Postgraduate Admissions System
User Guide

Graduate School
Website: https://gs.hksyu.edu/
Email: gs@hksyu.edu

Computing Services Centre
Website: https://csc.hksyu.edu/
Email: csc@hksyu.edu

香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Login Page and New Registration

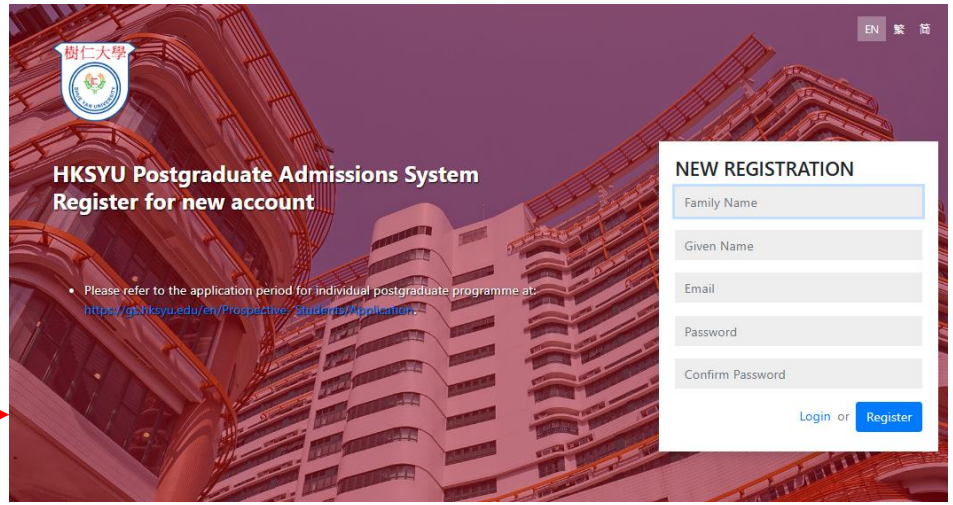
Postgraduate Admissions System is located at: https://postgraduate-admission.hksyu.edu/

Login Page

Please click the “Register” button to create an account for the first-time application.
If you already have an account, please choose “Login”.

New Registration

Please fill in the required information before you click the “Register” button
The University communicates with applicants mainly by email, please ensure your email address is correct and valid.

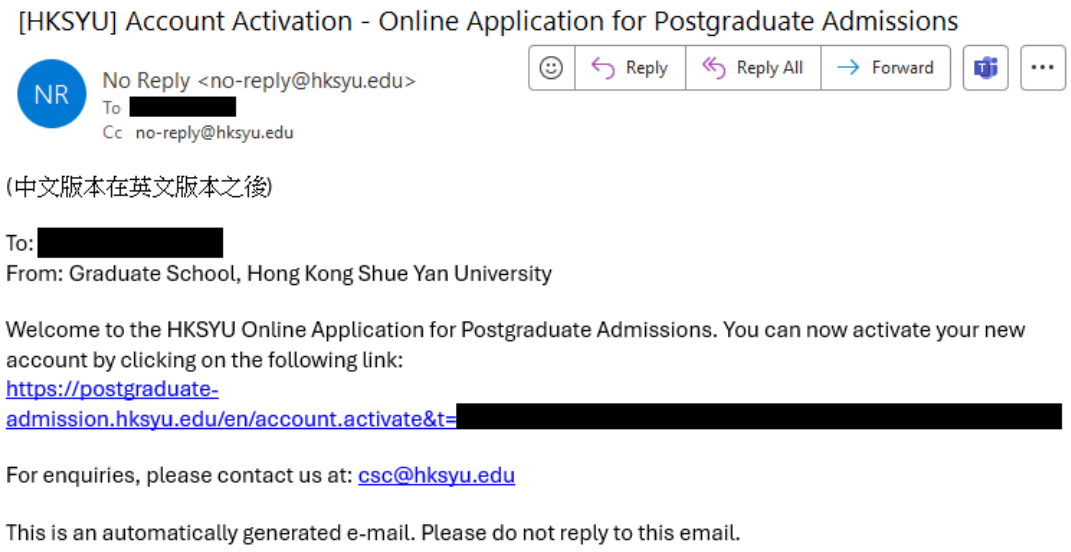


香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Registration Successful

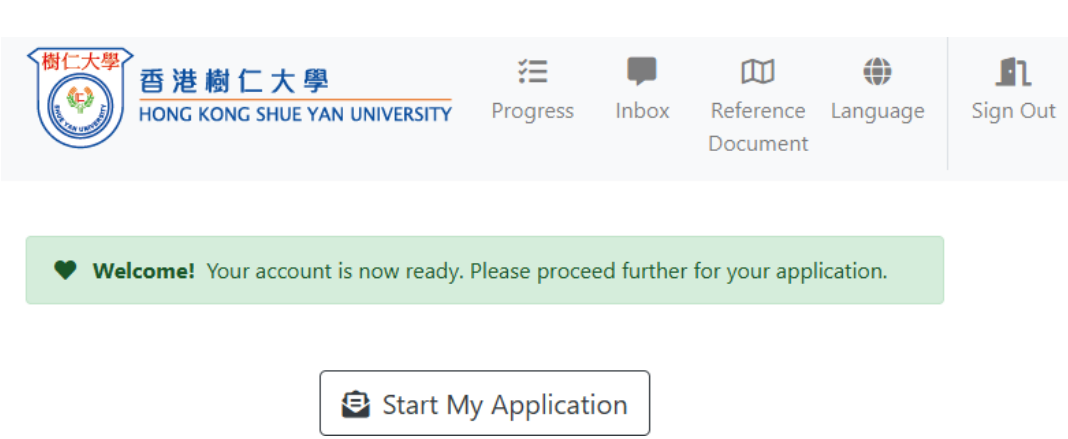
Verification E-mail

You will receive a verification email from the Graduate School after registering an account.
Please click the link in the email to activate your account.



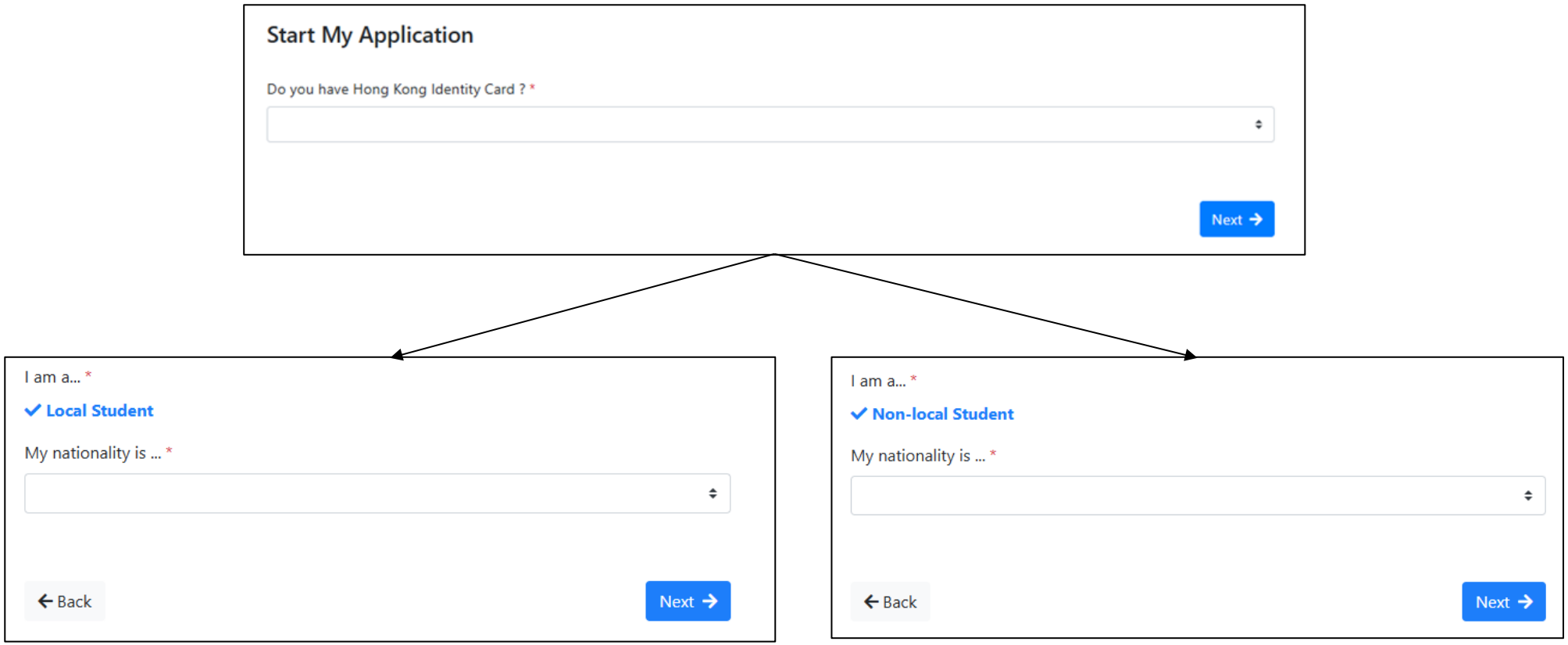
Registration Successful

You will be directed to the Postgraduate Admissions System automatically after clicking the activate link.
Please click "Start My Application" to proceed.



Start My Application

Before choosing your programme choice, you are required to answer few questions to confirm whether you are local/non-local applicant. For definition of local or non-local applicant, please refer to: https://www.jupas.edu.hk/en/page/detail/3670/

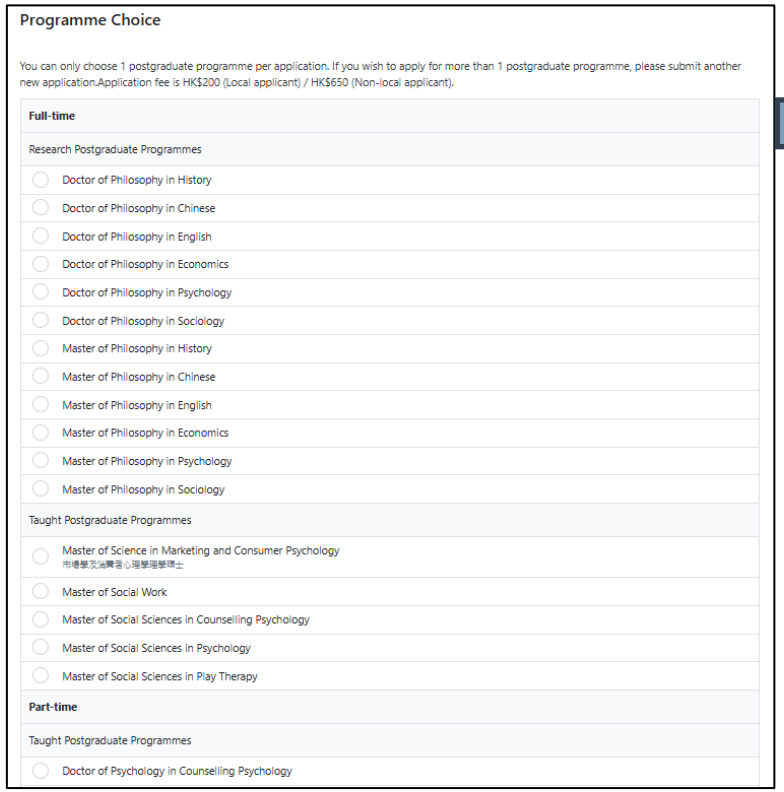


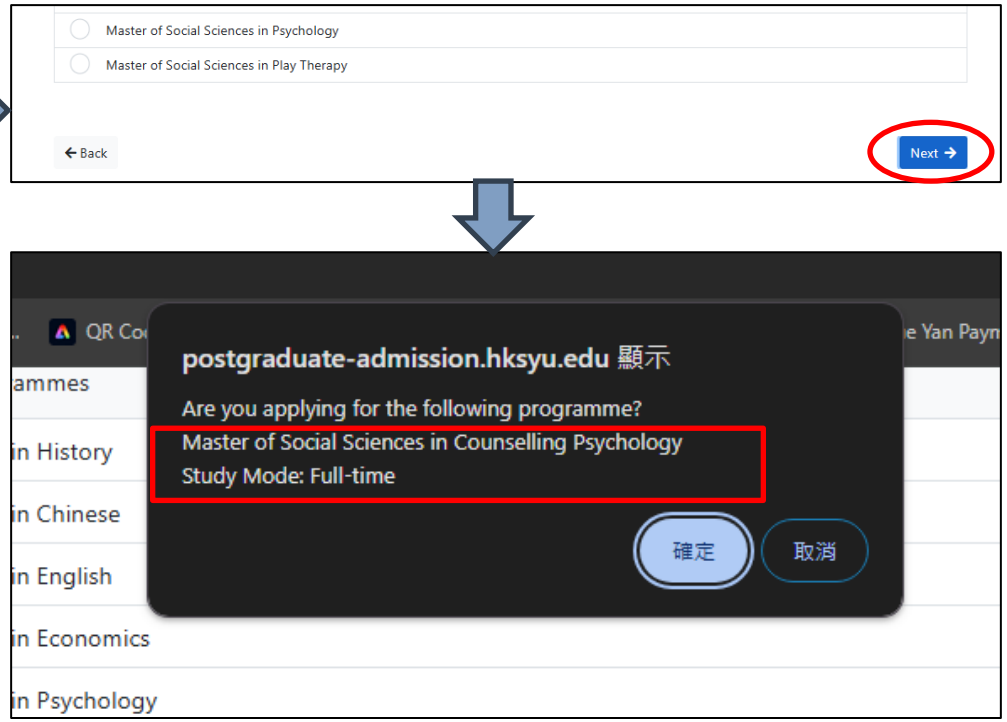
香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Programme Choices

You can only choose 1 postgraduate programme per application. If you wish to apply for more than 1 postgraduate programme, please submit another new application. Application fee is HK$200 (Local applicant) / HK$650 (Non-local applicant).

After choosing the programme, please click “Next” and double check if the selected programme choice and study mode is correct.

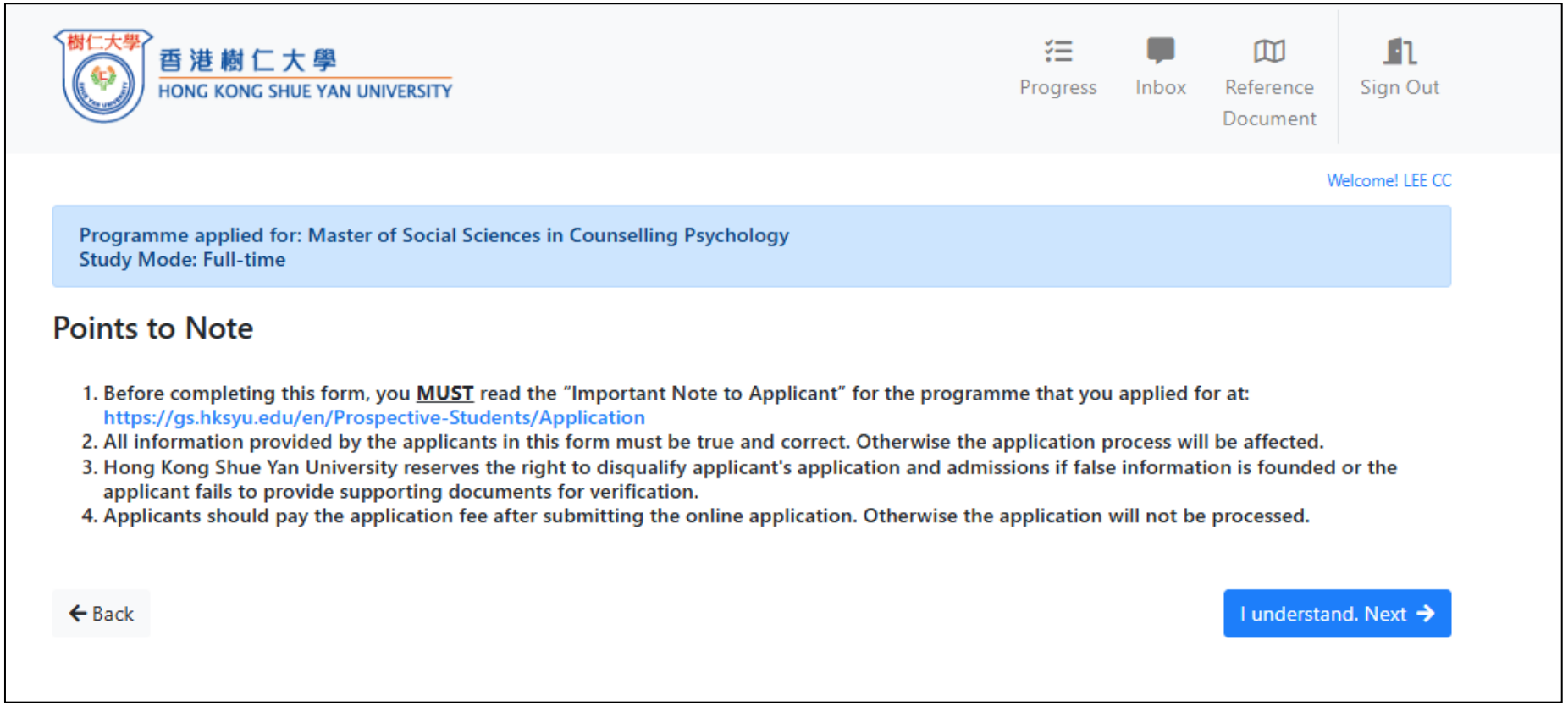




香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

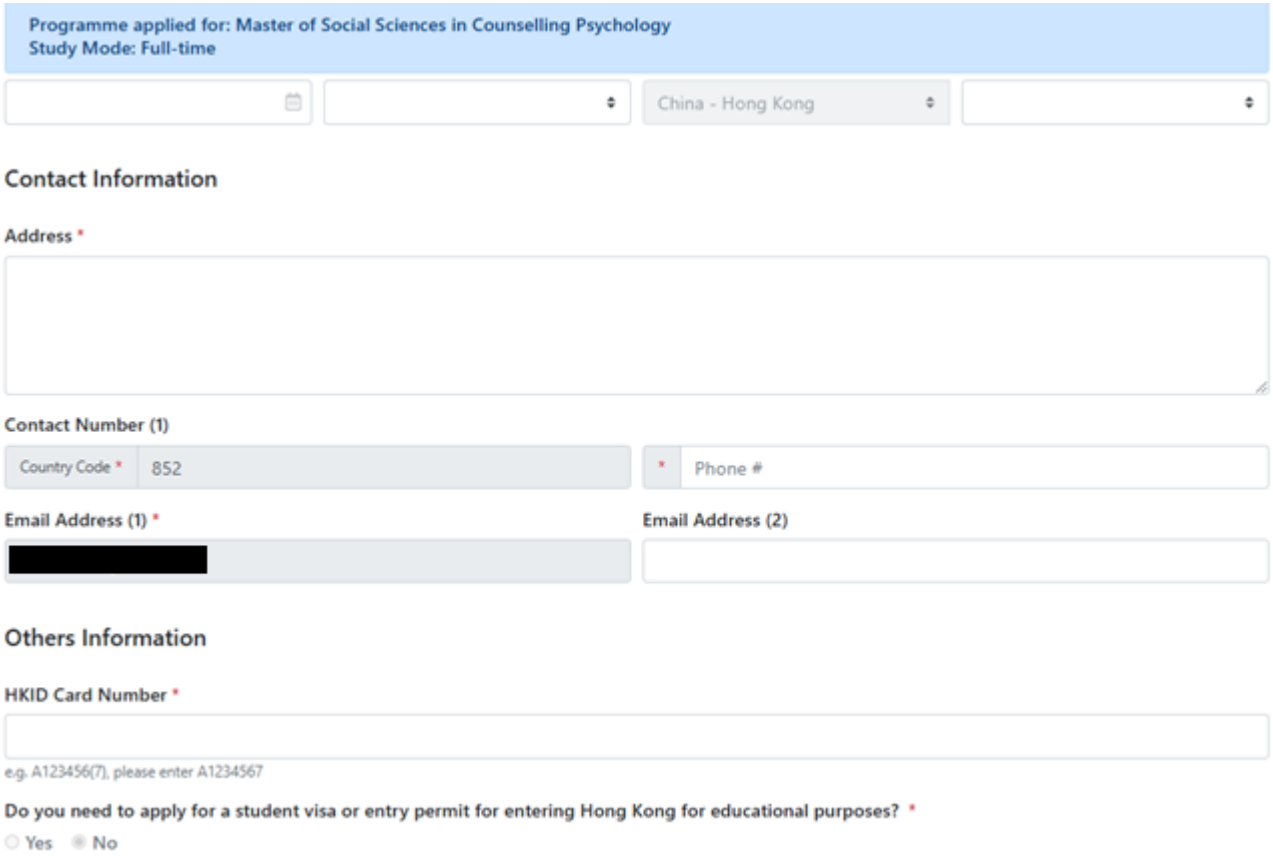
Points to Note

Before completing this form, you **MUST** read the "Important Note to Applicant" for the programme that you applied for at: https://gs.hksyu.edu/en/Prospective-Students/Application. Please ensure that you have prepared all the required documents for filling out the form and/or uploading them to the system before pressing "I understand. Next" button.



Application Detail

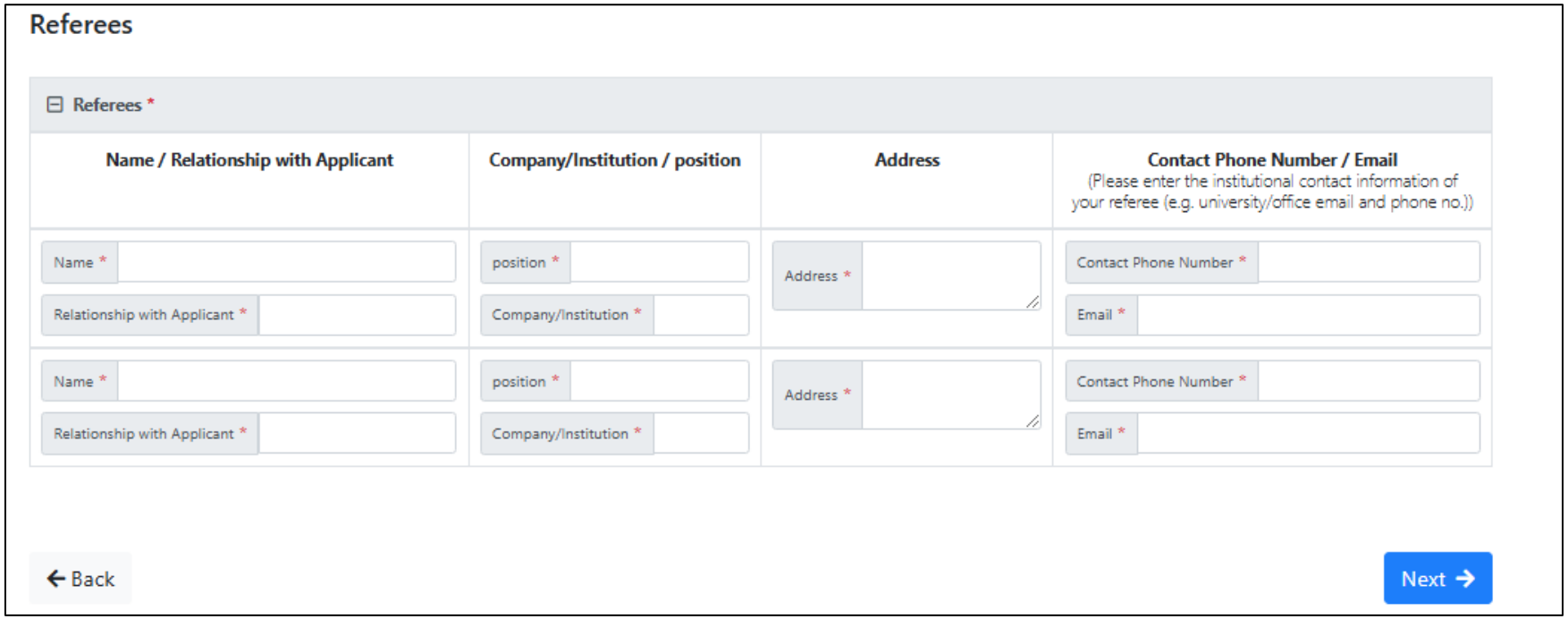
The fields with "*" are compulsory. You are not allowed to move on if you leave the compulsory fields empty.



香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Referees

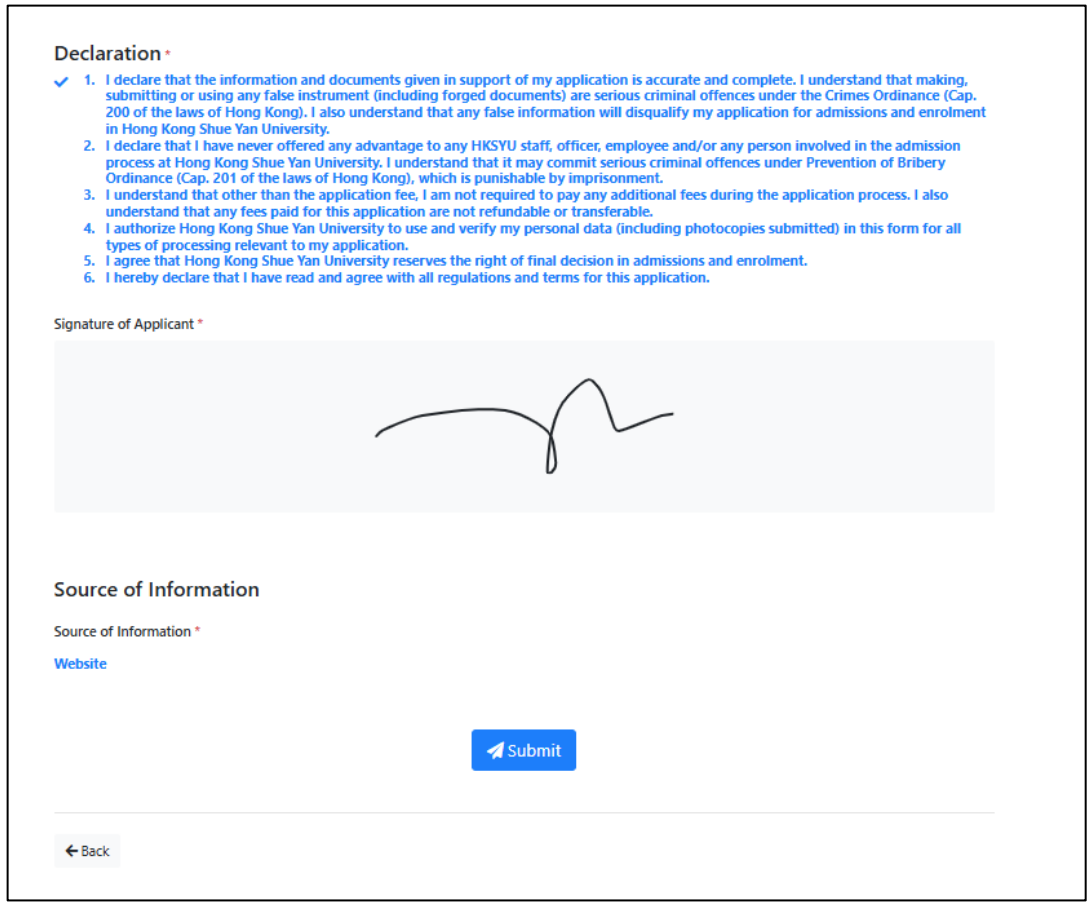
Applicants are required to invite **TWO** referees to complete the Confidential References. Please contact your proposed referees and provide their contact information under the "Referees" section. Please also ensure that the email addresses are entered correctly.



香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Submit the application

Before submitting the application form, please double check if you have correctly input the required data and uploaded the required documents.



Settling the Application Fee

After successfully submitting an application, you will receive an email showing your application number and payment procedures.

[HKSYU] Postgraduate Admissions – Application fees (HKSYU App No.: [redacted])

NR No Reply <no-reply@hksyu.edu>
To [redacted]
Cc no-reply@hksyu.edu

Reply | Reply All | Forward

Sun 22/12/2024 09:56

To:[redacted]
From: Graduate School, Hong Kong Shue Yan University

HKSYU Postgraduate Admissions Application No.: [redacted]

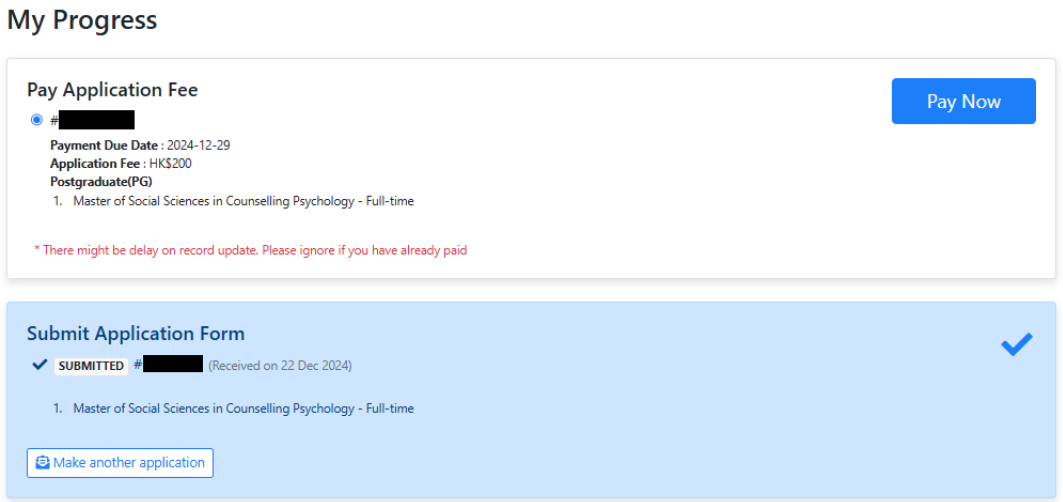
Thank you for submitting your application for postgraduate admissions. Your application number is [redacted]

Please login the application system at https://postgraduate-admission.hksyu.edu to settle the non-refundable application fee by the stipulated due date which will be shown on the "My Progress" page. Please be reminded that unpaid application will not be processed!

Should you have any enquiries, please do not hesitate to contact us at Tel: 2104-8270 or Email: mcounpsy@hksyu.edu.

This is an automatically generated e-mail. Please do not reply to this email.

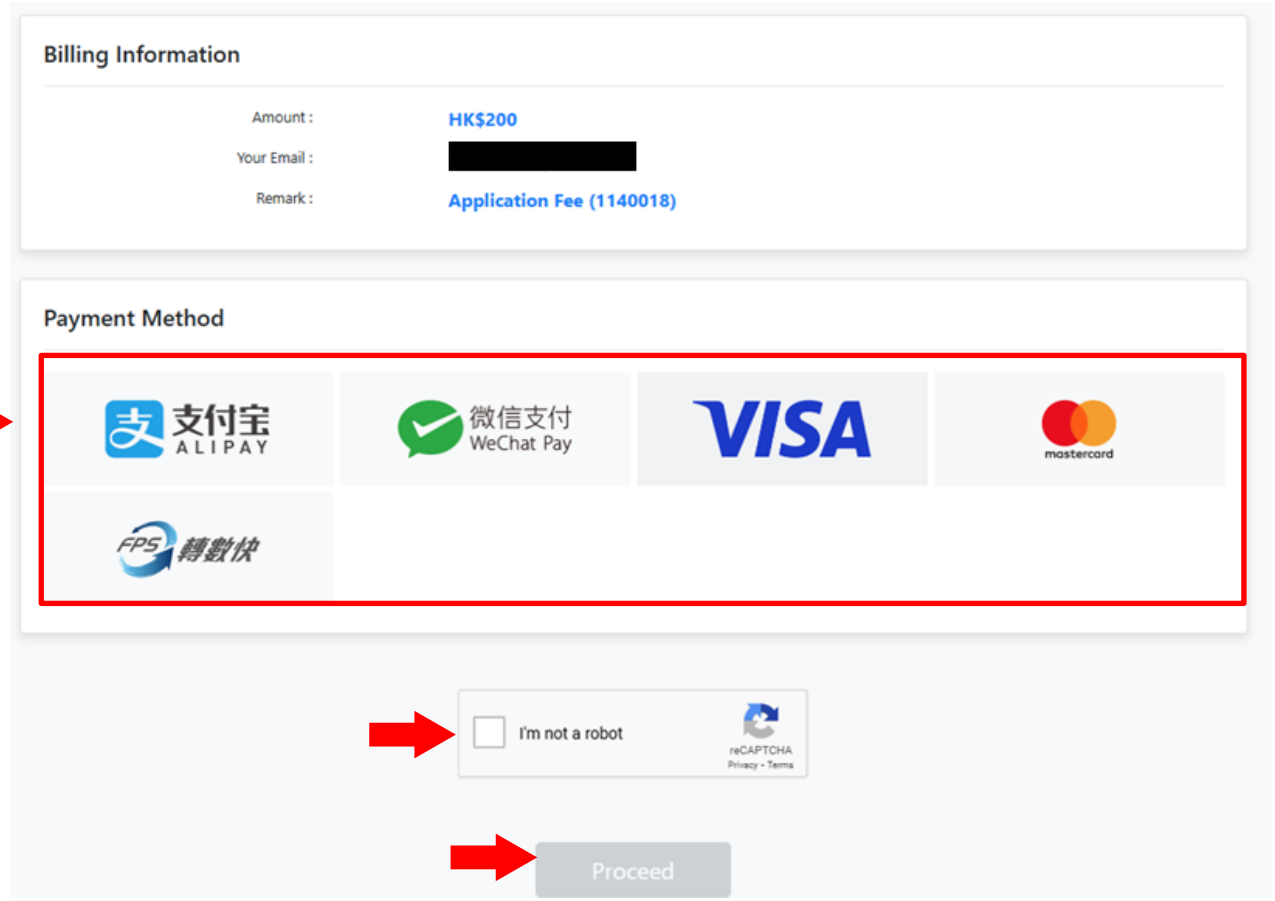
Please login the application system again and go to the "My Progress" page to settle the payment by clicking the "Pay Now" button.



香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Settling the Application Fee

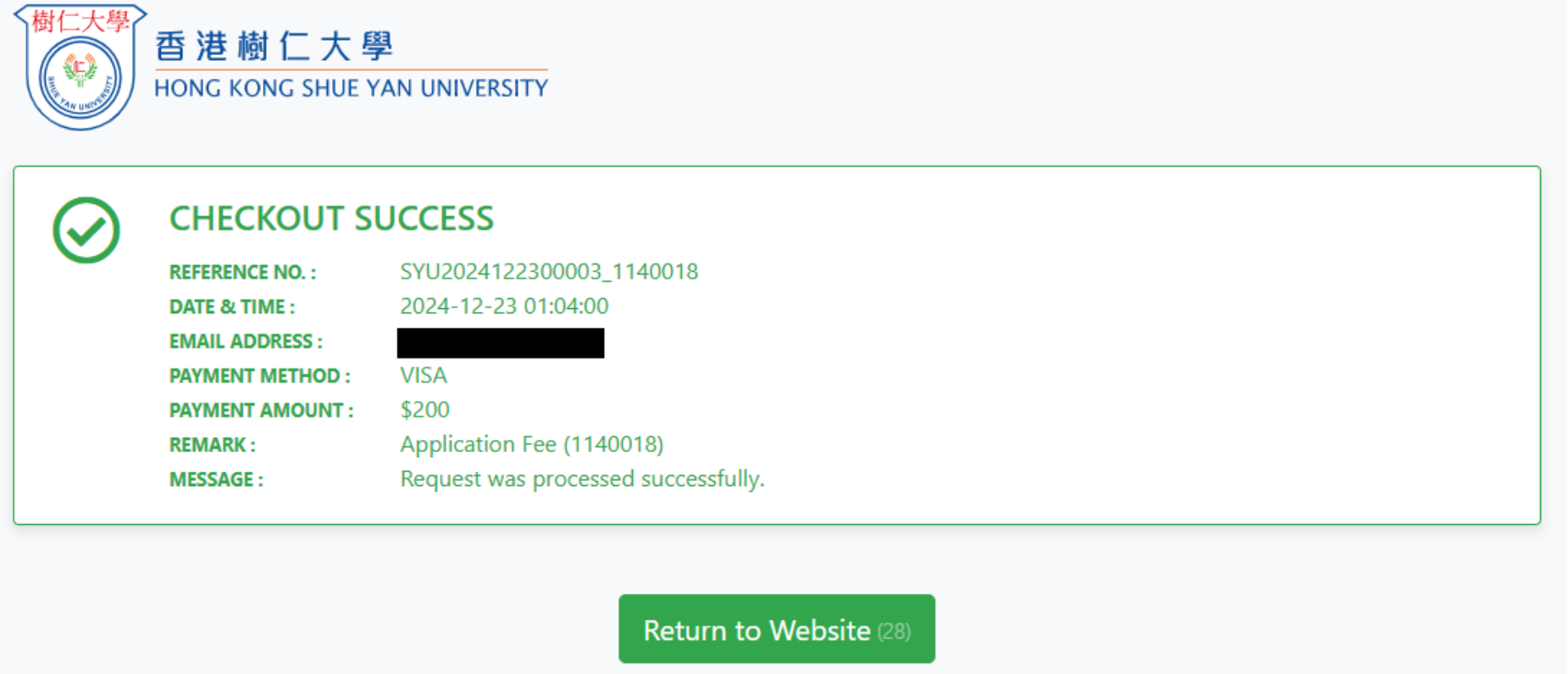
Please select one of the payment methods (AliPay / WeChat Pay / Visa / Master / FPS), then click “I’m not a robot” and complete the generated check. Then, click the “Proceed” button to pay.



香港樹仁大學
HONG KONG SHUE YAN UNIVERSITY

Application Fee (Checkout Success)

The system will show “CHECKOUT SUCCESS” when you pay successfully

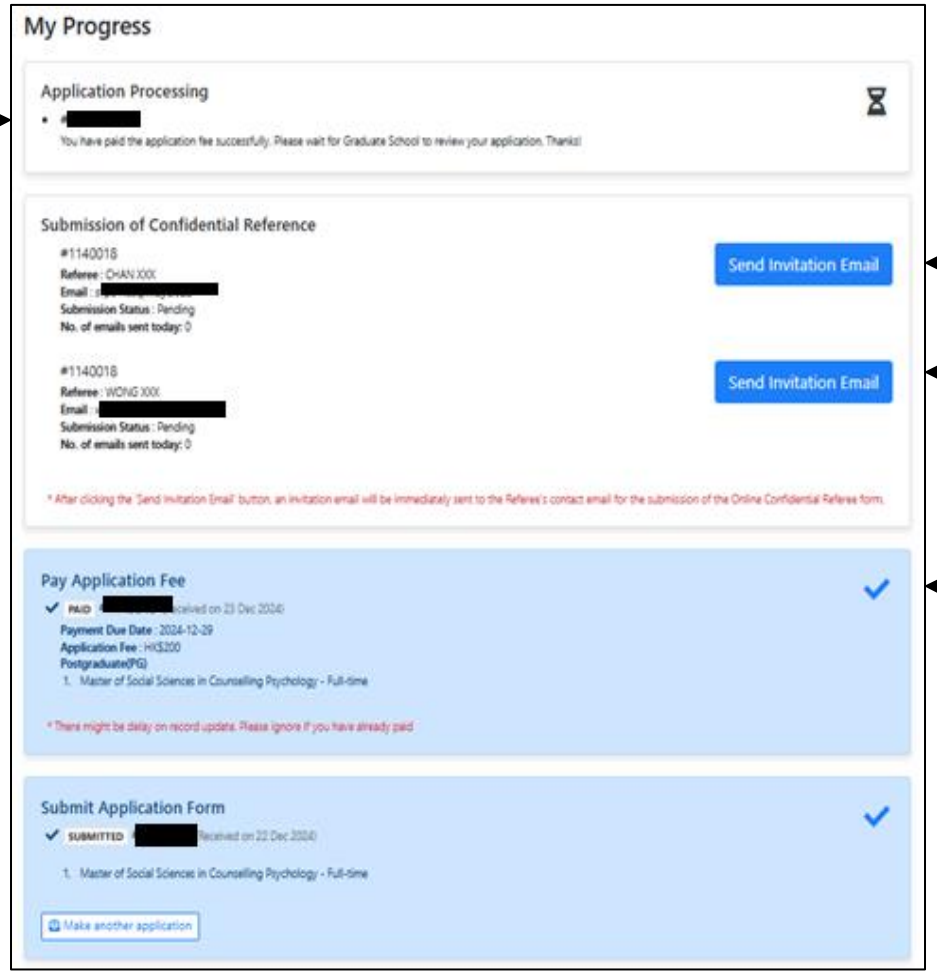


Successful Application

You will be directed to the Online Application System automatically after you have paid successfully.

After successfully paid, the system will show your next stage "Application Processing".

Please wait for the assessment results.



Once you have successfully paid the application fee for admissions, you can click “Send Invitation Email” to send the invitation email to your referees thru the Postgraduate admissions system. Your referees will then receive an invitation email from the Graduate School to complete an online confidential reference for you.

If your referee has submitted the Confidential Reference for you, the Submission Status will be changed from “Pending” to “Submitted”.

✓ means the application fee has been paid.

Enquiries

- If you encounter any technical problems while filling out the application form in the postgraduate admissions system, please contact the Computing Services Centre at: csc@hksyu.edu.

- For other enquiries relating to your postgraduate admissions, please contact the relevant postgraduate programme administrative staff for further assistance. (Please refer to the contact method at: https://gs.hksyu.edu/en/contact-us)