

THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

After you obtained your HKU Portal account details, you should **immediately** login to HKU Portal (<https://hkuportal.hku.hk/>), look for *Self Services* → *Master Registration* to complete your online Master Registration. If you do not complete the online Master Registration, your Student Registration Card cannot be issued and you cannot enroll in any course.

There are 6 pages in the Master Registration form. Pages 1 to 5 are for data input. Page 6 is the confirmation page. After completing each page, press “Save & Next” to go to the next page. After you have reviewed the information on Page 6, press “Submit” to confirm the data you have entered. After pressing the “Submit” button, you will see an acknowledgement page. You may then logout from the system and close all the browser windows.

Completing the online Master Registration

Please take note of the following when you fill in the registration form:

(a) University Number and Degree Curriculum

These fields are pre-entered for you on the basis of information extracted from your admission records. No changes are allowed.

(b) Name and CC Code of Chinese name

You should enter your name as it appears in your Hong Kong Identity Card (HKID Card), Passport or Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往来港澳通行证). The name entered will be used for all official documents issued by the University, such as Student Registration Card, degree diploma, etc. If the name is entered incorrectly, it may create future difficulties for you with respect to identity verification.

Enter the CC Codes of your Chinese name as indicated on your HKID Card, if applicable. Otherwise, please leave this field blank. If the Chinese character displayed after entering the CC Code is incorrect, you can click on the ‘Display Chinese Name’ button to find other choices provided for each of the Chinese characters. Please note that if you could not provide the HKID Card as your identity proof when you submit the identity document for processing of the Student Registration Card, your Chinese name will NOT be recorded in the University.

Please refer to the “[Guidelines on Completing the CC Code and Name Field](#)” for more details regarding this part.

(c) HKID Card Number

If available, enter your HKID Card number carefully. For non-local students, if you have not received your HKID Card (not even a temporary one), please leave this field blank and fill in your Passport number. You should submit a copy of your HKID Card to your Faculty after it has been issued. If HKID Card record is missing, your Chinese name (if applicable) will not be recorded in the University.

(d) Passport Number

Please fill in the number of your Passport / Exit-Entry Permit (往来港澳通行证) and “Issue Country”.

(e) ID Number of Home Country (only for students from Mainland China)

Please fill in this field the national ID from Mainland China.

(f) Place of Residence/Household in Mainland China (only for students from Mainland China)

If you are a student from Mainland China, you **MUST** fill in this field. For non-Mainland China students, please leave this field blank.

(g) Type of Visa/Entry Permit Required to Study in Hong Kong

This section is for you to confirm your local/non-local status. The default status is set according to the information that you have provided during application for admission. If the status shown is no longer accurate, please leave the field untouched and download the “[Form for Updating Local/Non-local Status](#)” for updating your status. The completed form, together with appropriate supporting documents, should be submitted to your Faculty immediately after your Master Registration.

(h) Place of Permanent Right of Abode

Select the place where you have the legal right of permanent residence.

(i) Country of Legal Nationality

This must be as stated in the Passport you hold. SAR/BNO Passport or D.I. holders with no other valid Passport of another country should select “Hong Kong (SAR) of PRC” as their Country of Legal Nationality. Only holders of a valid Passport issued by the People’s Republic of China should select “China” as their Country of Legal Nationality.

(j) Parent / Guardian Information

For students who are under the age of 18 as at September 1 of the admission year, please enter details of your parent / guardian who will complete the Consent Form for you.

(k) Type of Disability

If applicable, please complete as appropriate.

(l) Contact Address (in English)

Please fill in your full address in **Hong Kong** for postal purpose in the three lines provided.

(m) Home Address (in English)

Please fill in your full home address in your home country for postal purpose in the three lines provided. You must clearly state the Country in your address.

(n) Contact Phone number

Please enter your phone number in Hong Kong.

(o) Mobile Phone number

(If you do not have a HK mobile phone number yet, you may leave it blank first and update it later when available.)

Please enter your 8-digit mobile phone number in Hong Kong without hyphen or bracket signs (for example, 5432XXXX). The University will contact you by calling you or sending important SMS messages (e.g. about rescheduling of examinations during bad weather) via this number when necessary.

(p) Home Phone number

Please enter your home phone number in your home country.

(q) Emergency Contact

Please enter details of a contact person in case of an emergency occurring during your period of study in HKU.

(r) Bank Account Details

You should provide details of your account at one of the local banks so that the University can deposit any scholarships and grants awarded to you. The account name entered should be the same as recorded on your bank statement / passbook.

After Completion of Online Master Registration

1. After the Master Registration is submitted, you can still update your contact information (such as address and phone number) and bank account details via the HKU Portal anytime during your studies.
2. Except the above-mentioned parts, any modification or subsequent changes of personal particulars will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with relevant supporting documents.
3. After completion of the Master Registration, you should submit your photograph and identity document for the production of Student Registration Card by uploading the documents via HKU Portal (please refer to “[Online Submission of Identity Document and Photograph for Student Registration Card](#)” for details) / submitting a [paper form](#) as required by your curriculum.