

# Flow Chart of Submission of an Application for Taught Postgraduate Programme (for reference)



## 1. Preparation

- Check up-to-date [Programme Information](#) online
- Carefully read "[Notes for Applicants](#)"
- Prepare scanned copies of official transcripts, certificates and other supporting documents
- Application Fee HK\$300 to be paid by VISA, MasterCard or UnionPay online



## 2. Creation of Application Account

- Create an online application account
- Input personal information
- Note down the electronic ID (EID), application number and your password for future access

## 3. Apply for a new programme

- Select the programme you want to apply for
- Fill in all relevant sections of the online application
- Upload [official transcripts, certificates and other supporting documents](#) (total file size 5 MB; 1MB Max each file)

## 4. Application Submission

- Check whether you have completed all relevant sections in the online application
- Pay the application fee of HK\$300 online using a credit card (VISA, MasterCard or UnionPay)
- Submit the application before the application deadline

## 5. Application Acknowledgement

- An acknowledgement message will be shown online immediately after successful payment
- You will receive an email acknowledgement of your successful programme application
- If you would like to apply for more programmes, repeat Steps 3 to 5

## 6. Application Results

- Check application results online
- CityU will notify you by email if you are offered admission
- Read and download offer letter and relevant notes via online application account
- Follow instructions to pay acceptance fee and accept offer online

Need Assistance?

- [FAQ](#)
- [Online enquiry form](#)
- Hotline: 852 3442 5588