

## THE UNIVERSITY OF HONG KONG

### Online Submission of Photograph and supporting documents for Student Registration Card

After the completion of your online Master Registration, you should submit your photograph and supporting documents online via HKU Portal (<http://hkuportal.hku.hk/>) → SIS Menu → Self Services → Student Card Document Upload to process your Student Registration Card.

#### Documents that must be uploaded in the submission:

- A clear copy of your Hong Kong Identity Card (HKID)/temporary HKID Card (Acknowledgment of Application for Hong Kong Identity Card) /Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证) or Passport that contains your English name (only the side with the holder's personal particulars and photographs) in JPEG or PDF format.
- A recent colored photograph of yourself which must be taken within the last 6 months to reflect your current appearance and meets the following specifications:
  - The photograph must show a full-face view directly facing the camera with clear facial features and without a hat and sunglasses.
  - The photograph must have a plain background with only one color.
  - The photograph must be in JPEG format with size between 100KB to 3MB and ratio of width: height = 4: 5.
  - You can only upload the photograph once and your photograph will be used throughout all the academic years until you have completed your current programme and graduated.

Please note that both photograph and identity document must be submitted together and only **one** submission is allowed for each student. All the documents will be used for the production of Student Registration Card and administrative purposes at the University. Please read the instructions carefully online and please note that you are not able to modify or delete the supporting documents once the documents have been uploaded.

An acknowledgment email will be sent to your HKU email account to inform you of the collection date and venue when your Student Registration Card is ready. You **MUST** bring along:

- 1) a printed copy of the acknowledgement email;
- 2) the original documents for verification, such as HKID card/temporary HKID card/Passport, and
- 3) the original document and a photocopy of Visa/Entry Permit if appropriate.

to come to collect your Student Registration Card **in person** according to the specific date(s), time and venue printed on the email.

Academic Support and Examination Section, Registry

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