


**HONG KONG
ART SCHOOL**
Award Bearing Programme Application Form
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**.
3. Supporting documentation: In order for your application to be assessed, you must provide supporting documentation (e.g. copies of academic transcripts, certificates, public exam results, professional qualifications and portfolio, as appropriate & only if applicable) to evidence your academic achievements, English language proficiency and proof of identity (national ID or passport). Please attach copies of your supporting documentation in application. You will be required to bring the original documentation for verification on the interview date. If any of your documents are in a language other than English, you must provide certified English translations. Change of name – if your documentation is in a previous name, please provide a certified copy of documentary evidence of your name change, such as a marriage certificate or deed poll.
4. Selection process – your application form will be forwarded to the program selection officer for assessment only; once all required supporting documentation has been provided. You will be advised in writing of the outcome of your application.
5. Applicants should pay an application fee of HK\$200 per programme and please note that such application fee is non-refundable and non-transferable. The original receipt of payment should be attached with the application.
6. 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.
7. 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.
8. 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.

Part I
(A) Programme Information

 Programme applied for : BACHELOR OF ARTS (FINE ART)

 Programme Code (if applicable) : FA502

 Commencement date: JANUARY 2025
Entry Option:

 Please **indicate** below the entry option you are interested in applying for: (please tick **one** option)

- Standard Option (Year 1)
- Top-up Degree Option (Year 2)

Studio Specialisation:

 Please **indicate** below the studio specialisation area you are interested in applying for. Your application will be considered on the basis of the area as indicated here, your competency / attainment in the chosen area should be adequately reflected in the content of your **folio of work** (please refer to **Section F** for details) which is to be submitted with your application.

Studio Specialisation Area	Selection (please tick <input checked="" type="checkbox"/> one area)
Ceramics	
Painting	
Photography	
Sculpture	

(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 : _____ Given Name : _____

Name in Chinese (if applicable) : _____

HKID Card No. : _____ () 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 BackgroundPlease tick the appropriate boxes

- Form 5 / HKCEE
 SS3 / HKDSE
 Matriculation (F.6 / F.7)
- Tertiary/ Post-Secondary Education
 (Master Degree or above Bachelor Degree Higher Diploma / Associate Degree or equivalent)
- 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 : _____

English language proficiency (please attach evidence of your English language proficiency test or qualification)

Have you completed an English language proficiency test in the last two years?

- No

- Yes – please provide details:

Test completed (e.g. IELTS, TOEFL, PTE Academic): _____ Test date (DD/MM/YYYY): _____

Test report form number (IELTS)/Appointment number (TOEFL)/Score Report Code (PTE (A)): _____

Have you completed an English language studies at an RMIT recognized provider?

- No

- Yes – please provide details:

Qualification: _____ Qualification level completed: _____

Institution: _____

Commencement date (DD/MM/YYYY): _____ Completion date (DD/MM/YYYY): _____

(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

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 of your work, in the form of digital device (applicable to in person submission, e.g. USB drive) / digital file (applicable to online submission, e.g. PDF/JPEG format), is required with the application.

The folio of work 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 of work should include a maximum of 10 digital images formatted in PDF/JPEG files, each of them with no larger than 2MB of size.

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

(G) Supplement Information (Please enter information which is relevant to your application)

Please state reasons for applying the programme, and what do you expect to learn from the programme. You may attach separate sheets for explanation if necessary.

(H) Payment Method of Application Fee

Please tick the appropriate boxes

 1. Bank Account Transfer

Please transfer the payment to the following bank account, and **email us the remittance advice with your name and programme code** ("FA502" for Bachelor programme) quoted, along with the duly completed application form to enroledu@hkac.org.hk

Bank Name: HSBC (004)
 Bank Account No.: 022-009575-001
 FPS ID: 107697286
 Account Name: Hong Kong Arts Centre 香港藝術中心

 2. Cheque / Bank Draft

Cheque No. / Bank Draft No. : _____ Issuing Bank _____
 (Cheque / Bank Draft should be made payable to the **Hong Kong Arts Centre**)

 3. Cash

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

*Please be reminded that all bank charges incurred (if applicable) would be absorbed by the applicant/payment sender.

(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.

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

(K) Declaration & Personal Data collection

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 Guidelines to Complete the Application Form (on P.1) 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 : _____

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).

- i. 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	9 a.m. – 7 p.m.
Saturdays, Sundays & Public Holidays.	Closed

- ii. By post to the above address
(Please mark the corresponding "Programme Name" on the envelope if application is to be sent by post.)

- iii. By e-mail to enroledu@hkac.org.hk
(confirmation of application is subject to receipt of payment.)

2. Fees and places on Award Bearing Programmes are non-transferable. Fees paid are not refundable except as statutorily provided or under very exceptional circumstances.
3. Hong Kong Art School reserves the right to accept or reject an application.
4. 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.
5. Once admitted to the programme, you may not change to another programme without prior approval from the School.