

# How to apply

When you submit your application, please provide the following documents:

- A completed application form
- A copy of your academic certificate and transcripts

## Funding Options

A number of courses offered are eligible for the following funding options. For details, please contact our admissions advisor / progression advisor.

- Extended Non-Means-Tested Loan Scheme
- University Bursaries
- Scholarships

## Contact Us

### University of Sunderland in Hong Kong

9/F, South China Building,  
1-3 Wyndham Street,  
Central, Hong Kong  
(MTR Central Station Exit D1,  
1-minute walk from MTR Station)

Tel: **(852) 2992 0133**

Fax: **(852) 2992 0918**

Email: [enquire@sunderland.edu.hk](mailto:enquire@sunderland.edu.hk)

## University's terms and conditions

For terms and conditions relating to studying at the University of Sunderland in Hong Kong visit:

<https://www.sunderland.edu.hk/terms-conditions/>

Whilst registered as students of the University, the University requires its students to familiarise themselves with and comply with its Regulations, Policies and Procedures in the Student Handbook (except where alternative local arrangements apply), a copy of the Student Handbook can be obtained from the University and can be found on its website:

[www.sunderland.ac.uk/regulations](http://www.sunderland.ac.uk/regulations)

Personal information provided by students and prospective students shall be handled in accordance with the Data Protection Act 1998, for details regarding the University's approach to this information please refer to the 'Data Protection Act 1998' section of its terms and conditions available at:

<https://www.sunderland.ac.uk/terms-and-conditions/>





**University of Sunderland Hong Kong Campus  
Application Form**

OFFICE USE ONLY	
Application number	Admission Advisor/Agent :
University Decision <input type="checkbox"/> Unconditional <input type="checkbox"/> Conditional <input type="checkbox"/> Reject	Comments:

\*This field is mandatory. /  Please put tick if appropriate.

**1. WHICH COURSE ARE YOU APPLYING FOR?**

Programme title \_\_\_\_\_

Mode of Study  Full-Time  Part-Time

Intake (MM/YYYY) \_\_\_\_\_

**2. PERSONAL DETAILS**

*Title: <input type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Miss <input type="checkbox"/> Ms.	*Gender: <input type="checkbox"/> Male <input type="checkbox"/> Female
*Given name(s): _____	*Family name: _____
*HKID Number / Passport Number _____	Place of Issue _____
*Date of birth: (dd/mm/yyyy) _____	*Country of birth: _____
*Nationality: _____	*Email: _____
*Country of permanent residence: _____	*Mobile: _____
*Correspondence address: _____	
<i>Room/Flat</i> _____	<i>Floor</i> _____
<i>Block</i> _____	
<i>Name of Building</i> _____	
<i>Name of Estate</i> _____	
<i>No. and Name of Street/Road</i> _____	
<i>District</i> _____	

**3. DISABILITY**

\*Do you have a disability or specific learning difficulty?

No  
 Yes

If yes, please indicate nature and degree of disability/(ies) or provide a medical report to let us know if you use or will require any particular equipment and support during your studies .

\_\_\_\_\_

**4. CRIMINAL CONVICTIONS**

\*Do you have a criminal conviction?

No  
 Yes

If yes, you are required to provide details of any convictions

\_\_\_\_\_

**5. EDUCATIONAL BACKGROUND**

Examinations/Qualifications: please provide course, examinations and qualifications completed and those awaiting results in date order. This includes any English language qualifications. Please ensure you enclose certified copies of certificates. If the information are on your detailed CV, please check the box below

Please refer to CV attached

From DD/MM/YY	To DD/MM/YY	Awarding Institution	Title of Qualification	Result / grade

**6. YOUR EMPLOYMENT BACKGROUND/WORK EXPERIENCE**

Please ensure you enclose a Curriculum Vitae (CV). If the information are on your detailed CV, please check the box below

Please refer to CV attached

From DD/MM/YY	To DD/MM/YY	Company name	Job title	Main responsibilities	Full-Time/ Part-Time

**7. REFERENCES (Optional)**

Please give the name(s) and contact detail(s) of at least one referee who will provide a reference or testimonial for you, for example, Teacher, College Lecturer or Employer. References from a family member or friends are not acceptable.

Name \_\_\_\_\_

Address \_\_\_\_\_

Telephone: (incl. country code) \_\_\_\_\_ Email \_\_\_\_\_

**8. FURTHER INFORMATION (Optional)**

Please give your response for choosing the programme and any additional information that may be relevant to your application.

\_\_\_\_\_  
\_\_\_\_\_

**9. PERSONAL STATEMENT** *(Optional)*

Please attach a copy of your personal statement which outlines your reasons for choosing the course and any additional information that may be relevant to your application.

**10. REFERRER**

If you are referred by an alumnus/a student please indicate his/her details below. The referrer have to submit a referral form within 14 days of application in order to entitle the referral incentives.

Full Name _____	Student Number _____
Contact Number _____	Email _____

**11. FEES**

*Who is expected to pay your fees?	<input type="checkbox"/> Yourself <input type="checkbox"/> Family member <input type="checkbox"/> Employer <input type="checkbox"/> Others
Do you intend to apply for Extended Non-means-tested Loan Scheme (ENLS) offered by the Student Finance Office? (for Hong Kong permanent residence and eligible programme(s) only)	<input type="checkbox"/> Yes <input type="checkbox"/> No

**12. EQUAL OPPORTUNITIES MONITORING INFORMATION**

\* Please choose from the ethnic origin terms you feel most closely describes your ethnic origin.

- |  |  |  |
|--|--|--|
| <input type="checkbox"/> Arab                | <input type="checkbox"/> Black – African                     | <input type="checkbox"/> White                   |
| <input type="checkbox"/> Asian – Bangladeshi | <input type="checkbox"/> Black – Caribbean                   | <input type="checkbox"/> White and Asian         |
| <input type="checkbox"/> Asian – Chinese     | <input type="checkbox"/> Black – Other                       | <input type="checkbox"/> White / Black African   |
| <input type="checkbox"/> Asian – Indian      | <input type="checkbox"/> Gypsy, Traveller or Irish Traveller | <input type="checkbox"/> White / Black Caribbean |
| <input type="checkbox"/> Asian – Pakistani   | <input type="checkbox"/> Not given                           | <input type="checkbox"/> Other Mixed             |
| <input type="checkbox"/> Asian – Other       | <input type="checkbox"/> Other                               | <input type="checkbox"/> I prefer not to say     |

**13. CHECKLIST**

- I have ensured my personal details are correct.
- I have enclosed the following documents
  - All certificates and transcripts are certified
  - A CV with detailed work experience and job descriptions
  - A copy of identity document

**14.** All new enrolled students in will automatically become an alumnus of The University of Sunderland. If you DO NOT WISH to be an alumnus, please check this box.

**15. STATEMENT ON COLLECTION OF PERSONAL DATA**

- a) It is necessary for applicants to supply their personal data and to provide all the information requested in the application documents, as otherwise the University may be unable to process and consider their applications.
- b) The personal data provided in this form will be used for processing your application for admission, and for registration, academic and administrative communication, alumni management and contacts, research, statistical and marketing (including direct marketing) purposes. The data will be solely handled by the University of Sunderland staff.
- c) When the processing and consideration of all the applications for a particular programme have been completed, the application papers of unsuccessful candidates will be destroyed, and the application papers of successful candidates will serve as part of the applicant’s official student records and will be handled by the University. In all such circumstances, please be assured that any personal information you provided will be kept strictly confidential.
- d) Upon enrolment, applicants will be required to submit a recent colour photo for student identification purpose.
- e) The University will contact student by email, by post and by phone, it is important that the mobile phone number, email address and corresponding address that the applicant provides are accurate.

## 16. USE AND TRANSFER OF PERSONAL DATA

The University will send the latest updates and promotional materials to applicants/students/alumni on the programme updates, scholarships, seminars, events, and other service provided by the University. We may contact you with various methods such as e-mail, mobile phone, social media or direct-mail, by using the contact information collected. You reserve the right to make changes on your choice of receiving marketing materials by sending a written unsubscribe request (by email or by post) to the University. If you DO NOT WISH to receive the latest updates and promotional materials please check the box.

Under the provision of the Personal Data (Privacy Ordinance, applicants have the right to request the University to ascertain whether it holds your personal data, to be given a copy, and to apply for correction of the data, if deemed incorrect. Applications for access to personal data should be made by using a special request form, a fee may be charged. These applications for access to information should be addressed to the Student Support Team of University.

For details on the Hong Kong Campus policy on personal data, please refer to the Hong Kong Campus website (<https://www.sunderland.edu.hk/terms-conditions/>)

## DECLARATION

Please read this declaration carefully before signing.

I confirm that to the best of my knowledge, the information given in this forms is correct and complete. I have read and understand the University's rules and regulations as stated in the International Prospectus and I agree to abide by these. The University of Sunderland is registered under the Data Protection Act 1998 and Information given on this form will only be used in accordance with the terms of the University's registration.

Signature of Applicant ..... Date (DD/MM/YYYY) .....

Thank you for taking time to complete the application. If all necessary information is included we will endeavour to advise you of the decision as soon as possible.

University of Sunderland in Hong Kong is a fully-owned subsidiary of the University of Sunderland, a Higher Education Corporation established in the United Kingdom. Please send your completed application form to:

**University of Sunderland in Hong Kong** – 9/F, South China Building, 1-3 Wyndham Street, Central, H.K

Telephone: (852) 2992 0133 | Facsimile: (852) 2992 0918 | E-mail: [enquire@sunderland.edu.hk](mailto:enquire@sunderland.edu.hk) | Website: [www.sunderland.edu.hk](http://www.sunderland.edu.hk)