DISTANCE LEARNING PROGRAMMES
INSTRUCTIONS FOR COMPLETING THE APPLICATION FORM
(ONLY FOR NEW APPLICANTS)

General Information
A. This form is for NEW students applying for admission to distance learning programmes only. Students who have previously registered on any courses in the distance learning mode leading to OUHK degree or sub-degree awards should complete a Re-registration Form.

B. Complete the form clearly in English, and in BLOCK letters.

C. You must provide the data required by the application form so that we can process your application for admission. If you do not provide the data requested, the University may not be able to process your application. See 'Personal Data (Privacy) Notice' in the Prospectus. However, for items under the 'Other Information' section, they are for statistical purposes or for facilitating the provision of appropriate services; you may choose to provide the relevant information or not to do so.

D. After completion of the form, you must sign and date the application form. Application forms that do not bear the signature of the applicant will NOT be processed.

1. PERSONAL DETAILS

Title
Enter the appropriate code in the box:
1 Mr
2 Ms
3 Dr

Name
Enter your name and Chinese character code as shown on your Hong Kong Identity (HKID) Card. For those who do not possess a HKID card, enter your name as shown on your passport.

Hong Kong ID Number
Enter your Hong Kong ID number as shown on your Hong Kong Identity (HKID) Card. Only use your passport number if you do not have a HKID Card.

Address
This will be used for ALL correspondence. Please note that large package of course materials may be sent to you through this address.

Area
Please enter the area code that best matches your correspondence address.

E-mail Address
Complete the information clearly; pay special attention to numerics and symbols. The University would communicate with you through this address, if appropriate, during the application stage. After you register for courses (i.e. after payment of course fees), this address will be forwarded to 'E-mail Functions' on the University website (Student) for subsequent communication, including sending you updated university news and information.
Debit Note Type
Enter the method by which you will pay your course fee when you register for courses, and your ‘Administrative Fee for Student Loan’ when you accept OUHK’s student loan. Your fee debit note will be issued according to this information. If you do not make a choice, you will be issued with a ‘Bank of China (Hong Kong) Limited’ debit note.

Code
1. Pay at Hang Seng Bank
2. Pay at the Bank of China

No matter which type of debit note you receive, you can make the payment through other viable methods, such as Payment-by-phone Service (PPS) or VISA/MasterCard via the Internet, as appropriate. Please read the information and follow the instructions on the debit note when making your payment.

2. COURSE CHOICE
See the available courses of study in the Courses Supplement. For information on how they relate to various programmes of studies, see the Prospectus. Please ensure that the courses which you have chosen are offered in the coming semester.

Enter the course codes of the course(s) to register. You are allowed to register up to a maximum of 15 registration value in the first semester unless special approval has been granted. Please see the Prospectus for details about advice on compilation of study plan and course selection.

3. INTENDED PROGRAMME OF STUDY
Enter the code of the programme which you intend to pursue. Please refer to the section on ‘Programmes of Study’ in the Prospectus for details. If you do not have any programmes in mind for the moment, please enter ‘NOTAPPL’. You may change your intended programme of study any time after your course registration.

4. OTHER INFORMATION
Marital Status
Enter the appropriate code in the box: S Single M Married D Divorced O Others

Occupation
Enter the code which best matches your present occupation.

Code
01 Full-time homemakers
02 Homemakers with part-time jobs
03 Administrators and managers in government departments
04 Administrators and managers in industrial and commercial sectors
05 Teachers in primary schools and kindergartens and nursery workers
06 Teachers in secondary schools
07 Teachers in post-secondary schools and tertiary education institutions
08 Other teachers, instructors, education advisers, etc.
09 Medical and health-related professions including: doctors, dentists, pharmacists, dispensers, nurses, opticians, radiographers, occupational therapists, health inspectors, etc.
10 Social workers in government and voluntary agencies
11 Other professions including: accountants, company secretaries, lawyers, architects, surveyors, town planners, librarians, clergy, advertising and public relations officers, statisticians, translators & interpreters, market researchers, systems analysts, etc.
12 Authors, journalists, artists, actors, musicians, producers, etc.
13 Qualified scientists and engineers
14 Technical personnel including technicians, data processors and drafting technicians
15 Tradespeople (electricians, plumbers, machinists, welders, woodworkers, etc.)
16 Workers in farming, mining, construction and other manufacturing
17 Communications and transport: air, sea, road, KCR and MTR including: drivers, porters, seafarers, pilots, telephone operators, telegraph operators, postal workers, messengers
18 Secretaries, clergymen, tellers, receptionists and office support staff
19 Police, firefighters, correctional service staff
20 Service occupations: shopkeepers, shop assistants, sales representatives, hotel and restaurant workers, domestic helpers, hair-dressers, photographers, recreation workers, etc.
21 Retired
22 Unemployed (not homemakers)
23 Full-time students
24 In prison (but not including staff) #
25 Under long-term residential or hospital care (but not including staff) #
26 Others

# Your indication of this information is essential for the University to provide appropriate services (e.g. special examination arrangement) for you. The University would liaise with your institution to arrange such.

Language Competency

Enter the code which denotes your Chinese / English standard:
1 I have obtained a grade ‘C’ or above in the Hong Kong Certificate of Education Examination or its equivalent.
2 I have obtained a grade ‘D’ or ‘E’ in the Hong Kong Certificate of Education Examination or its equivalent.
3 I do not have any of the above qualifications.

Education

Enter the code which best matches your highest level of education.
Code
01 No formal educational qualifications
02 Primary school graduate
03 Secondary 3 or 5 graduate
04 Hong Kong Certificate of Education Examination; General Certificate of Education Ordinary Level, or equivalent with pass in one to four subjects
05 Hong Kong Certificate of Education Examination; General Certificate of Education Ordinary Level, or equivalent with pass in five or more subjects
06 Hong Kong Higher Level Examination; form 6 or form 7 graduate
07 Hong Kong Advanced Level Examination; General Certificate of Education Advanced Level, or equivalent with pass in one subject
08 Hong Kong Advanced Level Examination; General Certificate of Education Advanced Level, or equivalent with pass in two or more subjects
09 Teacher’s Certificate or equivalent; technical institute graduate
10 From non-government funded institution: post-secondary award* other than degree
11 From government-funded institution: post-secondary award* other than degree
12 First degree of university or other tertiary education institute
13 Postgraduate degree
14 Professional qualification: below advanced level equivalent
15 Professional qualification: advanced level equivalent
16 Professional qualification: degree level equivalent or above
17 Others

# Post-secondary award: diploma, higher diploma, certificate, higher certificate, professional diploma, etc.

**Disabilities**

If you are physically disabled, enter the type of handicap in the box. Otherwise, leave it blank. Your indication of this information is voluntary but essential for the University to provide appropriate services (e.g., special examination arrangement) for you. Please refer to the section on "Student with Disabilities" in the Prospectus for details.

**Code**
1. Blind (= visually handicapped)
2. Profound hearing loss
3. Severe/moderate/mild hearing loss
4. Low vision (this does not include those people who are able to read with the help of normal spectacles or contact lenses)
5. Wheelchair user
6. Using crutch/callipers
7. Polio/Rheumatoid Arthritis/Spine problem
8. Other kinds of impaired movement
9. Others (please specify)

**Source of information**

**Admission and programme information**
Enter the code which best matches the channel through which you obtained your OUHK admission and programme information.

**Code**
1. Online Prospectus
2. Request through email or Internet
3. Request via mail-in coupon or fax-in coupon
4. Public library
5. Book store
6. District office/Bank of China
7. OUHK Ho Man Tin campus or Island Learning Centre
8. Information booths and distribution points
9. Others

**Recruitment message**

Tick (✓) the sources where you have seen/heard information on OUHK recruitment. (Multiple choices allowed)

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5. CHECKLIST

Please make sure you have attached the necessary documents.

6. DECLARATION

Applicants must sign and date the application form. Application forms that do not bear the signature of the applicant will NOT be processed.
**DISTANCE LEARNING PROGRAMMES**  
**APRIL 2004 SEMESTER**  
**APPLICATION FOR ADMISSION**  
**(ONLY FOR NEW APPLICANTS)**

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**PERSONAL DETAILS**  
(see Note 1)  
**TITLE**  

| 7 |
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|  |

**SURNAME (as shown on HKID card)**  

| 27 |
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|  |

**FIRST/OTHER NAMES (as shown on HKID card)**  

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**NAME IN CHINESE (if any)**  

| 57 |
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**CHINESE CODE (if any)**  

| 66 |
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**HONG KONG ID NUMBER**  

| 68 (Alpha) 90 96 97 99 101 104 105 |
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|  |

**DATE OF BIRTH**  

| 96 |
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**SEX**  

| M=Male | F=Female |
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| | |

**ADDRESS FOR ALL CORRESPONDENCE**  

| 135 |
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**HOME TELEPHONE**  

| 228 237 |
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**OFFICE TELEPHONE**  

| 238 |
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**FAX NUMBER**  

| 266 275 |
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**E-MAIL ADDRESS**  

| 276 320 |
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|  |

**DEBIT NOTE TYPE**  

| 321 |
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**COURSE CHOICE**  
(see Note 2)  
**Course Choice**  

| First course | Second course | Third course | Fourth course | Fifth course | Sixth course | Seventh course | Eighth course |
---|---|---|---|---|---|---|---|
| 322 | 328 | 329 | 335 | 350 | 356 | 357 | 363 |

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**INTENDED PROGRAMME OF STUDY**  
(See Note 3)  
**Intended Programme of Study**  

| 378 387 |
---|---|
| | Please turn overleaf to complete the form
OTHER INFORMATION* (see Note 4)

MARITAL STATUS  □ OCCUPATION  □ LANGUAGE COMPETENCY

Chinese □ English □

EDUCATION  □ DISABILITIES  □ (please specify if entered ‘Others’)

Chinese  □ English  □

Do you expect to be sponsored by your employer?  Y/N  □

Source of information  資訊來源

Admission and programme information (Enter code) 入學及課程資料（請填寫編號） □ 367

Recruitment message (multiple choices allowed) 招生消息（可選擇以下項目）

□ 368  a. Information booths and distribution points 流動資訊站及派發點
□ 368  b. Posters or direct mailing 海報或郵寄資料
□ 403  c. Email or Web advertising 電郵或網上廣告
□ 407  d. Outdoor advertising (e.g. bus and MTR) 戶外廣告（如巴士及地鐵線）
□ 402  e. Television commercial 電視廣告
□ 403  f. Print advertising 報章雜誌廣告
□ 404  g. Press reports/articles 新聞報道或專稿
□ 405  h. Message from OUHK frontline staff 由本校職員提供的資料
□ 406  i. Referral by acquaintances 親友推介
□ 407  j. Others 其他

* The provision of information under this section is voluntary. They are for statistical purposes or for facilitating the provision of appropriate services. Such information will not affect your chances of admission. If you do not provide certain information, e.g. disabilities, the University will not be able to provide appropriate service to you.

CHECKLIST (see Note 5)

When you submit your application form, please make sure that you: (please tick √ as appropriate)

( ) have completed the application form fully.
( ) will produce your HKID card in person for verification during our office hours or have attached a copy of the card and marked ‘copy’ across the face.
( ) have paid the application fee and attached the OUHK copy of the pay-in slip. (Pay-in slip can be collected at Hang Seng Bank [any branch except MTR/KCR locations] or Bank of China)
( ) will produce your senior citizen card if any in person for verification during our office hours or have attached a copy of the card and marked ‘copy’ across the face.
( ) have attached supporting documents. (Only for programmes with specific entry requirements. You should refer to the programme details in the Prospectus.)

DECLARATION (see Note 6)

1. I declare that all information given in this application form and the attached documents are, to the best of my knowledge, accurate and complete.
2. I have noted the contents of the ‘Personal Data (Privacy) Notice’ as detailed in the Prospectus.
3. I consent that if registered, I will conform to the Statutes and Regulations of the University for the time being in force.

Signature 簽署 __________________ Date 日期 ______________