HOW TO RESPOND TO YOUR HKU OFFER OF ADMISSION

Step by Step Guide
Step 0: Preparation

- Your application account
- Payment method for settling the admission deposit
  - ATM Transfer or Internet Banking (for local HK bank accounts ONLY)
  - HKD Bank Draft (for outside of HK)
  - Wire Transfer (for outside of HK)
Step 1: Log in to your application account

Please log in to the same account you used to submit an online application.
Step 2: Check your application status

Click “Application Status” on the left panel.

You may also click the messages titled “Update on Application...” in your inbox to see your latest application status.
Please read carefully the definition of the different programme status.

<table>
<thead>
<tr>
<th>Programme Status</th>
<th>Definition</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under Consideration</td>
<td>The programme is reviewing your application</td>
</tr>
<tr>
<td>Offer with Conditions</td>
<td>You have received a conditional/firm offer</td>
</tr>
<tr>
<td>Offer Accepted</td>
<td>You have accepted a conditional/firm offer</td>
</tr>
<tr>
<td>Offer Declined</td>
<td>You have declined a conditional/firm offer OR Your offer has expired because the University has not received a response from you regarding the offer by the stipulated deadline</td>
</tr>
</tbody>
</table>
Update to your application status will be shown in this section, where you can see the programmes you have applied to, the latest application status, as well as the deadline to respond to your offer of admission.

- **Enrolled**: Your offer has been confirmed and all your required official document(s) have been verified by the University.
- **Acceptance Withdrawn**: You have withdrawn your acceptance to a conditional/firm offer.
- **Programme withdrawn**: You have withdrawn your application to the programme.
- **Unsuccessful**: Your application to the programme is unsuccessful.

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Reply Deadline</th>
<th>Replied On</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Actuarial Science</td>
<td>2019-12-31 23:59</td>
<td>-</td>
<td>Offer with Conditions</td>
</tr>
<tr>
<td>Bachelor of Business Administration/Bachelor of Business Administration in Accounting and Finance</td>
<td>2019-12-31 23:59</td>
<td>-</td>
<td>Offer with Conditions</td>
</tr>
<tr>
<td>Bachelor of Engineering</td>
<td>2019-12-31 23:59</td>
<td>-</td>
<td>Offer with Conditions</td>
</tr>
<tr>
<td>Bachelor of Economics/Bachelor of Economics and Finance</td>
<td>2019-12-31 23:59</td>
<td>-</td>
<td>Offer with Conditions</td>
</tr>
</tbody>
</table>

Click “View Offer Detail” to see your offer letter and respond to your offer of admission.

Click “View Initial Scholarship Offer Detail” to see the scholarship offer (if any).
After clicking “View Offer”, you will be able to check and download the offer of admission to the particular programme. Important information such as offer conditions (for conditional offer holders) will be shown on this letter.

Please also read carefully the “Terms and Conditions” and click the checkbox before you proceed.
To respond to your offer of admission, you may either:
1. accept the offer by paying the admission deposit and uploading a proof,
2. decline the offer, or
3. file an appeal.

Please also note that if you have not responded to your offer of admission by the deadline stated on your offer letter, you will be considered to have automatically declined your offer.
Step 3: Respond to your offer(s): Pay the application deposit

Check the payment instructions on how you may settle the admission deposit. This amount will be credited towards your tuition fee in your first semester.

Students with a local bank account may settle the payment by ATM transfer or Internet Banking while non-local students should settle the payment via HKD Bank Draft or Telegraphic Transfer (TT).

Please also note that the deposit paid will not be refunded, except to a candidate admitted provisionally who subsequently fails to satisfy their offer conditions.
Step 3: Respond to your offer(s): Pay the application deposit

Your offer status should now be updated.

You may click “Withdraw Acceptance” to withdraw an accepted offer later on.

Please note that you may accept up to 5 conditional offers and 1 firm offer at any given time. By accepting a firm offer, you would also be considered to have automatically withdrawn all previously accepted firm offer(s), if any.
Step 3: Respond to your offer(s): Decline

By clicking “Decline”, your offer status will be updated accordingly.

If you have second thoughts about your previous decision to decline an offer, you may click here to file an appeal.
Step 3: Respond to your offer(s): File an appeal

After clicking “Appeal”, you may either choose “Extension of Deadline”, or “Reinstatement of Offer” in the case where you have missed the deadline to respond to your offer.
Step 3: Respond to your offer(s): File an appeal

All “Extension of Deadlines” request should be accompanied by a valid reason, a short statement to support your appeal, as well as a requested expiry date.

Please note that request for deadline extension over one month will usually NOT be granted.

If you have missed a deadline to respond to your offer, you may submit an appeal for “Reinstatement of Offer” and provide a short statement to support your appeal.
Step 3: Respond to your offer(s): File an appeal

After submitting your appeal, you will be redirected to the offer letter page, which indicates that your submission is successful.

All appeals received will be forwarded to the concerned programmes for consideration and the minimum process time is 2 weeks.
Step 4: View your scholarship offer

Click “View Initial Scholarship Offer Detail” to check the scholarship offer (if any). If there are additional scholarship conditions you need to fulfil to qualify for the scholarship, it will also be stated on the scholarship offer.

By accepting the offer of admission, you would also be considered to have automatically accepted the scholarship offer.
Next Steps

1. Ensure the address stated on your application is accurate and up-to-date. An official offer of admission will be mailed to the address stated on your application within 4 to 6 weeks.

2. Check your latest status by logging in to your account on a regular basis.

3. If you are a conditional offer(s) holder:
   • Upload document(s) which show(s) that the offer conditions have been fulfilled.

4. You are also encouraged to:
   a) Check for our emails regularly and keep up-to-date with our information.
   b) Explore HKU via the following ways:
      i. Visit the [HKU&U website](#) for offer holders.
      ii. Join our [campus tours](#) and talk to our students and admissions officers.
Questions?

Refer to our FAQ [here](https://aal.hku.hk/admissions/international/contact-us)

Complete the contact us form: [https://aal.hku.hk/admissions/international/contact-us](https://aal.hku.hk/admissions/international/contact-us)