HOW TO RESPOND TO YOUR HKU OFFER OF ADMISSIONS | Step by Step Guide
Step 0: Preparation

• Your application account

• Payment method for settling the admissions 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)
  • WeChat Pay (China or Hong Kong Wallet), Alipay or AlipayHK
Step 1: Log in to your application account

Please log in to the same account you used to submit an online application.
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</td>
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<tr>
<td></td>
<td>because the University has not received a response from you regarding</td>
</tr>
<tr>
<td></td>
<td>the offer by the stipulated deadline</td>
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</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 admissions.

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

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

Click “here” and read carefully the “Terms and Conditions”.

Refer to the HKU&U website for more information for offer-made students.
To respond to your offer of admissions, you may either:
1. accept the offer by paying the admissions 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 admissions 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 to accept

Note: After having settled the payment, please upload your payment receipt and you will find the "Accept" button to accept your offer. If this is not the first received, you can simply upload your previous payment proof to accept this offer.

After choosing the proof of deposit (in pdf and not exceeding 10MB), click “upload”.

Select the payment option.

Click “Accept” after you have agreed to the Terms and Conditions of the offer and uploaded the proof of payment.

Check your "14-digit Payment Reference Number" in payment instructions which also guides how you may settle the admissions deposit. This amount will be credited towards your tuition fee in your first semester. If you cannot view it, please make sure your browser setting is not blocking any pop-up window.

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 and has not accepted any firm offer(s).
Step 3: Respond to your offer(s): Application Status updated to “Offer Accepted”

<table>
<thead>
<tr>
<th>Curriculum</th>
<th>Reply Deadline</th>
<th>Replied On</th>
<th>Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor of Science in Actuarial Science</td>
<td></td>
<td></td>
<td>Offer Accepted</td>
<td>Download Offer Letter</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td>Download Initial Scholarship Letter</td>
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<tr>
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<td></td>
<td>Withdraw Acceptance</td>
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<td></td>
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<td></td>
<td>View Offer Detail</td>
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<td></td>
<td></td>
<td></td>
<td></td>
<td>View Initial Scholarship Offer Detail</td>
</tr>
<tr>
<td>Bachelor of Business Administration/ Bachelor of Business Administration in Accounting and Finance</td>
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<td></td>
<td>Offer with Conditions</td>
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<tr>
<td>Bachelor of Engineering</td>
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<td></td>
<td>Offer with Conditions</td>
<td></td>
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<tr>
<td>Bachelor of Economics/ Bachelor of Economics and Finance</td>
<td></td>
<td></td>
<td>Offer with Conditions</td>
<td></td>
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<tr>
<td>Bachelor of Arts and Sciences in Applied Artificial Intelligence</td>
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<td></td>
<td>Offer with Conditions</td>
<td></td>
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</tbody>
</table>

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, or 4 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.

You will only need to pay one admission deposit for accepting multiple offers of admissions to the University. If you want to accept your second offer, you can simply upload your previous payment proof to accept the offer.
**Step 3: Respond to your offer(s): Decline an offer**

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

There are three types of appeals:
1) Extension of Deadline – for ‘Offered with Conditions’
2) Reinstatement of Offer – for ‘Offer Declined’
3) Relaxation of Offer Conditions – for ‘Conditions Not Met’ or ‘Offer Accepted’ (after you have received your final results)

If you have not accepted the offer, 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 (Extension of Deadlines)

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.
Step 3: Respond to your offer(s):
File an appeal (Reinstatement of Offer)

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 (Relaxation of offer conditions)

If you have accepted your offer(s) but do not meet the offer conditions after the release of result, you may file an appeal for relaxation of offer conditions by directly clicking the ‘Appeal’ button on the application system.

Any documents to support your appeal can be uploaded directly via the application system as well.

All appeals received will be forwarded to the concerned programmes for consideration and the minimum process time is 2 weeks. You will receive an email update once there is a decision.
Step 4: View your scholarship offer (Initial 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 admissions, you would also be considered to have automatically accepted the scholarship offer.
Step 4: View your scholarship offer (Final Scholarship Offer)

After the release of your result, there might be updates to the scholarship. Please refer to your latest scholarship letter for scholarship details and conditions of awards.
Next Steps

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

2. If you are a conditional offer(s) holder:
   • Update your achieved grades under the “Academic Qualifications” section once your final results have been released
   • Upload document(s) which show(s) that the offer conditions have been fulfilled

3. You are also encouraged to:
   a) Check for our emails regularly and keep up-to-date with our information
   b) Visit the HKU&U website for offer holders
Questions?

Refer to our FAQ or contact our office via the “chat” function under “My Inbox”.

If you have any enquiries, please click the live chat button on the top right-hand corner.

Follow the instructions to find useful information or initiate a live chat session with our staff during office hours.