

For Office Use

Received on:

Handled by:

Accepted/Rejected:

Guidelines to Complete the Application Form

1. Please complete all the information required on the Application Form. Incomplete Application Form will not be processed.
2. Please complete this form in **BLOCK LETTERS** with **BLACK or BLUE BALL PEN**.
3. Please read through the Notes to Applicants and please submit the completed form together with relevant supporting documents (e.g. copies of academic transcripts, professional qualifications, and portfolio, as appropriate & only if applicable) and the application fee to Hong Kong Art School by the application deadline (if applicable) via the submission channels as indicated in the Notes to Applicants.
4. Applicants should pay an application fee HK\$200 per programme and please note that such application fee is non-refundable and non-transferable.

Part I

(A) Programme Information

Programme applied for : _____ **MASTER OF FINE ART** _____

Programme Code (if applicable): _____

(B) Personal Data

Please tick the appropriate boxes

Title : Dr. Mr Mrs Ms Miss Gender : Male Female

Name as printed on the HKID card or Passport

Surname 英文姓氏 : _____ Given Name 英文名字 : _____

Name in Chinese 中文姓名: _____

HKID Card No. (if applicable) : () OR

Passport No. (if applicable) : & Place of Issue : _____

Date of Birth (Date/ Month / Year) : Nationality : _____

Are you a Permanent Resident of Hong Kong? Yes No

Mother language : _____

Correspondence Address : _____

_____ H.K. / Kln / N.T.

Home Telephone No. : Mobile Phone No. :

Office Telephone No. (if applicable) :

Fax No. :

E-mail Address : _____

Name of Employer (if applicable): _____

Office Address (if applicable) : _____

_____ H.K. / Kln / N.T.

Occupation (if applicable) :

- | | | |
|--|--|---|
| <input type="checkbox"/> Art & Design | <input type="checkbox"/> Business Management | <input type="checkbox"/> Computer / Technology |
| <input type="checkbox"/> Education | <input type="checkbox"/> Engineering | <input type="checkbox"/> Sales / Customer Service |
| <input type="checkbox"/> Social Services | <input type="checkbox"/> Student | <input type="checkbox"/> Others _____ |

(C) Educational Background

Please tick the appropriate boxes

- | | | |
|---|--|--|
| <input type="checkbox"/> Form 5 / HKCEE | <input type="checkbox"/> SS3 / HKDSE | <input type="checkbox"/> Matriculation |
| <input type="checkbox"/> Tertiary/ Post-Secondary Education | (<input type="checkbox"/> Master Degree or above | <input type="checkbox"/> Bachelor Degree |
| | <input type="checkbox"/> Higher Diploma / Associate Degree or equivalent | |
| <input type="checkbox"/> Others _____ | | |

Institutions attended from Secondary School level and above in chronological order

Dates of Attendance (Month/ Year)		School / Tertiary Institution Attended	Qualifications obtained, With classification, Major and Minor Subjects if any	Date of Award (Month/Year)
From	To			

Are you currently studying other award-bearing programme (e.g. sub-degree / bachelor degree programmes) in Hong Kong Art School and /or other institutions? Yes No

If Yes, please provide details :

Name of the institution : _____

Name of programme : _____

Expected graduation date : _____

(D) Relevant Working Experience

Please provide information of relevant working experience in chronological order for consideration of your application as appropriate

Date (Date / Month / Year)		Employment Institution / Organization	Appointment held & Outline of Duties	Full Time / Part Time
From	To			

(E) Professional Membership (if applicable)

Name of Professional Body	Name of Award	How it is obtained (e.g. by examination)	Date of Award (Month /Year)

(F) Folio Requirement

A folio, in the form of a CD rom, is required with the application.

The folio is expected to demonstrate ability in the discipline, originality, innovation and experimental resolution of projects as well as evidence of basic technical competence. The folio CD should include a maximum of 10 digital images formatted in JPEG files, each of them with no larger than 2MB of size. Please use permanent marker to label the CD rom with the applicant's name.

(Please note that the folio CD will not be returned.)

(G) Supplement Information

Please enter information which is relevant to your application

Please state reasons for applying the programme. You may attach separate sheets for explanation if necessary.

(H) Payment Method of Application Fee

Please tick the appropriate boxes

1. Cash

Only applicable to enrolment made in person at the Enrolment Office of Hong Kong Art School

2. Cheque / Bank Draft

Cheque No. / Bank Draft No. : _____ Issuing Bank _____

(Cheque / Bank Draft should be made payable to the **Hong Kong Arts Centre**)

(I) Emergency Contact

The following personal data will solely be for the purpose of emergency contact and will only be handled by staff of Hong Kong Art School upon your enrolment into the programme.

Contact Person : _____ (Chinese)
: _____ (English)

Relationship Parents Spouse
 Children Others _____

Contact No. : _____ / _____

(J) Special Assistance from School (if required)

If you require special needs, mainly in terms of physical disability¹, please indicate the related nature and degree, and the way you hope the School to assist; subject to feasibility and availability of the related facilities, the School would try to facilitate the related arrangements whenever possible. 如因

¹ Applicants with a disability are considered on equal terms with other applicants.

(K) Declaration

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that any **false or misleading information** will lead to **disqualification** of my application and cancellation of subsequent enrolment in Hong Kong Art School, and any fees paid will not be refunded.
2. I have read and understood the Notes to Applicants and Enrolment Information and agreed to abide by Hong Kong Art School regulations.
3. I enclose ____ sheets of supplementary notes and documentary copies in support of my application.

Signature : _____ Date : _____

Part 2 (Optional)

Statistical Information

The following questionnaire is for internal statistical purpose only, and it allows us to know more about you. Please put a tick ✓ in the boxes where appropriate.

1. How did you learn about HKAS programme?

Website/Social Media :

- Hong Kong Art School Hong Kong Arts Centre
 HKAS Facebook Google Yahoo! Hong Kong
 Others (Please specify : _____)

Newspapers :

- South China Morning Post Sing Tao Daily Hong Kong Economic Journal
 Hong Kong Economic Times Ming Pao Oriental Daily
 Apple Daily Metro Daily Headline Daily
 Others (Please specify : _____)

Magazine :

- ArtsLink Metropop U Magazine Recruit
 Jobmarket Jiu Jik ARTMAP ampost
 Others (Please specify : _____)

Others :

- Referrals by Friends / Relatives HKAS Emailer
 Promotion Leaflet (Pick up location : _____)
 Others (Please specify : _____)

2. Have you taken any course / programme or joined any activity at Hong Kong Art School before?

- Yes (Please specify : _____) No

3. Which of the following employment / business group(s) do you belong to now?

- Arts / Arts Management Advertising / Design
 Movie / TV Production Education
 Information Technology
 Others (Please specify : _____)

Thank You!

NOTES TO APPLICANTS

1. Please submit the completed application form together with relevant supporting documents (if applicable) and an application fee of HK\$200 (as and if appropriate).
 - a. In person to the Enrolment Office of Hong Kong Art School (Address: Room 819, 8/F Youth Square, 238 Chai Wan Road, Chai Wan, Hong Kong) during office hours:

Mon-Fri	Sat	Sundays & Public Holidays
10 a.m. – 7 p.m.	10 a.m. – 6 p.m.	Closed

- b. By post to the above address
(Please mark the corresponding "Programme Name" on the envelope if application is to be sent by post.)
2. Payment Method
 - a. By Crossed Cheque / Bank Draft
Cheque / bank draft should be made payable to the "Hong Kong Arts Centre". Post-dated cheque will not be accepted. Please put down the applicant's name and programme name on the back of the cheque / bank draft.
 - b. By Cash
Only applicable to enrolment made in person to the Enrolment Office. Please DO NOT SEND CASH BY POST. Hong Kong Art School will not be responsible for any loss of payment sent by mail.
3. Fees and places on Award Bearing Programmes are non-transferable. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
4. Hong Kong Art School reserves the right to accept or reject an application.
5. Admission will be by selection for Award Bearing Programmes. You may be informed of the selection arrangements (e.g. interview) and the subsequent result (if applicable) after the closing date of application.
6. Once admitted to the programme, you may not change to another programme without prior approval from the School.
7. Personal Data
 - (i) The personal data provided on the form will be used solely for the purpose of admission processing and will be handled by the staff of Hong Kong Art School only. Upon admission, the personal data will be transferred to the student database and will thereafter be handled by the staff of Hong Kong Art School.
 - (ii) In view of the updates of the Personal Data (Privacy) (Amendment) Ordinance 2012, we would like to seek your consent for our use of your personal data (including your name, email address, phone number, and mailing address etc.) for providing you with the latest information on the courses, programmes, activities and events of Hong Kong Art School and Hong Kong Arts Centre. Your personal data will be used for the above purpose within our organisation. If we receive no objection from you, we will use your personal data for the above purposes as stated.
 - (iii) Hong Kong Art School subscribes to the data protection principles and complies with the requirements of the Personal Data (Privacy) Ordinance. The personal data will not be shared with any third party without the consent of students. Students have the right to access to, and correction of, their own personal data. If a student wishes to access his/her data, he/she should submit the request in writing to the Enrolment Office of Hong Kong Art School.