



## Application Form

Please complete all relevant parts in BLOCK LETTERS; \* denotes mandatory fields.

### Course Details

*Course Code	*Course Title	*Course Fee (in HK\$)

### Personal Particulars

*Salutation	<input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Mrs <input type="checkbox"/> Others, please specify: _____
*Name in English (as appeared on HKID card/passport)	_____ / _____ Family Name Given Name
Name in Chinese	
*HKID Card/Passport Number (e.g. A123456(7))	
*Date of Birth	___ / ___ / ___ (dd) (mm) (yyyy)
*Permanent HK Resident	<input type="checkbox"/> Yes <input type="checkbox"/> No (please see "Notes to Non-local Applicants")

### Contact Information

*Contact Number	
*Email Address (Email is the main communication channel, please provide an email address that you will check frequently)	
*Correspondence Address	
*Emergency Contact Person	Name: _____ Contact Number: _____



### Qualifications

Please state qualifications relevant to the course(s) you are applying for, and attach proof of qualifications specified in the requirements of the individual course(s).

*Examination/Awarding Institution	*Subject/Degree Awarded	*Grade	*Date of Award

### Current Employment

Please state your current employment and your past working experience relevant to the course(s) you are applying for.

Date (From/To)	Name of Company	Position	Full-time/Part-time

### How did you get to know about the Academy?

- Leaflet       Website       Friends and family       Facebook       Events  
 Free newspaper       Graduates       Yahoo       Google       Others: \_\_\_\_\_

### Use of Personal Data related to Direct Marketing

The Academy will send the latest updates and promotional materials to applicants/students and alumni on the availability of the programmes and courses. This will also include seminars and events organized by the Centre for Civil Society and Governance and/or Faculty of Social Sciences, HKU. Various communication channels will be employed such as direct-mail, email, mobile phone and other forms of social media, by using your personal data (including, but without limitation to, your name, contact details etc). You always have the right to make subsequent changes on your choice of receiving further marketing materials by sending a written unsubscribe request (by email or by post) to the Academy at any time.

- If you DO NOT WISH to receive our latest updates and promotional materials through the communication channels as stated above from time to time, please check this box.**

### Notes to Non-local Applicants

To study in Hong Kong, all non-local applicants are required to obtain a student visa issued by the Immigration Department of the HKSAR Government, except for those admitted to Hong Kong as dependents, who do not need prior approval before taking up full-time and part-time studies. Non-local applicants issued with a valid employment visa also do not need prior approval to pursue part-time studies. It is the responsibility of individual applicants to make appropriate visa arrangements. Applicants may wish to note that part-time courses are generally not considered by the Immigration Department for visa purposes.

### Statement on Collection of Personal Data

- It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise that may be unable to process and consider their applications.
- The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by Academy staff but may be transferred to an authorised third party providing services to the Academy in relation to the above purposes and prescribed purposes as allowed by the law from time to time.



- When the processing and consideration of all the applications for a particular programme have been completed: (a) the application papers of unsuccessful candidates will be destroyed (if you have indicated to receive our promotional materials then your contact details and opt-in consent would be retained for such purposes); and (b) the application papers of successful candidates will serve as part of the applicant's official student records and will be handled by Academy staff in relation to the stated purposes. In all such circumstances, please be assured that any personal information you supply will be kept strictly confidential. Personal data collected arising from any payment for this application may be retained as statutorily required and for processing refund, if necessary.
- We will send urgent messages to students via Short Message Services (SMS) and supplement by other means such as email (if the need arises). It is therefore important that the mobile phone number and email address that the applicant provides are accurate. Any changes should be reported to us immediately. Those who have genuine difficulty in receiving urgent messages via SMS should contact us for separate arrangements.
- The Personal Information Statement of The University of Hong Kong also applies to the Academy for Sustainable Communities and it can be accessed at <https://ccsg.hku.hk/personal-information-collection-statement/>

### General Notes to Applicants

- Please contact us if you are not informed of the teaching venue 3 days prior to the course commencement.
- Course fees paid are not refundable except as statutorily provided or under very exceptional circumstances (e.g. course cancellation due to insufficient enrolment).

### Declaration

- I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
- I acknowledge the contents of the above notes, management of personal data and the HKU Privacy Policy Statement.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

### Application Checklist

Please return the following documents to our office by the application deadline stated on course webpage:

- completed application form (this form)
- a photocopy of your Hong Kong identity card; OR  
personal information page and visa page on passport
- proof of qualifications as listed on this application form, e.g. copy of academic certificates

Return methods:

Post Rm 703, 7/F, The Jockey Club Tower, Centennial Campus, The University of Hong Kong, Pokfulam, HK  
(ATTN : The Academy for Sustainable Communities)

Email [ccsg@hku.hk](mailto:ccsg@hku.hk)

Fax 2857-2521

**We will contact you upon the receipt of the above documents. Further instructions about course fee payment will be sent to you once your eligibility of application has been verified.**

If you have any questions, please contact Miss Yuen (Tel: 3917-4767) or Miss Wu (Tel: 3917-4768) or email to [ccsg@hku.hk](mailto:ccsg@hku.hk).