

THE UNIVERSITY OF HONG KONG

Guide to Online Master Registration

1. After you obtained your HKU Portal account details, you should **immediately** login to HKU Portal (<http://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.
2. 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 will be pre-entered for you on the basis of information extracted from your admission records. No changes will be allowed.

(b) 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). Do **not** enter a comma to separate your Christian name. Also, **do not enter** a name different from your HKID Card or Passport, otherwise your Student Registration Card, degree diploma and other documents from the University will be issued with an unofficial name. This may create future difficulties for you with respect to identity verification.

If you have difficulties completing your Name and CC Code fields, please refer to the “[Guidelines on Completing the CC Code and Name Field](#)” for reference.

(c) CC Code of Your Chinese name

Enter the CC Codes of your Chinese name as indicated on your HKID Card, if applicable. Otherwise, please leave this field blank.

After inputting the CC Codes, you should click on the ‘Display Chinese Name’ button. If the Chinese name displayed is incorrect, you can find other choices provided for each of the Chinese characters.

You should pay attention to the notes provided and make the correct choice.

(d) 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 or your identity card number from your home country. You should submit a photocopy 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 shown on all University documents.

(e) Passport Number

Please fill in the number of your Passport / Exit-Entry Permit and “Issue Country”.

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

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

(g) 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.

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

This section is for you to confirm your local/non-local status since application for admission. The default status is set according to the information you 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 should be submitted to your Faculty immediately after your Master Registration.

(i) Place of Permanent Right of Abode

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

(j) 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 People’s Republic of China can select “China” as their Country of Legal Nationality.

(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

(You may leave it blank and input it later if you do not have a HK mobile phone number yet, but you must update it in HKU Portal once it is 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 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.

After Completion of Online Master Registration

1. Once the Master Registration page is submitted, it will no longer be available for modification. Any subsequent changes of personal particulars after Master Registration (except address, telephone number and bank account details which can be amended via the HKU Portal) will have to be reported to your Faculty Office or the Academic Support and Examinations Section together with the relevant supporting documents.
2. After completed the online Master Registration, you should submit your photograph and identity document for the production of the Student Registration Card by uploading the documents via HKU Portal / submitting a paper form as required by your curricular. For details of submission via HKU Portal, please refer to “[Online Submission of Identity Document and Photograph for Student Registration Card](#)”.

Academic Support and Examinations Section, Registry
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