at DPO@hkmu.edu.hk.

(8a) Read the instructions and select your option.
細閱使用個人資料的詳情，並點選合適的按鈕。

(8b) Press <Save and continue>.
點按「儲存及繼續」。

Step 9: Submit application and process payment 提交申請及繳付費用

(9a) Read the instructions and declaration carefully on the submit page.
請細閱提交頁面上的指示及聲明。

Submit

Your application will be submitted upon successful payment of fees. Before proceeding to the online payment, please check that all relevant sections of this online application have been filled in and the information provided is accurate and complete.

Once the application is submitted, no further change is allowed. Applicants are required to make the following declaration before proceeding.

Declaration:

1. I declare that all information provided and supporting documents submitted are accurate and complete. I also understand that any misrepresentation, including the submission of fraudulent documents, will result in disqualification from admission and enrolment in the University. The University reserves the right to refer such cases to the appropriate legal enforcement authorities for investigation and potential legal action.
2. I understand and agree that I am personally responsible for the authenticity of the application materials submitted to the University, whether by myself or by any third party on my behalf.

(9b) Check the box.
勾選空格。

(9c) Select the payment method*.
選擇付款方式*。

* Please refer to the later part of this guide for details.

*詳情請參閱本指南的後半部分。

13. I understand that failure to pay the required fee(s) or to provide the required information/supporting documents may cause delay or render the University unable to further process my application.

Please check the box to confirm the above declaration.

If you are ready to submit your application, click 'Select Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can check the progress of your application by logging back into this eRegistration System and selecting 'My Application'.

[More details](#)

(9d) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses.

當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

Credit Card Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

[Print this page](#)
[Save this page](#)

[Course Material Distribution Information](#)

[Complete the eRegistration questionnaire](#) before you leave the eRegistration system.

*** You can select one of the following payment methods:**

(A) Press <Select Payment > to pay the fees by:

1. [Credit Card \(Full Payment\)](#) ; or
2. [UnionPay \(Full Payment\)](#) ; or
3. [FPS \(Full Payment\)](#) ; or
4. [PPS \(Full Payment\)](#) ; or
5. [WeChat Pay / AliPay / BOC Pay / 云閃付 \(Full Payment\)](#) ; or
6. [BOC HKMU Platinum Card \(Interest-free Tuition Installment Plan\)](#) ;

(B) or you can select below method to pay the course fee through

1. [Request Course Fee Debit Note \(Pay application fee first, course fees by debit note\)](#)#

The University will only confirm a course place to you upon receipt of the full payment but subject to the availability of a course place at that time. If there is no place left in the class section chosen, you will be allocated in a different class section without prior notice.

*** 你可選擇以下付款方式**

甲、請按<選擇付款方式>，選擇以下方式進行付款：

- 一、[信用卡 \(全數繳付學費\)](#); 或
- 二、[銀聯 \(全數繳付學費\)](#); 或
- 三、[轉數快 \(全數繳付學費\)](#); 或
- 四、[「繳費靈」\(全數繳付學費\)](#); 或
- 五、[微信 / 支付寶 / BOC Pay / 云閃付 \(全數繳付學費\)](#); 或
- 六、[中銀香港都會大學白金卡 \(分期支付學費\)](#);

乙、你或可選擇以下方式付款：

- 一、[索取學費繳費單 \(先繳付報名費；學費以繳費單方式繳交\)](#)#

在收妥全額學費後，大學將確定你所報讀學科的學額，但亦須視乎當時相關學科是否尚有學額而定。倘若你所選擇的導修組別已無學額，大學將為你編配另一組別，惟不事先另行通知。

Payment Method A1: Credit Card (Full Payment)

付款方式甲一：信用卡(全數繳付學費)

- (1) Select <Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card>.

選擇「信用卡 / 銀聯 / 轉數快 / 「繳費靈」 / 微信支付 / 支付宝 / BOC Pay / 云閃付 / 中銀香港都會大學白金卡」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card
Request Course Fee Debit Note (Pay application fee first; course fees by debit note)



- (2) Press <Proceed to Payment>.
按「立即繳費」。

Step 2 - Pay by Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

If you are ready to submit your application, click 'Proceed to Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can go back to this eRegistration system to enquire about the progress of the submission.

Important Notes:
For payment method FPS/WeChat Pay/Alipay/BoC Pay/云閃付, after you have scanned the QR code to make the payment, please be reminded to press 'Back TO MERCHANT' on the payment successful screen page. Failure to do so may result in the unavailability of the place(s) in the selected course(s)/class section(s).

Proceed to Payment	Cancel and return to online form	More details
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- (3) Press <Proceed to Payment>.
按「立即繳費」。

Step 3 - Online Payment (Full Payment)

You are required to pay the following amount:

Course	Course Title	Class Section	Credits	Amount (HK\$)
ACT B304	ACCOUNTING INFORMATION SYSTEMS	T02	5.00	

Course Fee
Application Fee

Total Amount

If you need to make amendments to your application, please notify the Registry in writing.

Please also note that fees paid are non-refundable and non-transferable to another term or for another use.

Proceed to payment	Cancel and return to online form
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(4) Press <Confirm>. 按「確認」。


Step 4 - Centralized Payment Platform

University Reference No.
Payment Amount (HK\$)

You will be directed to Centralized Payment Platform to make the online payment.



(5) Select <Visa/Mastercard> and then click on <Continue>. Follow the Bank's instructions to process the payment. 選擇「Visa/Mastercard」，然後按「繼續」，並按照銀行指示進行繳費。







 HONG KONG METROPOLITAN UNIVERSITY Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : DL e-Reg course fee
Order ID :
Amount :

Select your payment method:

 Visa/Mastercard  UnionPay  FPS  PPS  WeChat Pay/Alipay/BOC Pay/云閃付  IFTI Plan Offer



(6) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses. 當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

Credit Card Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

[Print this page](#)
[Save this page](#)
[Course Material Distribution Information](#)
Complete the eRegistration questionnaire before you leave the eRegistration system.

Payment Method A2: UnionPay (Full Payment)

付款方式甲二：銀聯（全數繳付學費）

(1) Select <Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card>.

選擇「信用卡 / 銀聯 / 轉數快 / 「繳費靈」 / 微信支付 / 支付寶 / BOC Pay / 云閃付 / 中銀香港都會大學白金卡」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card
Request Course Fee Debit Note (Pay application fee first; course fees by debit note)



(2) Press <Proceed to Payment>.
按「立即繳費」。

Step 2 - Pay by Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

If you are ready to submit your application, click 'Proceed to Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can go back to this eRegistration system to enquire about the progress of the submission.

Important Notes:
For payment method FPS/WeChat Pay/Alipay/BoC Pay/云閃付, after you have scanned the QR code to make the payment, please be reminded to **press 'Back TO MERCHANT'** on the payment successful screen page. Failure to do so may result in the unavailability of the place(s) in the selected course(s)/class section(s).

Proceed to Payment	Cancel and return to online form	More details
--------------------	----------------------------------	------------------------------



(3) Press <Proceed to Payment>.
按「立即繳費」。

Step 3 - Online Payment (Full Payment)

You are required to pay the following amount:

Course	Course Title	Class Section	Credits	Amount (HK\$)
ACT B304	ACCOUNTING INFORMATION SYSTEMS	T02	5.00	

Course Fee
Application Fee

Total Amount

If you need to make amendments to your application, please notify the Registry in writing.

Please also note that fees paid are non-refundable and non-transferable to another term or for another use.

Proceed to payment	Cancel and return to online form
--------------------	----------------------------------



(4) Press <Confirm>. 按「確認」。


Step 4 - Centralized Payment Platform

University Reference No.
Payment Amount (HK\$)

You will be directed to Centralized Payment Platform to make the online payment.



(5) Select <UnionPay> and then click on <Continue>. Follow the Bank's instructions to process the payment. 選擇「UnionPay」，然後按「繼續」，並按照銀行指示進行繳費。





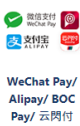

 HONG KONG METROPOLITAN UNIVERSITY Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : DL e-Reg course fee
Order ID :
Amount :

Select your payment method:



(6) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses. 當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

UnionPay Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

[Print this page](#)
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[Complete the eRegistration questionnaire before you leave the eRegistration system.](#)

Payment Method A3: FPS (Full Payment)

付款方式甲三：轉數快 (全數繳付學費)

(1) Select <Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card>.

選擇「信用卡 / 銀聯 / 轉數快 / 「繳費靈」 / 微信支付 / 支付宝 / BOC Pay / 云閃付 / 中銀香港都會大學白金卡」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card
Request Course Fee Debit Note (Pay application fee first; course fees by debit note)



(2) Press <Proceed to Payment>.
按「立即繳費」。

Step 2 - Pay by Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

If you are ready to submit your application, click 'Proceed to Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can go back to this eRegistration system to enquire about the progress of the submission.

Important Notes:
For payment method FPS/WeChat Pay/Alipay/BoC Pay/云閃付, after you have scanned the QR code to make the payment, please be reminded to **press 'Back TO MERCHANT'** on the payment successful screen page. Failure to do so may result in the unavailability of the place(s) in the selected course(s)/class section(s).

Proceed to Payment	Cancel and return to online form	More details
--------------------	----------------------------------	------------------------------



(3) Press <Proceed to Payment>.
按「立即繳費」。

Step 3 - Online Payment (Full Payment)

You are required to pay the following amount:

Course	Course Title	Class Section	Credits	Amount (HK\$)
ACT B304	ACCOUNTING INFORMATION SYSTEMS	T02	5.00	

Course Fee
Application Fee

Total Amount

If you need to make amendments to your application, please notify the Registry in writing.

Please also note that fees paid are non-refundable and non-transferable to another term or for another use.

Proceed to payment	Cancel and return to online form
--------------------	----------------------------------



(4) Press <Confirm>.
按「確認」。


Step 4 - Centralized Payment Platform

University Reference No.
Payment Amount (HK\$)

You will be directed to Centralized Payment Platform to make the online payment.



(5) Select <FPS> and then click on <Continue>.
Scan the FPS QR code to make the payment.
選擇「FPS」，然後按「繼續」，並掃描 FPS 二維碼進行付款。

 香港都會大學
HONG KONG METROPOLITAN UNIVERSITY





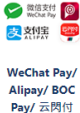

Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : DL e-Reg course fee
Order ID :
Amount :

Select your payment method:

Continue



(6) Remember to press <Back to Merchant> to ensure the payment is paid successfully.
切記按「返回商戶」以確定繳費。

Please scan the FPS QR code to make the payment. After you have paid the fee, you may click the below button and return to the confirmation page.
請掃描FPS二維碼進行付款。付款完成後，您可以按以下按鈕返回到系統確認頁面。



(7) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses.

當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

FPS Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

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[Course Material Distribution Information](#)

[Complete the eRegistration questionnaire](#) before you leave the eRegistration system.

[Log-out](#)

Payment Method A4: PPS (Online Instant Payment) (Full Payment)

付款方式甲四:「繳費靈」網上即時付款 (全數繳付學費)

(1) Select <Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card>.

選擇「信用卡 / 銀聯 / 轉數快 / 「繳費靈」 / 微信支付 / 支付宝 / BOC Pay / 云閃付 / 中銀香港都會大學白金卡」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card
Request Course Fee Debit Note (Pay application fee first; course fees by debit note)



(2) Press <Proceed to Payment>.
按「立即繳費」。

Step 2 - Pay by Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

If you are ready to submit your application, click 'Proceed to Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can go back to this eRegistration system to enquire about the progress of the submission.

Important Notes:
For payment method FPS/WeChat Pay/Alipay/BoC Pay/云閃付, after you have scanned the QR code to make the payment, please be reminded to **press 'Back TO MERCHANT'** on the payment successful screen page. Failure to do so may result in the unavailability of the place(s) in the selected course(s)/class section(s).

Proceed to Payment	Cancel and return to online form	More details
--------------------	----------------------------------	------------------------------



(3) Press <Proceed to Payment>.
按「立即繳費」。

Step 3 - Online Payment (Full Payment)

You are required to pay the following amount:

Course	Course Title	Class Section	Credits	Amount (HK\$)
ACT B304	ACCOUNTING INFORMATION SYSTEMS	T02	5.00	

Course Fee
Application Fee

Total Amount

If you need to make amendments to your application, please notify the Registry in writing.

Please also note that fees paid are non-refundable and non-transferable to another term or for another use.

Proceed to payment	Cancel and return to online form
--------------------	----------------------------------



(4) Press <Confirm>.
按「確認」。


Step 4 - Centralized Payment Platform

University Reference No.
Payment Amount (HK\$)

You will be directed to Centralized Payment Platform to make the online payment.



(5) Select <PPS> and then click on <Continue>. Follow PPS's instructions to process the payment.
選擇「PPS」，然後按「繼續」，並按照繳費靈的指示進行繳費。







 HONG KONG METROPOLITAN UNIVERSITY Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : DL e-Reg course fee
Order ID :
Amount :

Select your payment method:



(6) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses.

當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

PPS Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

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[Save this page](#)
[Course Material Distribution Information](#)
[Complete the eRegistration questionnaire before you leave the eRegistration system.](#)

Payment Method A5: WeChat Pay / AliPay / BOC Pay / 云閃付 (Full Payment)

付款方式甲五：微信支付 / 支付寶 / BOC Pay / 云閃付 (全數繳付學費)

(1) Select <Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card>.

選擇「信用卡 / 銀聯 / 轉數快 / 「繳費靈」 / 微信支付 / 支付寶 / BOC Pay / 云閃付 / 中銀香港都會大學白金卡」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card
Request Course Fee Debit Note (Pay application fee first; course fees by debit note)



(2) Press <Proceed to Payment>.
按「立即繳費」。

Step 2 - Pay by Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

If you are ready to submit your application, click 'Proceed to Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can go back to this eRegistration system to enquire about the progress of the submission.

Important Notes:
For payment method FPS/WeChat Pay/AliPay/BoC Pay/云閃付, after you have scanned the QR code to make the payment, please be reminded to **press 'Back TO MERCHANT'** on the payment successful screen page. **Failure to do so may result in the unavailability of the place(s) in the selected course(s)/class section(s).**

Proceed to Payment	Cancel and return to online form	More details
--------------------	----------------------------------	------------------------------



(3) Press <Proceed to Payment>.
按「立即繳費」。

Step 3 - Online Payment (Full Payment)

You are required to pay the following amount:

Course	Course Title	Class Section	Credits	Amount (HK\$)
ACT B304	ACCOUNTING INFORMATION SYSTEMS	T02	5.00	

Course Fee
Application Fee

Total Amount

If you need to make amendments to your application, please notify the Registry in writing.

Please also note that fees paid are non-refundable and non-transferable to another term or for another use.

Proceed to payment	Cancel and return to online form
--------------------	----------------------------------



(4) Press <Confirm>.
按「確認」。

Step 4 - Centralized Payment Platform

University Reference No.
Payment Amount (HK\$)

You will be directed to Centralized Payment Platform to make the online payment.

Confirm Back

(5) Select <WeChat Pay/ Alipay/ BOC Pay/ 云閃付> and then click on <Continue>. Follow the instructions provided by the selected payment platform to process the payment.
選擇「WeChat Pay/ Alipay/ BOC Pay/ 云閃付」，然後按「繼續」，並按照已選的支付平台之指示進行繳費。

Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : DL e-Reg course fee
Order ID :
Amount :

Select your payment method:

VISA UnionPay FPS PPS WeChat Pay/ Alipay/ BOC Pay/ 云閃付 IFTI Plan Offer

Continue

(6) Remember to press <Back TO MERCHANT> to ensure the payment is paid successfully.
切記按「返回商戶」以確定繳費。

Payment Successful

Merchant Name THE HONG KONG METROPOLITAN UNIVERSITY

Order ID

Order Time

Back TO MERCHANT



(7) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses.

當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

WeChat Pay/Alipay/BOC Pay/云閃付 Payment Success

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

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[Save this page](#)
[Course Material Distribution Information](#)
[Complete the eRegistration questionnaire](#) before you leave the eRegistration system.

[Log-out](#)

Payment Method A6: BOC HKMU Platinum Card (Interest-free Tuition Installment Plan)

付款方式甲六：中銀香港都會大學白金卡 (分期支付學費)

(1) Select <Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card>.

選擇「信用卡 / 銀聯 / 轉數快 / 「繳費靈」 / 微信支付 / 支付寶 / BOC Pay / 云閃付 / 中銀香港都會大學白金卡」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card
Request Course Fee Debit Note (Pay application fee first; course fees by debit note)



(2) Press <Proceed to Payment>.
按「立即繳費」。

Step 2 - Pay by Credit Card / UnionPay / FPS / PPS / WeChat Pay / AliPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

If you are ready to submit your application, click 'Proceed to Payment'. Please have your payment details ready. The system will allow 15 minutes for you to complete the payment process; otherwise, it will release the class quota held for you. Upon successful payment, the system will display a payment success notice. If you do not receive this notice, please read the error message carefully and amend your entry accordingly before you re-submit. If there is no response after payment, you can go back to this eRegistration system to enquire about the progress of the submission.

Important Notes:
For payment method FPS/WeChat Pay/Alipay/BoC Pay/云閃付, after you have scanned the QR code to make the payment, please be reminded to **press 'Back TO MERCHANT'** on the payment successful screen page. Failure to do so may result in the unavailability of the place(s) in the selected course(s)/class section(s).

Proceed to Payment	Cancel and return to online form	More details
--------------------	----------------------------------	------------------------------



(3) Press <Proceed to Payment>.
按「立即繳費」。

Step 3 - Online Payment (Full Payment)

You are required to pay the following amount:

Course	Course Title	Class Section	Credits	Amount (HK\$)
ACT B304	ACCOUNTING INFORMATION SYSTEMS	T02	5.00	

Course Fee
Application Fee

Total Amount

If you need to make amendments to your application, please notify the Registry in writing.

Please also note that fees paid are non-refundable and non-transferable to another term or for another use.

Proceed to payment	Cancel and return to online form
--------------------	----------------------------------



(4) Press <Confirm>. 按「確認」。

Step 4 - Centralized Payment Platform

University Reference No.
Payment Amount (HK\$)

You will be directed to Centralized Payment Platform to make the online payment.

Confirm Back

(5) Select <IFTI Plan Offer> and then click on <Continue>. 選擇「IFTI Plan Offer」，然後按「繼續」。

Centralized Payment Platform

Thank you for your application/order. We are now processing your request. Please do NOT press the "back" button, close this window browser, submit your request again or refresh the page. Doing so may result in charging your account twice. The confirmation notice will be available at the end of the payment process, which may take 30 seconds or more to load. Please DO NOT close the browser during the payment transaction. We appreciate your patience.

Payment Summary

Fee Item : DL e-Reg course fee
Order ID :
Amount :

Select your payment method:

Visa/Mastercard UnionPay FPS PPS WeChat Pay/ Alipay/ BOC Pay/ 云閃付 IFTI Plan Offer

Continue

(6a) Read the terms and conditions on the page. 請細閱頁面上的條款及細則。

(6b) Check the box. 勾選空格。

(6c) Click on <Continue>. 按「繼續」。

Centralized Payment Platform

Tuition Fees Payment by Installment

Minimum amount for the tuition fees payment is HK\$2,000 which must be made through BOC HKMU Platinum Card ONLY. Eligible students must be the same person as BOC HKMU Platinum Card Cardholder who has sufficient credit limit for the payment process.

If you use a non-BOC HKMU Platinum Card for payment or if you have insufficient credit limit, your transaction will be terminated at BOC gateway. (Please go back to previous screen by clicking the "Back" button if you are not going to pay with the BOC HKMU Platinum)

BOC Credit Card (International) Limited
Terms and Conditions for Interest-free Purchase Instalment Program

1. Interest-free Purchase Instalment Program
Subject to these terms and conditions, which are supplemental to the User Agreement ("Agreement") governing the card account and shall form part of the Agreement, any person ("Applicant") being the Cardholder of the card account may apply for the Interest-free Purchase Instalment Program ("Interest-free Purchase Instalment Program") offered by BOC Credit Card (International) Limited ("Company"), unless such card account has been excluded from the Interest-free Purchase Instalment Program by the Company from time to time. In the event of inconsistency between the Agreement and these terms and conditions, these terms and conditions shall prevail to the extent of any such inconsistency. Capitalized terms used herein shall have the meanings ascribed to them in the Agreement.

Warning: To borrow or not to borrow? Borrow only if you can repay!

I have read and agreed to the above terms and conditions.

Continue



Tuition Fees Payment by Installment

Please select your installment plan:

- 6-month Installment
- 12-month Installment

Continue

(7a) Select appropriate installment plan. 選擇合適的分期付款計劃。

(7b) Click on <Continue> and follow the Bank's instructions to process the payment. 按「繼續」，並按照銀行指示進行繳費。



UnionPay Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Course(s)	
Payment Amount	
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

[Print this page](#)

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[Course Material Distribution Information](#)

Complete the [eRegistration questionnaire](#) before you leave the eRegistration system.

[Log-out](#)

(8) Successful Payment Page will be shown after your payment has been accepted. You can log in the system again to enroll additional courses.

當付款已被接納後，系統會顯示成功付款的頁面。你可以再次登入系統以選修其他科目。

Payment Method B1: Request Course Fee Debit Note (Pay application fee first, course fees by debit note)

付款方式乙一：索取學費繳費單（先繳付報名費；學費以繳費單方式繳交）

- (1) **Select <Request Course Fee Debit Note (Pay application fee first; course fees by debit note)>.**
選擇「索取學費繳費單（先繳付報名費；學費以繳費單方式繳交）」。

Step 1 - Choose the payment methods

You can use the following payment methods to settle the fees:

Credit Card / UnionPay / FPS / PPS / WeChat Pay / AllPay / BOC Pay / 云閃付 / BOC HKMU Platinum Card

Request Course Fee Debit Note (Pay application fee first, course fees by debit note)



- (2) **Read the instructions, and pay the application fee first (if applicable).**
請細閱指示，並繳付報名費（如適用）。

Step 2 - Request Debit Note

You have selected to request for debit note(s). You will need to pay for application fee (HK\$ 300) first (if applicable).

If you need to apply for student financial assistance* to support your study or wish to pay the fees at a bank, please click the button below to request a course fee debit note (for each course selected) for payment.

* The deadline for applying for the HKMU Student Financial Assistance is . Please contact the Student Affairs Office for application.

Important Notes:

Please note that upon receipt of the full course fee payment, the University will confirm your registration provided that a place is still available at that time, and assign you to the class section you indicated. However, if there is no place left in that class section, you will be allocated in a different class section without prior notice.

Confirm to Request Course Fee Debit Note Cancel and return to online form

- (3) **Press <Confirm to Request Course Fee Debit Note>.**
按「確定索取學費繳費單」。



- (4) **Press <Proceed to payment>.**
按「立即繳費」。

Step 3 - Online Payment (Application fee)

You are required to pay the application fee of HK\$ 300 first. After you have paid the application fee, the University will send you the course fee debit note(s) (for each course selected) by mail.

You can pay the application fee by using Credit Card, UnionPay, FPS, PPS, WeChat Pay, AliPay, BOC Pay, or 云閃付. Application fee is non-refundable and non-transferable to another term or for another use.

If you need to make amendments to your application, please notify the Registry in writing.

Please select the application fee payment method after clicking 'Proceed to payment'.

Proceed to payment Cancel and return to online form



(5) Press <Confirm> to pay the application fee first.
按「確認」先繳付報名費。

Step 4 - Centralized Payment Platform

HKID/Passport No.
Payment Amount (HK\$) 300.00

You will be directed to Centralized Payment Platform to make the online payment.



(6) The University will send you the course fee debit note(s) by mail to your mailing address according to the University's record.
大學稍後會根據紀錄郵寄學費繳費單到你的郵寄地址。

PPS Payment Successful

Thank you for your application. Your payment has been accepted.
Your university reference number is:

Payment information	Content
Payment Amount	\$ 300.00
Payment Status	Successful

Your payment reference number is:

Please quote this reference number should there be any problem with your payment.

The University will send you the course fee debit note(s) for the following course(s) by mail.

Course(s)	
Total Course Fee(HKD)	

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[Course Material Distribution Information](#)
Complete the [eRegistration questionnaire](#) before you leave the eRegistration system.

-END-