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 first submission:

- A clear copy of your Hong Kong Identity Card (HKID), temporary HKID Card (Acknowledgment of Application for Hong Kong Identity Card) 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.

Additional documents (if appropriate):

- For non-local students, you may upload your Visa during the online submission or afterwards. You should upload a clear copy of your Visa if you require a Visa/Entry Permit issued by the Director of Immigration to stay in Hong Kong and study in HKU.
- For non-local students, you should bring the original passport with Visa/Entry permit when you come to collect your Student Registration Card since the University must ensure you have the Visa according to the Immigration Department of Hong Kong.
- 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 should bring along:

1) the acknowledgement email (in hard copy),
2) the original documents for verification, such as HKID card/temporary HKID card/Passport, and
3) 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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