Hong Kong Shue Yan University Postgraduate Admissions System Guide

Overview of Application Procedures

Welcome to the Online Postgraduate Admissions System of Hong Kong Shue Yan University.

- Submission Method: Applications must be submitted exclusively through our online admissions system. Submissions via post or email cannot be accepted.
- Application Limit: Applicants can apply to only one programme per application submission.
- Language & Requirements: The application form must be completed in either Chinese or English, as specified by the programme's requirements. All fields marked with an asterisk (*) are mandatory.
- Application Fee: A non-refundable and non-transferable fee of HKD $250 for local applicants / HKD $650 for non-local applicants is required. Applications without successful payment by the deadline will be automatically cancelled.
- Key Application Period: The main application round for most programmes of each academic year intake is scheduled from November to January. For details, please pay attention to the announcement made on the website of Graduate School https://gs.hksyu.edu/ .
- Data Integrity: All information provided in the application must be truthful, accurate, and complete. Submission of misleading or fraudulent information will result in application cancellation and may entail legal consequences.
- Document Specifications: Uploaded documents must be clear, legible, adhere to the specified formats, and comply with the prescribed file size limits. Applicants holding qualifications from Mainland China should pay particular attention to the specific certification requirements.
- Advisory Note: We strongly recommend submitting your application well in advance of the deadline to avoid potential technical difficulties associated with high system traffic. Please ensure the application fee is settled promptly.
- Communication Channel: Please maintain active and accessible email and telephone contact information to ensure you receive all university communications, including interview invitations.
- Policy Compliance: Applicants are expected to fully comply with all university regulations and policies, including those pertaining to the Prevention of Bribery and data authorization.

For assistance, please contact the respective Programme Team or Graduate School: gs@hksyu.edu.

Application portal: https://postgraduate-admission.hksyu.edu/en/

Disclaimer

This guidebook is for guidance purposes and references only. The language version, dates, years, numbers and prices shown in the screenshots are not errors. The University reserves the right to amend any information, policies, regulations, and fees without prior notice. Please refer to the official HKSYU Graduate School and relevant Departmental website for the most current information.

All content in this handbook is copyrighted by the Graduate School. Unauthorised reproduction, addition, deletion, or modification is strictly prohibited. The Graduate School reserves all rights to take legal action in case of any violation.

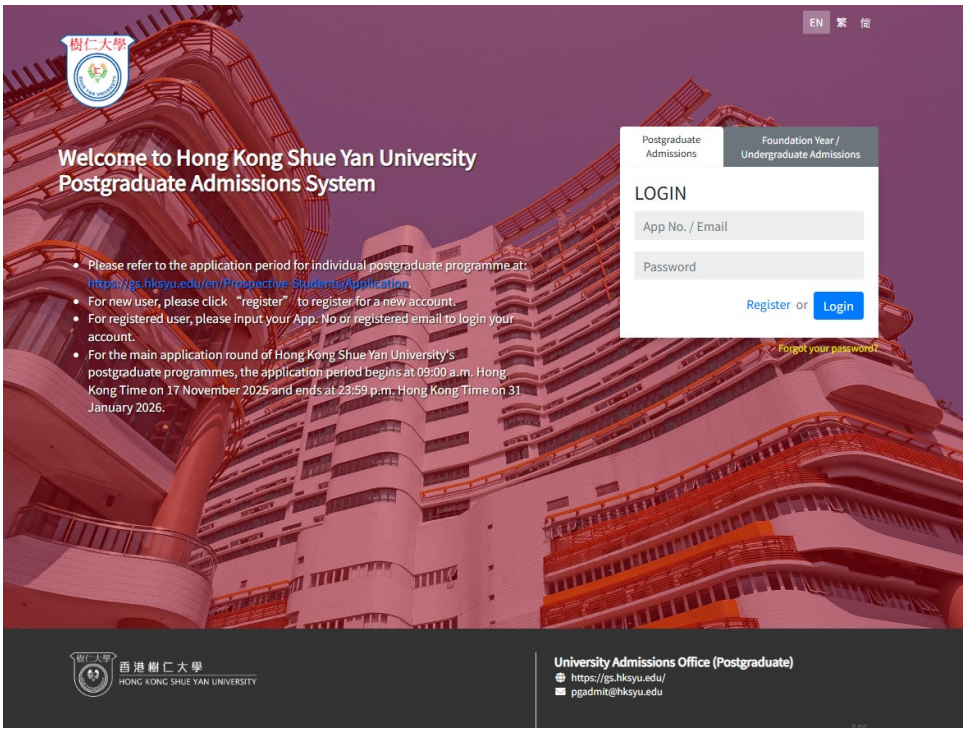
System Login

The system interface, with the exception of the form-filling section, is available in English, Traditional Chinese, and Simplified Chinese.

- New Users: Please select the "Register" function to create a new account. You will be required to provide your "Family name (Surname)," "Given Name," "Email Address," and establish a "Password" with confirmation. Please check your email for an activation link from us after doing so. Clicking the link will take you to your "My Progress" page to submit your first application.
- Registered Users: Please access your account using your assigned Application Number or the registered Email Address along with your password.

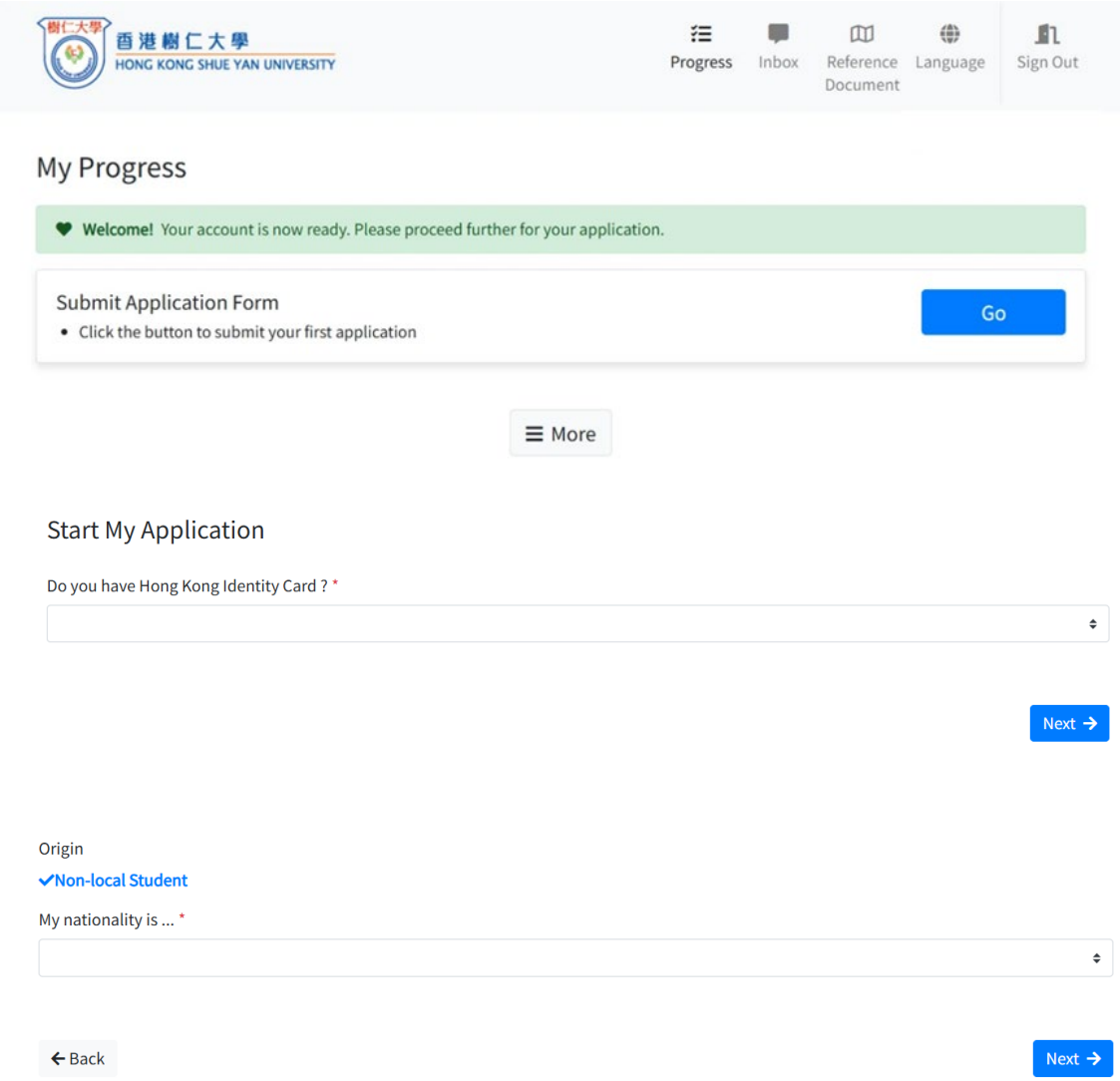
Important Notes:

- Please ensure the provision of a valid and regularly monitored email address, as it will serve as the primary channel for official correspondence.
- Safeguard your password credentials. A "Forgot Password" feature is available should you need to reset your password.
- Your unique Application Number will be generated upon successful registration or submission. We advise you to retain this number for your records and future reference.



Choosing Your Identity

Upon successful login, you will be directed to the "My Progress" page. There, please click the "Go" button to submit your first application. Before selecting your programme, you must first choose your nationality, as this information is required for processing your application. You only need to set your identity once for your account, and this setting will apply to all future applications submitted under this account.

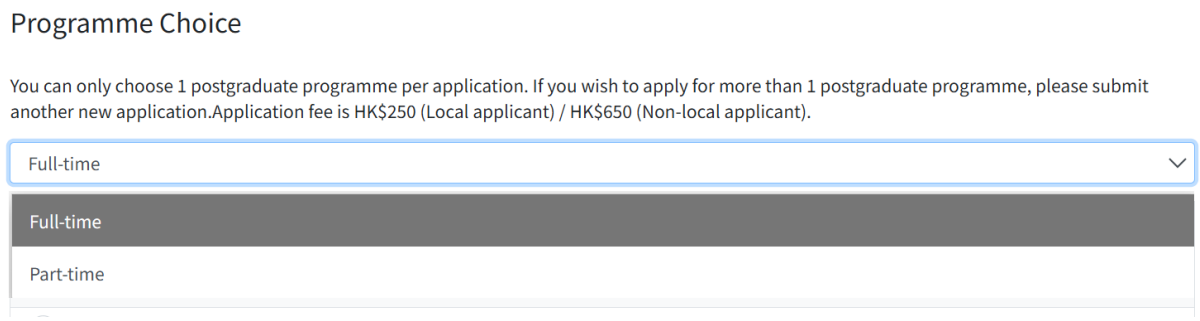


Programme Selection

Please select your choice of study mode (i.e. Full-time / Part-time) and programme type (i.e. Taught programme / Research Programme), then choose your desired programme from the available list.

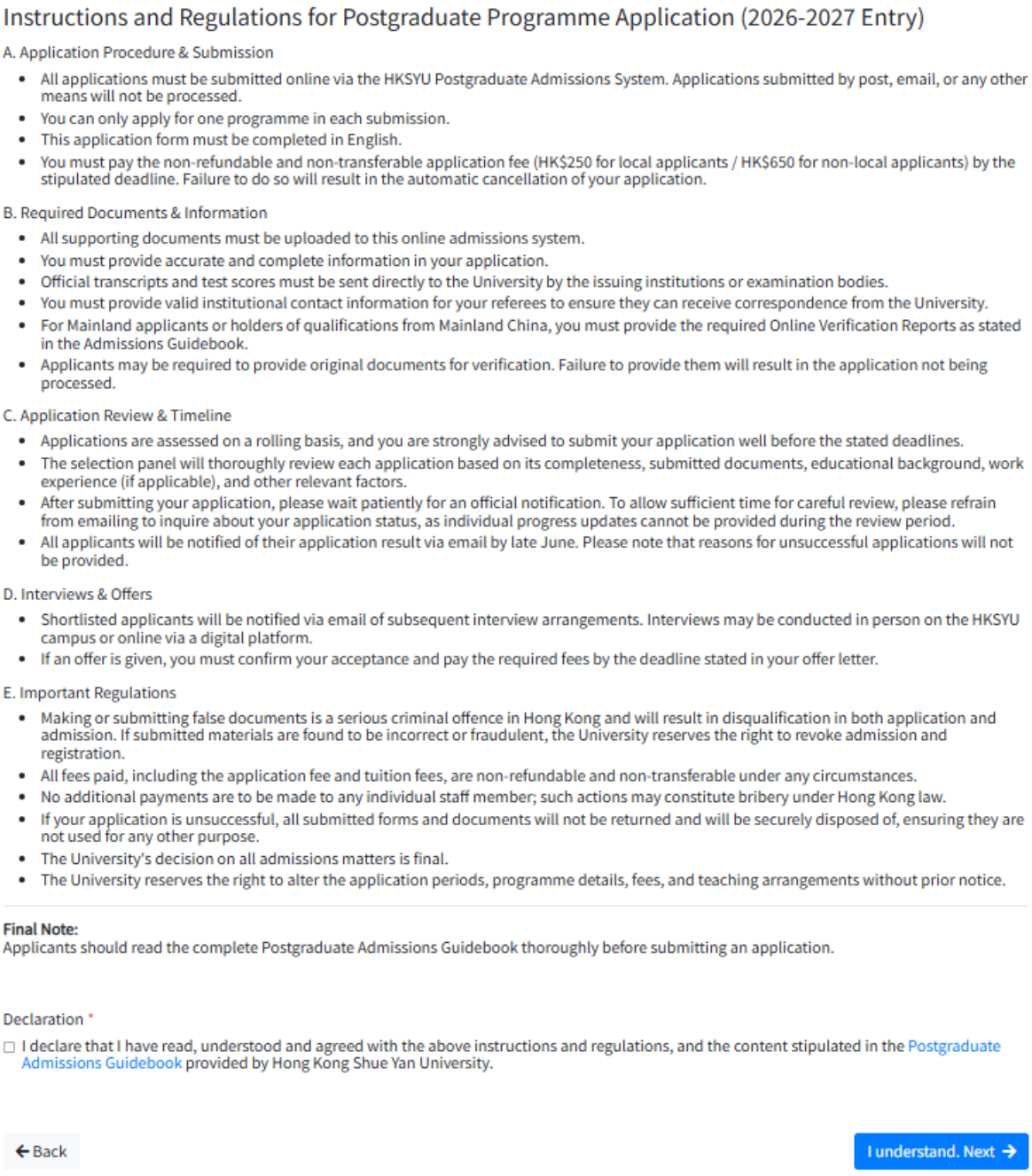
Important Notes:

- According to the Education Bureau's regulations, certain categories of non-local students are restricted to enrolling in full-time postgraduate programmes and are not permitted to choose other study modes, such as part-time.
- As the starting year and month of some programmes differ, their application periods may overlap. Please carefully select your intended year of entry and programme during the application process, as modifications cannot be made after the application is submitted.
- The list of offered programmes is subject to change. Please refer to the real-time information within the application system for the most current offerings.



Important Policies and Regulations

Prior to application submission, you are required to carefully review all important regulations. These encompass the legal implications of submitting fraudulent documents, the non-refundable nature of all fees, and adherence to the Prevention of Bribery Ordinance. You must formally declare that you have read, understood, and agreed to abide by these regulations and the stipulations within the "Postgraduate Admissions Guidebook."



Instructions and Regulations for Postgraduate Programme Application (2026-2027 Entry)

A. Application Procedure & Submission

- All applications must be submitted online via the HKSYU Postgraduate Admissions System. Applications submitted by post, email, or any other means will not be processed.
- You can only apply for one programme in each submission.
- This application form must be completed in English.
- You must pay the non-refundable and non-transferable application fee (HK$250 for local applicants / HK$650 for non-local applicants) by the stipulated deadline. Failure to do so will result in the automatic cancellation of your application.

B. Required Documents & Information

- All supporting documents must be uploaded to this online admissions system.
- You must provide accurate and complete information in your application.
- Official transcripts and test scores must be sent directly to the University by the issuing institutions or examination bodies.
- You must provide valid institutional contact information for your referees to ensure they can receive correspondence from the University.
- For Mainland applicants or holders of qualifications from Mainland China, you must provide the required Online Verification Reports as stated in the Admissions Guidebook.
- Applicants may be required to provide original documents for verification. Failure to provide them will result in the application not being processed.

C. Application Review & Timeline

- Applications are assessed on a rolling basis, and you are strongly advised to submit your application well before the stated deadlines.
- The selection panel will thoroughly review each application based on its completeness, submitted documents, educational background, work experience (if applicable), and other relevant factors.
- After submitting your application, please wait patiently for an official notification. To allow sufficient time for careful review, please refrain from emailing to inquire about your application status, as individual progress updates cannot be provided during the review period.
- All applicants will be notified of their application result via email by late June. Please note that reasons for unsuccessful applications will not be provided.

D. Interviews & Offers

- Shortlisted applicants will be notified via email of subsequent interview arrangements. Interviews may be conducted in person on the HKSYU campus or online via a digital platform.
- If an offer is given, you must confirm your acceptance and pay the required fees by the deadline stated in your offer letter.

E. Important Regulations

- Making or submitting false documents is a serious criminal offence in Hong Kong and will result in disqualification in both application and admission. If submitted materials are found to be incorrect or fraudulent, the University reserves the right to revoke admission and registration.
- All fees paid, including the application fee and tuition fees, are non-refundable and non-transferable under any circumstances.
- No additional payments are to be made to any individual staff member; such actions may constitute bribery under Hong Kong law.
- If your application is unsuccessful, all submitted forms and documents will not be returned and will be securely disposed of, ensuring they are not used for any other purpose.
- The University's decision on all admissions matters is final.
- The University reserves the right to alter the application periods, programme details, fees, and teaching arrangements without prior notice.

Final Note:
Applicants should read the complete Postgraduate Admissions Guidebook thoroughly before submitting an application.

Declaration *

☐ I declare that I have read, understood and agreed with the above instructions and regulations, and the content stipulated in the Postgraduate Admissions Guidebook provided by Hong Kong Shue Yan University.

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Personal Information Section

This section requires the completion of your personal details.

Basic Information: Legal English Name (must precisely match your official identification document), Chinese Name, Date of Birth, Place of Birth, Gender, and Nationality.

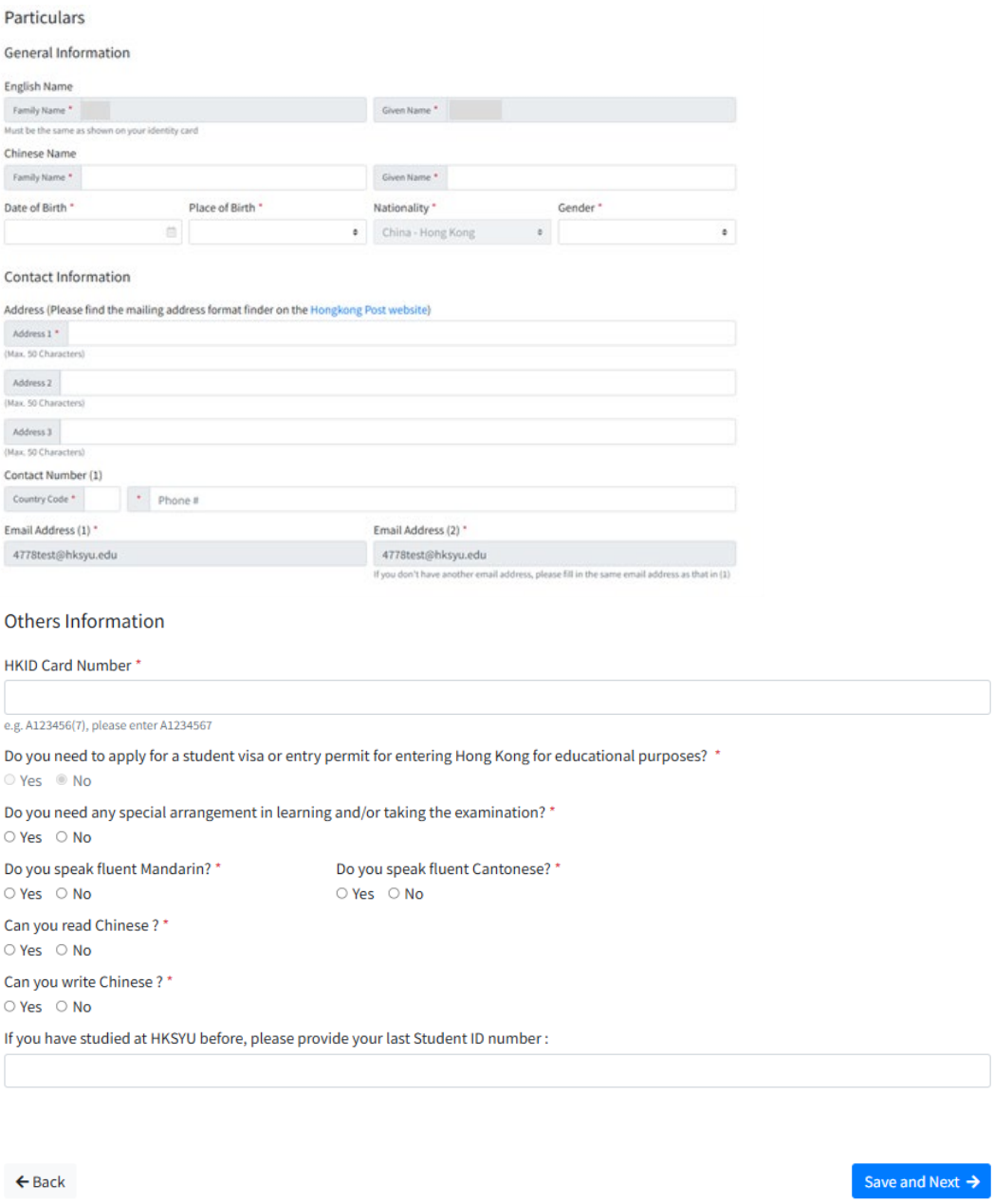
Contact Details: Your current Correspondence Address (in Chinese), active Contact Number (including international dialing code), and Email Address (you are required to provide two addresses; if only one is available, please enter it in both fields).

Other Information:

- Identity information e.g. HKID Card Number / Passport Number
- Indication of whether you require a student visa/entry permit for studies in Hong Kong.
- Disclosure of any requirement for special learning arrangements (applicable solely to persons with disabilities or those holding a certified medical certificate).
- Your language proficiencies must be reported accurately, including fluency in spoken Mandarin and Cantonese, and your ability to read and write Chinese.
- If you have previously been enrolled as a student at Hong Kong Shue Yan University, please provide your former student number.

Important Notes:

- Your names provided must exactly match those on your identity card or passport to prevent delays in application processing.
- Your correspondence address must be accurate, as the University may need to dispatch important physical documents.
- Please monitor the provided email account regularly, as all official notifications, including interview invitations and admission outcomes, will be communicated via email.
- An accurately formatted ID number is crucial to prevent processing delays.
- Non-local applicants who do not require a student visa must submit copies of all valid visa documents permitting their stay and study in Hong Kong for the University's verification and records. Please note that nationals of Afghanistan, Cuba, Laos, North Korea, Nepal, and Vietnam are not eligible for student visa applications.
- Any need for special learning arrangements must be declared at the application stage. In addition, your language proficiency must be accurately filled out, as some programmes may require proficiency in reading, writing, and/or listening and speaking in Chinese.


Particulars
General Information
English Name
Family Name *
Given Name *
Must be the same as shown on your identity card
Chinese Name
Family Name *
Given Name *
Date of Birth *
Place of Birth *
Nationality *
China - Hong Kong
Gender *
Contact Information
Address (Please find the mailing address format finder on the Hongkong Post website)
Address 1 *
(Max. 50 Characters)
Address 2
(Max. 50 Characters)
Address 3
(Max. 50 Characters)
Contact Number (1)
Country Code *
Phone #
Email Address (1) *
4778test@hksyu.edu
Email Address (2) *
4778test@hksyu.edu
If you don't have another email address, please fill in the same email address as that in (1)
Others Information
HKID Card Number *
e.g. A123456(7), please enter A1234567
Do you need to apply for a student visa or entry permit for entering Hong Kong for educational purposes? *
Yes
No
Do you need any special arrangement in learning and/or taking the examination? *
Yes
No
Do you speak fluent Mandarin? *
Yes
No
Do you speak fluent Cantonese? *
Yes
No
Can you read Chinese ? *
Yes
No
Can you write Chinese ? *
Yes
No
If you have studied at HKSYU before, please provide your last Student ID number :
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Academic Qualifications

Please list your academic qualifications in reverse chronological order, with the most recently conferred or expected qualification listed first.

A. Basic Degree Information

- **Degree Name:** The full and official title of the degree (e.g., Doctor of Education, Master of Science).
- **Major/Field of Study:** Your primary academic discipline or specialization.
- **Study Mode:** Please select either "Full-time" or "Part-time."
- **Attendance Mode:** Please indicate whether the programme was conducted primarily via "Face-to-face," "Online," or "Mixed Mode."
- **Programme Duration:** The standard length of the programme (e.g., 1 year, 4 years).
- **Conferring Country/Region:** The country or region that awarded the degree.

B. Institution and Chronology

- **Awarding Institution:** The official name of the conferring university or institution.
- **Period of Study:** The commencement date and (expected) completion date of the programme.
- **Date of Degree Conferral:** The actual or anticipated date the degree was/will be formally awarded.

C. Academic Performance

- **Honors Classification:** Please select the appropriate classification from the dropdown menu (e.g., First Class Honors, Second Class Honors Division I).
- **Cumulative Grade Point Average (CGPA):** Please provide your final or current CGPA and the maximum points possible on the grading scale (e.g., 4.00, 4.30).
- **Cumulative Score:** Please express your overall academic performance as a fraction (e.g., 80/100 or 3.4/4.0).

D. Language and Status

- **Primary Language of Instruction:** Select the principal language(s) used for instruction (Cantonese, English, Mandarin, Other).
- **Highest Academic Qualification:** Indicate "Yes" if this is your highest qualification awarded / being awarded.

- Current Enrollment Status: Indicate "Yes" if you are currently enrolled in this programme. If "Yes," the expected completion details provided above are mandatory.

E. Specific Requirements for Holders of Mainland China Qualifications

Applicants with academic qualifications from Mainland China are required to:

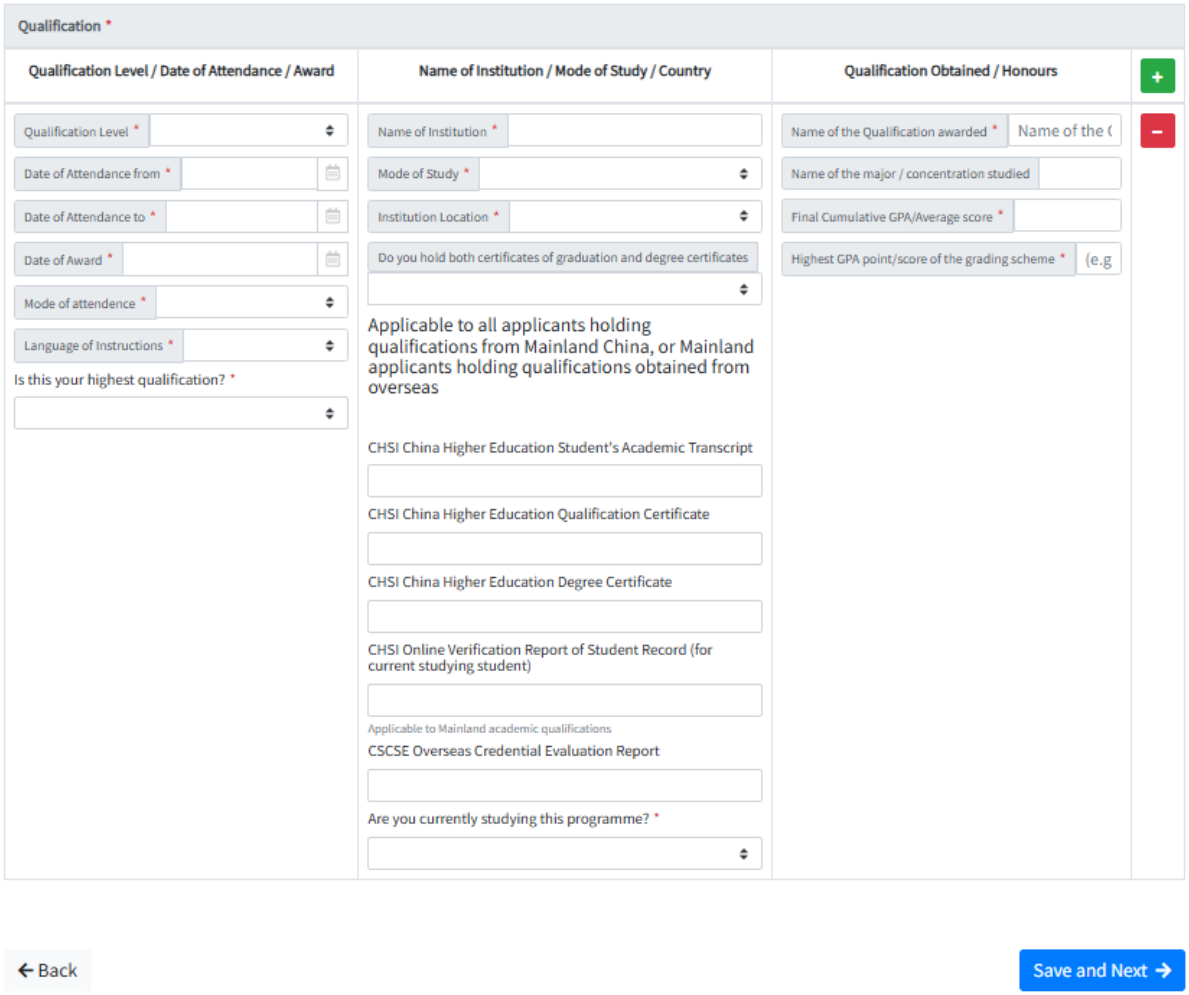
- Declare whether they hold both the "Degree Certificate" (学位证) and the "Graduation Certificate" (毕业证).
- Prepare and upload the following official verification reports issued by the CHSI (学信网):
    - "Verification Report of Higher Education Student's Academic Transcripts" (中国高等学校学生成绩验证报告)
    - "Online Verification Report of Higher Education Qualification Certificate" (教育部学历证书电子注册备案表)
    - "Online Verification Report of Higher Education Degree Certificate" (中国高等教育学位在线验证报告)
    - (For currently enrolled students) "Online Verification Report of Student Record" (教育部学籍在线验证报告)
    - (If applicable) "Authentication Report of Foreign Academic Qualifications" (国外学历学位认证书) issued by the CSCSE (中国留学服务中心).

Important Notes:

- Accuracy of Information: All details pertaining to academic qualifications must be correct. Misrepresentation of honors or grades will result in the disqualification of your application.
- Mandatory Verification: Applicants with Mainland Chinese qualifications must submit the specified online verification reports. Failure to do so will render the application invalid.
- Current Students: If you are currently enrolled in a programme, you must select "Yes" for current enrollment and provide accurate anticipated dates for programme completion and degree conferral.
- Chronological Order: Qualifications must be listed in reverse chronological order (most recent first).
- Programme-Specific Queries: Please note that some programmes may include additional mandatory questions that must be answered.

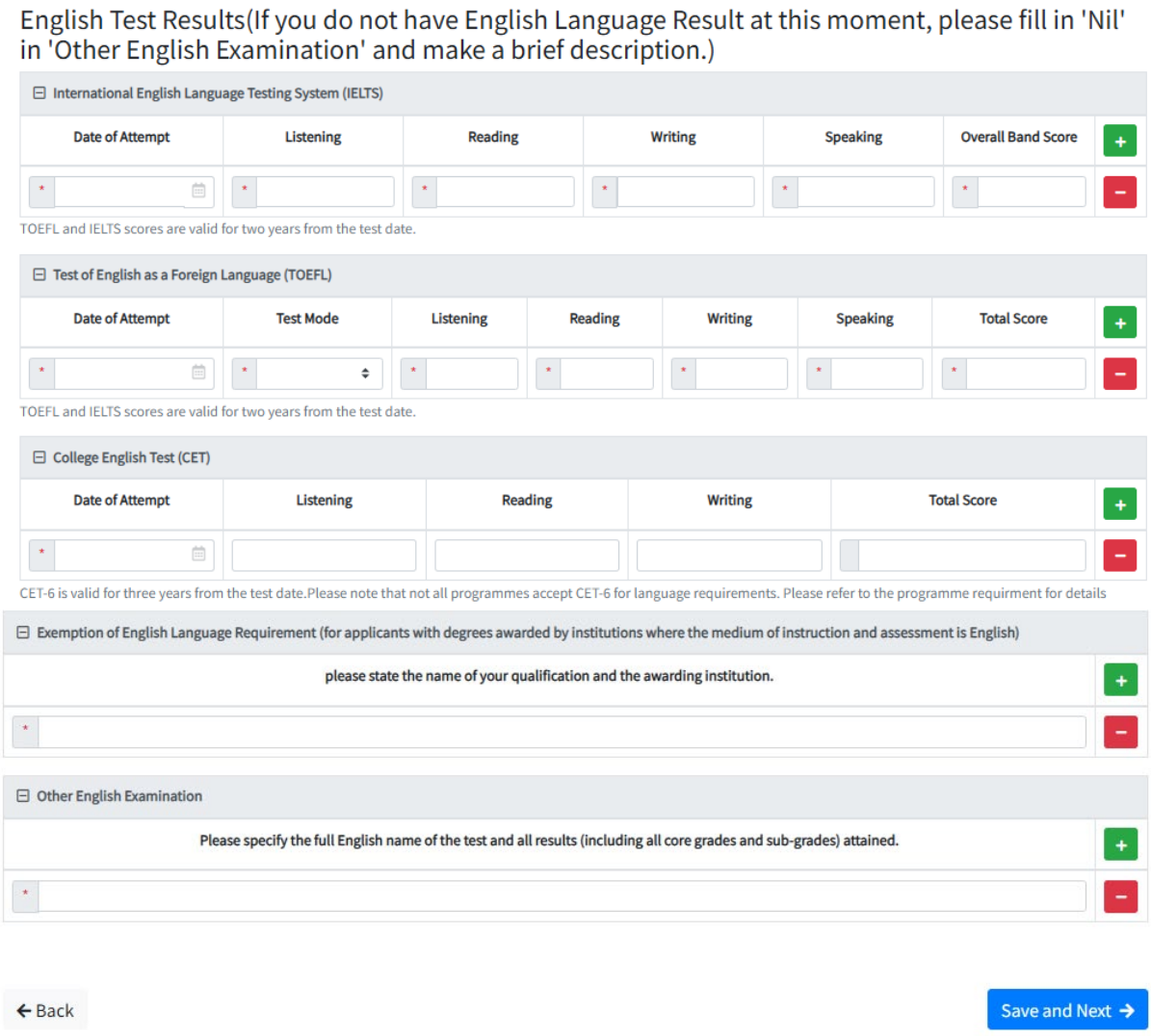
Academic Qualifications(Please fill in all higher education qualifications obtained in reverse order)

level of post-secondary education



Language Proficiency Test Results

Please report your Chinese and/or English language test results as required by your chosen programme. You may select from various tests, such as IELTS, TOEFL, or CET. If you have not yet obtained any scores, please select "Other," state "None," and provide a brief explanation. Exemption from language requirements may be considered, for example, if you have completed a qualification taught and assessed entirely in the programme's required language.

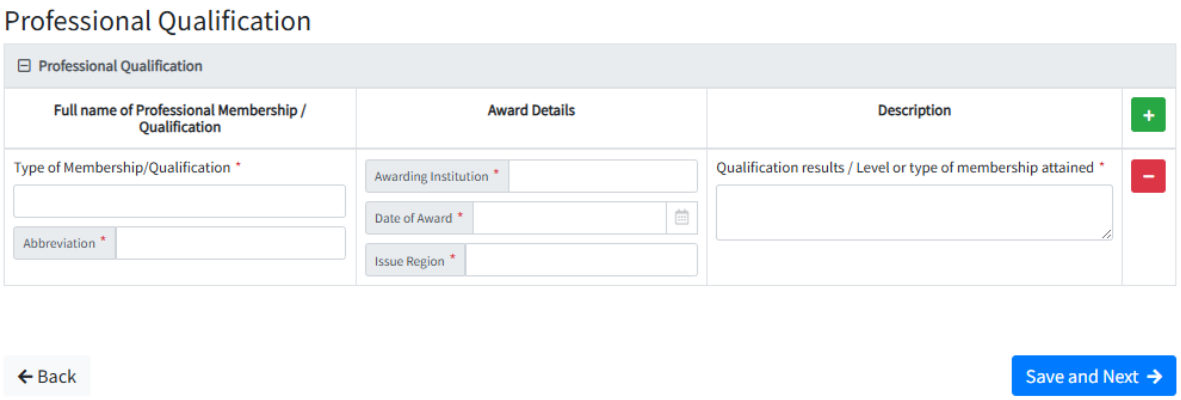


Professional Qualifications

Please declare any relevant professional qualifications or memberships you hold. Scanned copies of the corresponding certificates or proof of membership must be uploaded as instructed.

Important Notes:

- All declared professional qualifications must be valid and authentic.
- The University reserves the right to request that applicants arrange for official verification of qualifications to be sent directly from the awarding bodies.
- Submission of falsified documents will lead to immediate application disqualification and may involve legal repercussions.

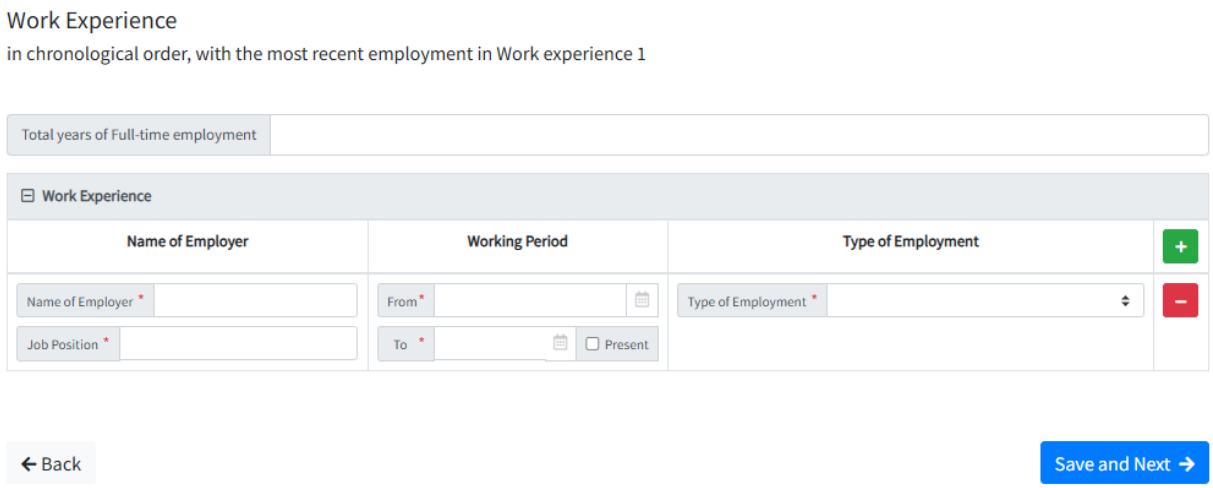


Work Experience

Please provide details of your relevant work experience. Begin by stating your total number of years in full-time employment. Subsequently, list individual positions in reverse chronological order, including Job Title, Employment Period, and Work Mode (Full-time, Part-time, Other). A brief description is required if the "Other" category is selected.

Important Notes:

- Work experience should be listed in reverse chronological order, with the most recent position designated as #1.
- All information provided is subject to verification by the University.
- The accurate calculation of full-time work experience is important, as it may influence the overall assessment of your application.

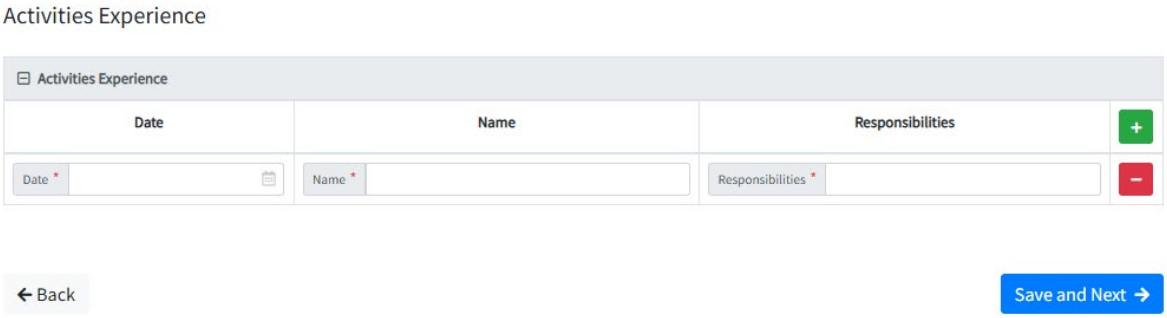


Other Learning Experiences

You are invited to list significant extracurricular activities and other non-academic learning experiences. Please utilize the provided table to specify the "Date," "Activity Name," and your specific "Role/Responsibilities." Multiple entries may be added.

Important Notes:

- This information can provide valuable insight into your broader skills and experiences. Including relevant activities is recommended.
- Please ensure the accuracy of the dates and descriptions provided.



Research Experience & Academic Publications

Please detail your relevant research experience. Use the designated table to provide the "Research Project Name," "Project Type," "Specific Tasks You Performed," and "Your Role in the Project." If you have any academic publications, please list them in the separate section provided, using a standard citation format (e.g., APA). Complete information, including all authors, title, source, and publication year, is required.

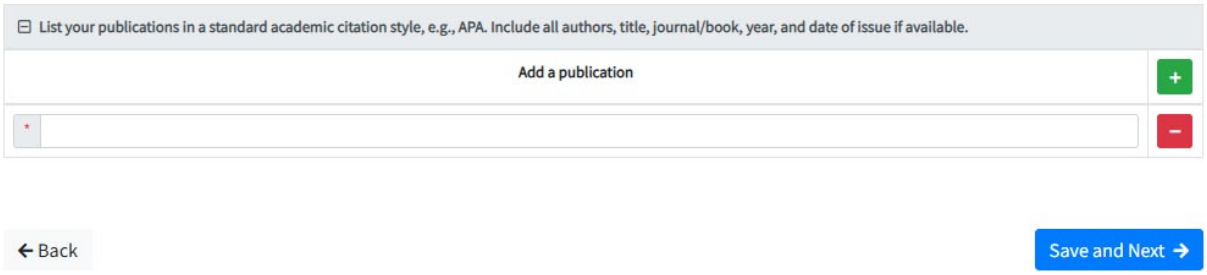
Important Notes:

- Providing information on research experience and publications is optional but encouraged.
- All cited publications must be authentic and accurately referenced.

Research Experience



List of Publications

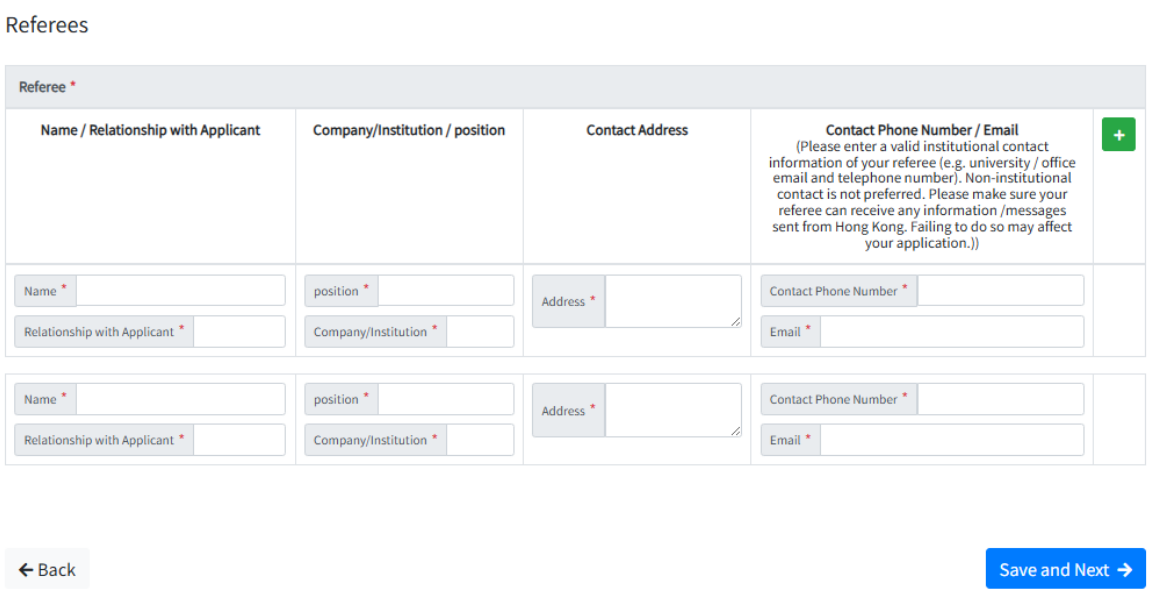


Referee Information

You are required to provide detailed contact information for a minimum of two referees. Details must include the referee's Full Name, their Professional Relationship to you, current Organization/Institution, Position/Title, official Contact Address, Telephone Number, and a valid institutional Email Address. Referees should be individuals capable of providing informed assessments of your academic or professional capabilities.

Important Notes:

- Referees' contact information should preferably be professional or institutional in nature (e.g., university or corporate email/phone). The use of personal email addresses is strongly discouraged.
- It is imperative that your nominated referees are accessible via the provided contact details and can receive communications from Hong Kong. Failure to do so may adversely affect your application.
- The University will send a secure link for the confidential recommendation directly to your referees via email. Please verify the accuracy of all email addresses beforehand.
- Recommendations must be submitted by the referees themselves through the secure online system. We advise you to inform your referees in advance and ensure they complete the process in a timely manner.



Document Upload Requirements

Please upload all required supporting documents as specified in the application checklist. Adherence to individual file size limits is mandatory. We recommend merging documents of the same category into a single PDF file and compressing files if necessary, while ensuring all content remains perfectly clear and legible. Illegible documents may hinder the processing of your application.

A. Personal Identification Documents:

- One recent, passport-sized (40mm x 50mm) color photograph with a plain background.
- Local Applicants: A copy of your valid Hong Kong Permanent Identity Card or all valid visa/permit documents allowing your residence and study in Hong Kong. Mainland Chinese Applicants: A copy of your Mainland Resident Identity Card. International Applicants: Copies of the biographical page of your valid passport and your national identity card (if applicable).
- (Optional) Other relevant identification documents, such as an "Exit-Entry Permit for Travelling to and from Hong Kong and Macao" (validity of four years or more is required if provided).

B. Academic Documents:

- Clear copies of all Degree/Diploma Certificates.
- Complete academic transcripts for all post-secondary qualifications, along with an official explanation of the grading system.
- Qualification Verification Reports (Mandatory for all qualifications obtained from Mainland China, or mainland applicants holding overseas qualifications).

C. Supplementary Documents:

- A Statement of Purpose or Personal Statement.
- Official score reports for English language proficiency tests (if applicable).
- Official score reports for Chinese language proficiency tests (if applicable).
- Certificates for any declared professional qualifications.

Important Notes:

- Merged files should be in PDF format. Maximum file size is 5MB per upload (2MB for the Statement of Purpose).
- All uploaded documents must be clear, legible, and complete.
- Applicants with Mainland Chinese qualifications must upload the specified verification reports.
- While uploaded copies are sufficient for the initial application review, official transcripts sent directly to the University from the issuing institutions are required for final verification upon admission.

Personal Identity

Portrait Photo *

Choose File

Please upload a recent, clear personal photo with full headshot in a plain background. This photograph may be used for identity verification during your future interview, if any. Failure to provide a suitable photo may adversely affect your application. (Max file size: 2MB)

Copy of Hong Kong Identity Card *

Choose File

Max file size: 2MB

Academic Qualifications

Copy of graduation certificates of each qualification declared in the previous sections *

Choose File

You can upload one file only. For multiple documents, please combine them into one single PDF file. Zip file is not allowed. The images should be clear and readable. Otherwise, your application may be affected. The Admissions Office also requires applicants to arrange for their official graduation certificates/transcripts to be sent directly to the University by their awarding institutions for further verification. (Max file size: 5MB)

Copy of academic transcripts with grading scheme of each qualification declared in the previous sections *

Choose File

You can upload one file only. For multiple documents, please combine them into one single PDF file. Zip file is not allowed. The images should be clear and readable. Otherwise, your application may be affected. The Admissions Office also requires applicants to arrange for their official graduation certificates/transcripts to be sent directly to the University by their awarding institutions for further verification. (Max file size: 5MB)

Copy of transcript and graduation certification report for all declared qualifications [Applicable to Mainland Chinese applicants or all holders of Mainland Chinese qualifications].

Choose File

Mainland Chinese students must also provide a certification report issued by the China Higher Education Student Information (CHSI) [Applicable for holding Mainland qualifications] or by the Centre for Students Services and Development [Applicable for holding overseas qualifications]. Please note: You can upload one file only. For multiple documents, please combine them into a single PDF file. Zip files are not allowed. The images must be clear and readable. Otherwise, your application may be affected. — Mandatory for Mainland students, Max file size: 5MB;

Copy of documentation for all declared professional qualifications and memberships

Choose File

You can upload one file only. For multiple documents, please combine them into one single PDF file. Zip file is not allowed. The images should be clear and readable. Otherwise, your application may be affected. The Admissions Office may request applicants to arrange for their awarding bodies to send the proof of professional qualifications/official transcripts directly to the University for further verification. (Max file size: 5MB)

Copy of IELTS Result *

Choose File

Max file size: 2MB

Others

Personal Statement *

Choose File

Max file size: 2MB

English Test Result

Choose File

Max file size: 2MB

Chinese Test Result

Choose File

Max file size: 2MB

Other Document

Choose File

Max file size: 2MB

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Source of Programme Information

Please indicate how you first became aware of this postgraduate programme. This information is required for our records. Please select from the following options: Shue Yan University or Departmental Official Website, Media Advertisement, Personal Recommendation, or Others.

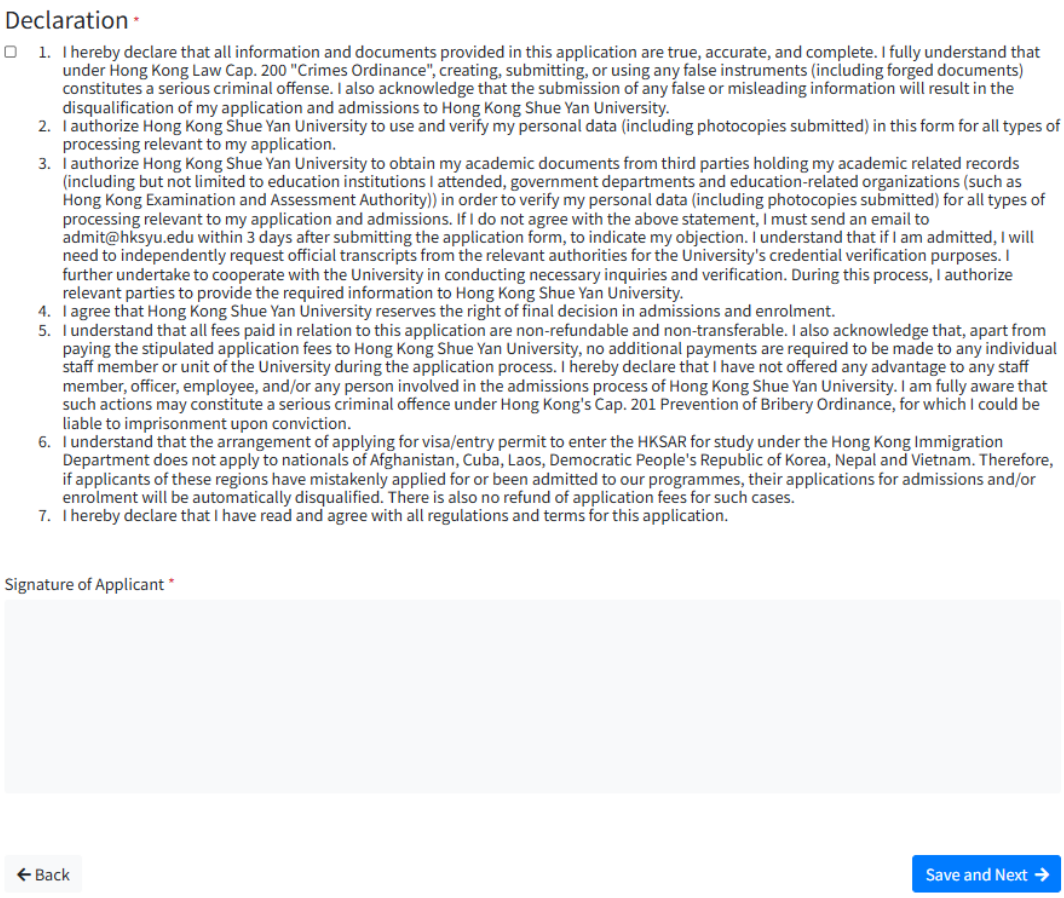


Applicant's Declaration

This section contains the formal Applicant's Declaration. You are obligated to read the "Postgraduate Admissions Guidebook" and all terms within this declaration thoroughly. These terms pertain to the accuracy of provided information, authorization for the University to verify details, and compliance with regulations such as the Prevention of Bribery Ordinance. You must check the acknowledgment box and provide your electronic signature to confirm your understanding and acceptance of these terms.

Important Notes:

- The submission of falsified documents or information constitutes a serious offense and will result in the immediate revocation of your application and any subsequent admission offer.
- All fees paid to the University during the application process are non-refundable and non-transferrable. Any offer of unauthorized payment to university staff or associates is strictly prohibited.
- Proceeding with the application is contingent upon your acceptance of this declaration.

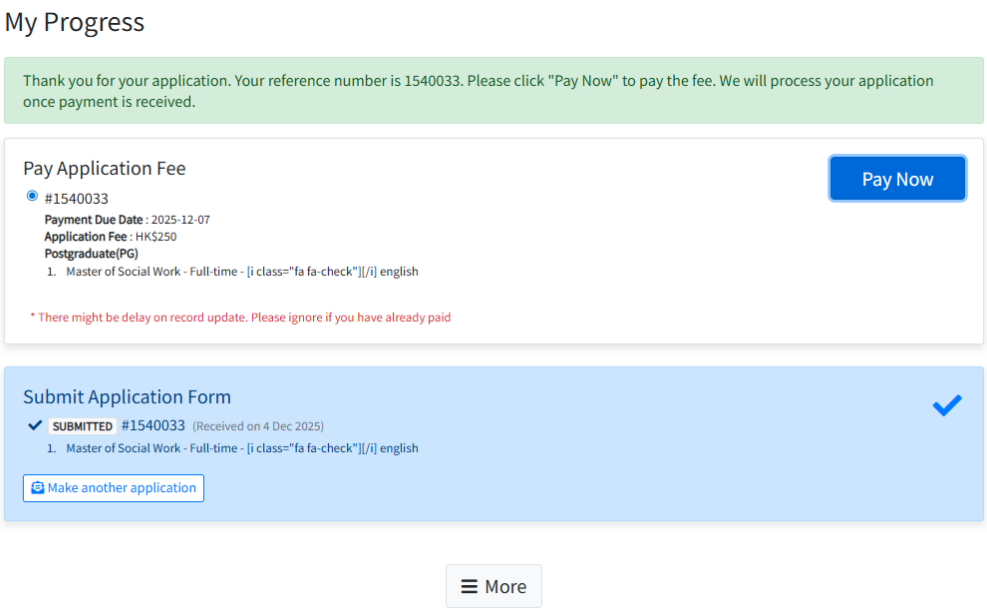


Submission & Application Fee Payment

Once you have thoroughly reviewed and verified all entered information, you may submit your application. Upon successful submission, the system will generate a unique Application Number and direct you to the "My Progress" page. You may proceed to pay the application fee immediately using the "Pay Now" function, or you may do so before the specific payment deadline displayed for your application. Please note that the review of your application will commence only after the application fee has been successfully received. The application fee is HKD $250 for local applicants and HKD $650 for non-local applicants.

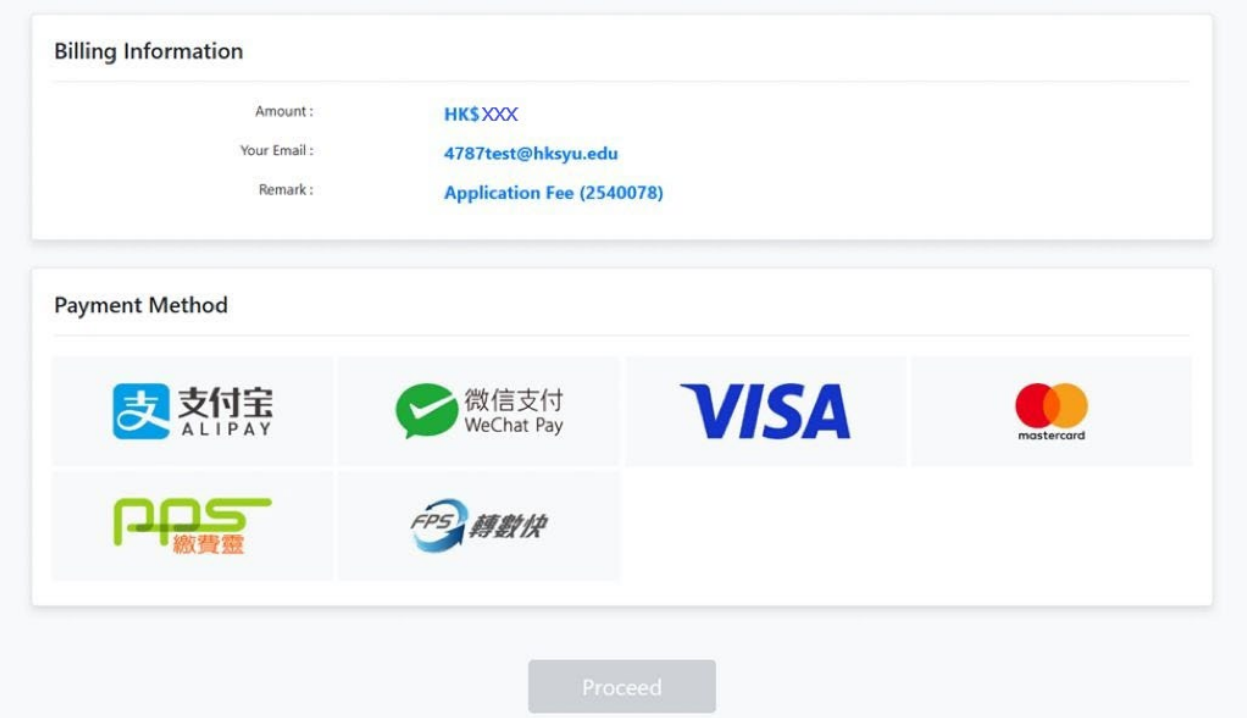
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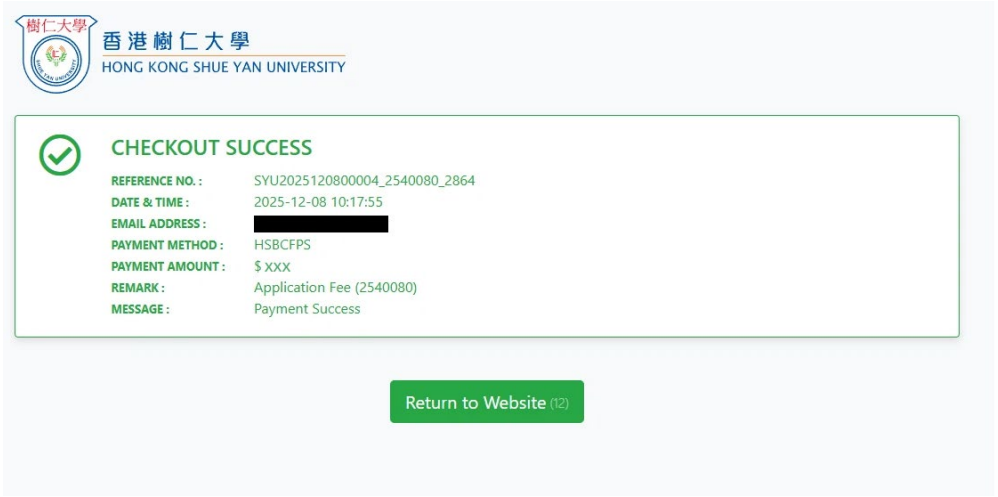
- Applications cannot be altered or amended after final submission. We urge you to review all information carefully before submitting.
- Timely payment of the application fee by the stated deadline is essential. Applications without successful payment will be automatically cancelled.
- There may be a brief processing delay between your payment transaction and its reflection in the application system. Please avoid duplicate payments.
- The application fee is non-refundable and non-transferable under any circumstances. Please retain proof of your payment transaction.
- Application outcomes will be communicated via email by the end of June. We kindly request your patience and advise that individual inquiries regarding application status cannot be accommodated during the review period.



Payment Instructions

You will be directed to a secure payment gateway. Please select your preferred payment method from the available options, which include Alipay, WeChat Pay, Credit Card, and PPS. Please note that these channels are designated exclusively for the settlement of the application fee. You will see whether your payment is made. Please capture this screen as proof then return to the website to browse your progress.





Tracking Progress & Recommendation Submissions

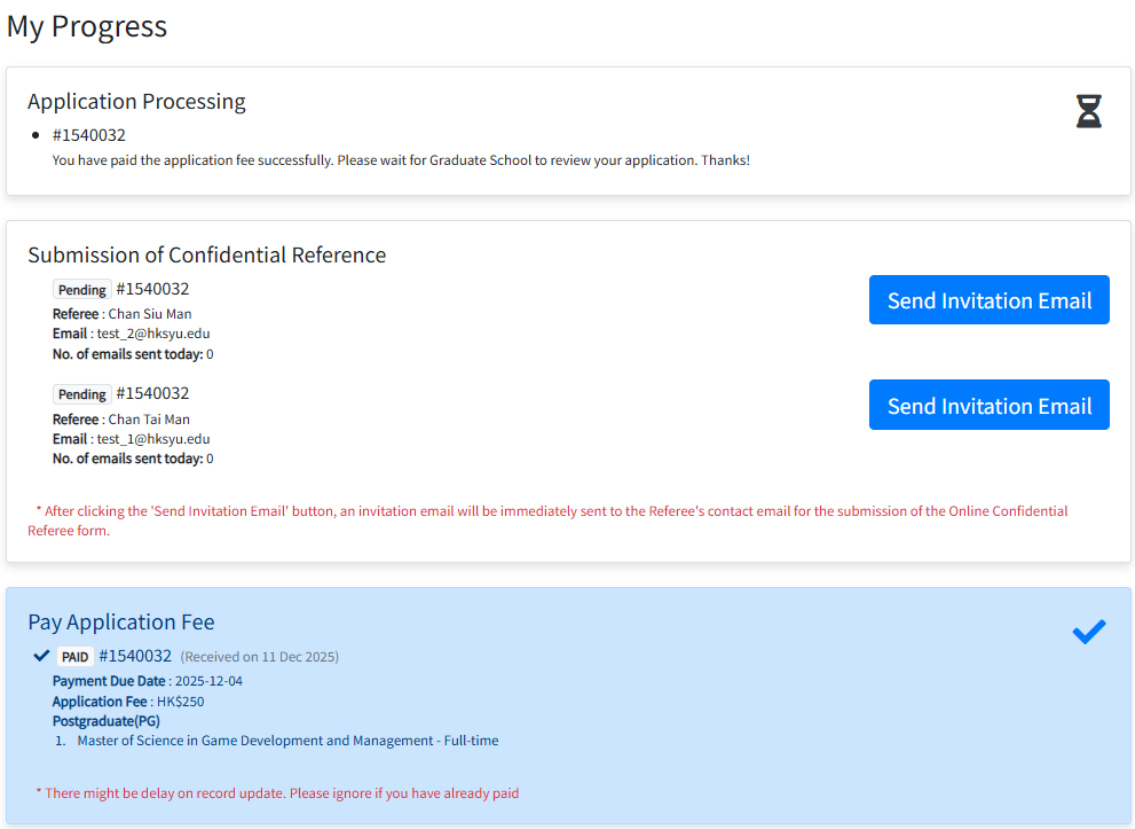
After the successful receipt of your application fee, you may monitor the status of your application via the "My Progress" section. From there, you can also initiate the process for your confidential letters of recommendation. By selecting "Send Invitation by Email," the system will automatically dispatch a secure submission link to each of your listed referees.

If a referee does not receive the invitation email:

1. Please ask them to check their junk or spam folder and ensure their email filters allow external senders.
2. If the issue persists, the Admissions Office will follow up with you and the referee to assist.

Important Notes:

- The Admissions Office will manage any invitation issues on a case-by-case basis; please follow any specific instructions provided via email.
- For a confidential and reliable process, referees should use an official institutional email address.



Contact Us

For enquiries, please contact your respective programme team or Graduate School.

Graduate School, Hong Kong Shue Yan University

Email: gs@hksyu.edu (General Enquiries) ; pgadmit@hksyu.edu (Student Visa Application)
Website: https://gs.hksyu.edu/en

Programme-Specific Enquiries

Programme	Email
MPhil/PhD (Graduate School) Psychology / Sociology / Chinese / English History / Economics	gs@hksyu.edu
Doctor of Psychology in Counselling Psychology	psyd-cp@hksyu.edu
MSc in Marketing & Consumer Psychology	bamcp@hksyu.edu
MSc in Finance Technology and Management	efftm@hksyu.edu
MSc in Game Development and Management	mscgdm@hksyu.edu
MA in Chinese Language, Literature and Teaching	macllt@hksyu.edu
MSSc in Psychology	msspsy@hksyu.edu
MSSc in Counselling Psychology	mcounpsy@hksyu.edu
MSSc in Play Therapy	mplaytherapy@hksyu.edu
MSSc in Adversity and Trauma Psychology:	mssatpsy@hksyu.edu
Master of Social Work	msw@hksyu.edu
Master of Social Sciences in Smart Cultural Tourism	mssscт@hksyu.edu

Postgraduate Admissions System: https://postgraduate-admission.hksyu.edu/en/