

UNIVERSITY OF CENTRAL LANCASHIRE
AND
COMMUNITY COLLEGE OF CITY UNIVERSITY

*Application Guide for Admission to Bachelor of Arts (Hons) in English for
International Corporate Communication*

① ***Submission of Application***

The completed application form can be submitted:

- by mail to:
Community College of City University
6/F, Mong Man Wai Building
City University of Hong Kong
Tat Chee Avenue
Kowloon Tong, Kowloon

Or

- by hand:
from 8:00 am to 10:00 pm daily to the collection boxes outside the following offices:
 - 1) Community College of City University, Telford Annex, Telford Plaza, 33 Wai Yip Street, Kowloon Bay, Kowloon (MTR Exit B).
 - 2) Community College of City University, 6/F, Mong Man Wai Building, City University of Hong Kong, Tat Chee Avenue, Kowloon Tong, Kowloon (MTR Exit C).

DO NOT drop your application in the Collection Box of the Academic Regulations and Records Office Service Centre.

② ***Application Fee (non-refundable)***

The application fee is HK\$150 per application. You can pay the application fee:

- by cash at any branch of the Hang Seng Bank using the pay-in slip distributed with the application form, or
- by direct deposit or ATM transfer to the CityU account at Hang Seng Bank: account number 293-318028-004.

③ ***Required Documentation***

Documents to be submitted together with the completed application form:

- photocopies of certificates and transcripts in support of your academic qualifications,
- proof of application fee payment.

④ ***Provision of False Information***

The qualifications stated in your application form will be verified by checking of the original documents at the time of enrolment. Provision of any false or misleading information in the form, or failure to supply the full documentation for verification on request, will lead to **DISQUALIFICATION** of the application. All fees paid will **NOT** be refunded.

5 *Use of Application Information*

The information that you provide in the application form, including the HKID number, will be used for the following purposes:

- as a basis for various types of processing in relation to your application;
- as a basis for selection of applicants for admission to the programme you applied for and for other relevant or related purposes;
- as a basis for consideration of credit transfer as appropriate;
- for obtaining from relevant institutions information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere;
- for transferring to the student record system of the overseas awarding institution and the College upon successful outcome of your application.

In accordance with the Personal Data (Privacy) Ordinance, you have the right of access to and the right of correction of the information contained in the application form, and the right to request a copy of such data. If you wish to obtain more information, please contact the College accordingly.

6 *Change of Personal Particulars after Submission of Application*

If there are changes to your correspondence information (postal address, contact phone number and email address) after submission of application, you can notify us by phone: 2788 8524 / 2707 4760 or email (college.degree@cityu.edu.hk). Please state clearly your name and programme applied for in the notification.

7 *Applicants with Physical or Other Disabilities*

The admission of an applicant to the program is based on academic criteria and other specified entrance requirements. If you have physical or other disabilities, you are not required to declare this at the application stage, and you will receive the same consideration as other applicants.

8 *Enquiries on Receipt of Application Forms*

Enquiries on receipt of application forms can be made by calling our office at 2788 8524 / 2707 4760 seven working days after submission of application forms. No separate acknowledgement of application will be sent.

9 *Cancellation of Programme*

The College reserves the right to cancel the programme in which case all fees paid by applicants will be refunded.

10 *Enquiries*

Community College of City University
6/F, Mong Man Wai Building
City University of Hong Kong
Tat Chee Avenue
Kowloon Tong, Kowloon

Community College of City University (Telford Annex)
Telford Plaza,
33 Wai Yip Street
Kowloon Bay, Kowloon

Office hours: 9:00 am – 5:30 pm (Mondays to Fridays)
9:00 pm – 12:00 noon (Saturday)
Closed on Sundays and Public Holidays

Telephone: 2788 9880 / 2707 4760
Email : college.degree@cityu.edu.hk
Website: <http://www.cityu.edu.hk/ccu> or <http://www.cityu.edu.hk/ls/fs/baeicc.html>

❖ **FOR NON-CITYU HD/AD GRADUATES:**

Name of Institution and Country	Programme of Study and Classification of Award	Mode of Study (FT/PT)	(Expected) Month and Year of Award

4. PROFESSIONAL QUALIFICATIONS

Name of Awarding Institution and Country	Award (Title/Classification)/ Professional Qualification (Please state type of membership or means of attainment e.g. examination, by election, etc)	Year of Award

5. FULL TIME WORK EXPERIENCE (IN REVERSE CHRONOLOGICAL ORDER)

Period	Name of Organisation and Position	Job Duties

6. Pathway interested in opting: _____

7. DECLARATION

- 7.1 I declare that the information set out in this application or any attachments is, to the best of my knowledge, accurate and complete; and agree to provide original certificate(s) for verification of my qualifications where required. I understand that this information will be used in the admission decision process and may also be used as a basis for considering credit transfer; and that any misrepresentation will lead to disqualification of my application for admission and enrolment in the program, and all fees paid will not be refunded.
- 7.2 I authorize Community College of City University to obtain, and the relevant authorities to release, any or all information about my academic and/or professional qualifications obtained in Hong Kong and elsewhere.
- 7.3 I authorize Community College of City University to use my data to carry out checks regarding my application and records of my previous studies in CityU and/or other institutions.
- 7.4 I understand that, upon my enrolment in a program, the data will become part of my student record and may be used for all purposes relating to my study in the program.

Signature of Applicant: _____

Date: _____

CHECK LIST

Before submitting your application, please check if you have:

- supplied copies of transcripts/certificates/supporting documents, and if appropriate, letter from your employer to support your application.
- attached the application fee payment slip ("CityU" copy) or original ATM Advice.
- signed and dated the application form.