



**Student Admission System**  
**Applicant Platform**  
**User Guide**

## Applicant Platform

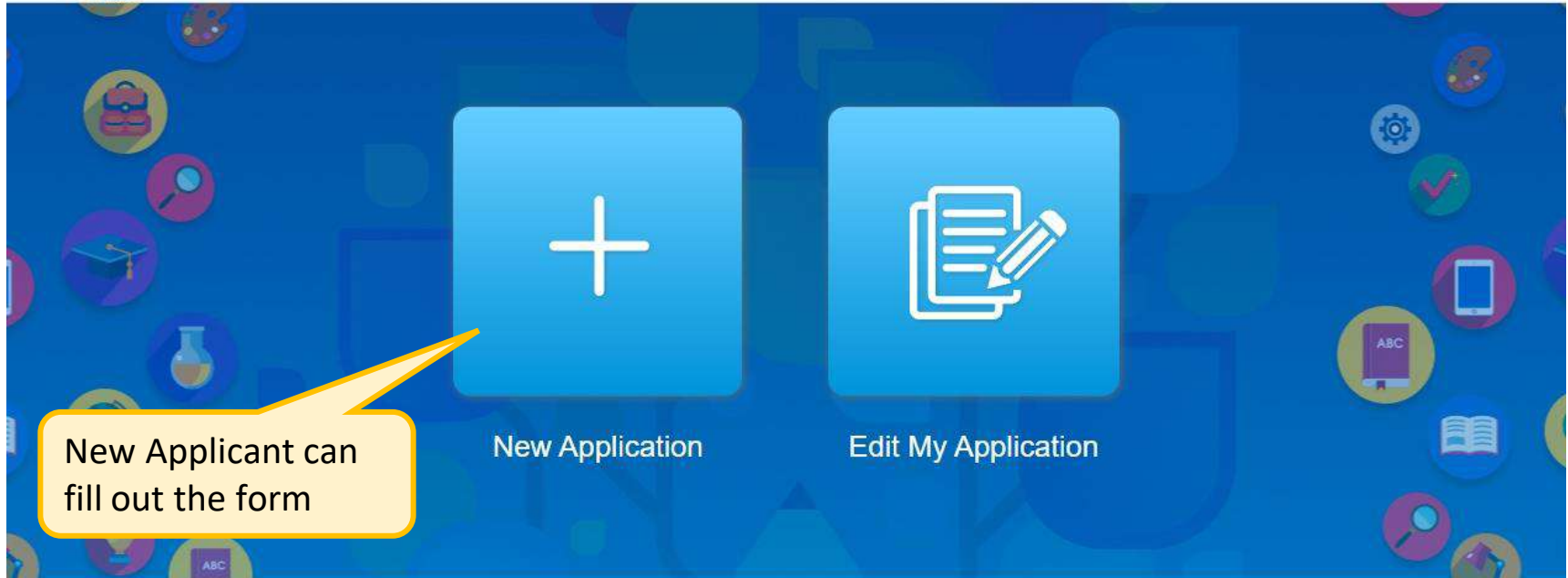
1. Form Filling
2. Form Saving
3. Form Access and Forget Password
4. Payment

# 1. Form Filling - New Application



HKT Kindergarten

繁 簡



New Applicant can fill out the form

New Application

Edit My Application

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Powered by  
**HKT**  
education

# 1. Form Filling - New Application



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## New Application

Home / New Application

Please select grade to apply for:

- School Year: 2022 - Grade: S1 - Phase: 8 (Deadline: 31 Jul 2023 23:00)
- School Year: 2022 - Grade: S4 (Deadline: 16 Nov 2023 09:00)

Application Guidelines

**Application Guidelines**

We welcome your application for a place at HKT Kindergarten and invite applicants born between <MM DD, YYYY and MM DD, YYYY>to apply for the <YYYY-YYYY Class>. Please note the following application guidelines:

Application period:

From MM DD, YYYY at HH:MM to MM DD, YYYY at HH:MM.

I have read the application guidelines

Use easy-filling function to enhance your application experience; to enable rapid filling of other application forms by re-using your information with this browser at this computer

[Confirm Apply](#)

1) Select the admission to be applied

2) Select "I have read the submission guideline" to continue the form

# 1. Form Filling - New Application

The screenshot shows the HKT Kindergarten application form interface. At the top, there is a navigation bar with the HKT Kindergarten logo, a language selector (繁/簡), and links for 'Application', 'Terms and Conditions', 'Help', and 'Logout'. The main content area is titled 'Application' and features a progress indicator with a step '1 Applicant Details'. A modal window titled 'Terms and Conditions' is open, displaying the following text:

Please take a moment to read the following Personal Information Collection Statement before you enter the Student Admission System.

1. It is necessary for parent(s) to provide the personal data of the child(ren) and to provide all the information requested in the application documents as otherwise HKT Kindergarten may be unable to process and consider the application(s).
2. There are two types of personal data requested on the application form. Mandatory information is marked with an asterisk \* and this must be provided in order to process the application. Failure to provide such data will result in the application being rejected. Information not marked with an \* is optional.
3. The personal data collected will be used for various purposes including but not limited to:
  - a. Processing the application for admission;
  - b. Assessing the suitability of applications for places in HKT Kindergarten;
  - c. Providing information on the child(ren)'s progress, academic records and other information;

At the bottom of the modal, there is a checkbox labeled 'I have read and agree the Terms and Conditions' and a blue 'Agree' button. A yellow callout box points to the checkbox with the text: 'Select "I have read and agree the Terms and Conditions" to continue the form'. Below the modal, the form fields for 'HK Birth Cert. No. \*' and 'Address \*' are visible, along with a file upload section indicating 'File Format: gif / jpg / png' and 'Max. File Size: 10MB'.

Select "I have read and agree the Terms and Conditions" to continue the form

# 1. Form Filling - New Application



## Application

### Application Form

Submission status: Not yet submit (Deadline: 29 Apr 2023 17:00)

1

Applicant Details

2

Family Details

3

Academic Experiences

4

Other Awards

5

Extra Curricular Activities

6

Other Information

7

Submit

Make sure all required fields are filled in with correct format, then fill out the next section.

Applicant Details (\* required fields)

"\*" mandatory fields

Application Guidelines

Family Name (Eng) \*

Given Name (Eng) \*

Family Name (Chi) \*

Given Name (Chi) \*

Gender \*  M  F

Place of birth \*

HK Birth Cert. No. \*

Address \*

Click to read "Application Guideline"

System will block applicant with duplicate Hong Kong Birth Cert. No.

# 1. Form Filling - New Application

HKT Kindergarten

Application

Terms and Conditions Help Logout

### Application

Application Form

Submission status: Not yet submit (Deadline: 29 Apr 2023 17:00)

1 Applicant Details 2 Family Details 3 Academic Experiences 4 Other Awards 5 Extra Curricular Activities 6 Other Information 7 Submit

Add New + Academic Experiences (Required Section) Application Guidelines

School Name	Start Year Month	End Year Month	Grade/Level	Related Document	Remarks	Action
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When Academic Experiences, Other Awards or Extra Curricular Activities section is set as required section, applicant must fill in at least one record

If applicant skips that section, system will prompt the reminder.

#### Reminder

You must provide at least one entry for Academic Experiences

OK

## 2. Form Saving

The screenshot shows the HKT Kindergarten application form interface. The top navigation bar includes the HKT Kindergarten logo, a language selector (繁/簡), and links for Application, Terms and Conditions, Help, and Logout. The form fields include Place of birth, Identity Document (with an Upload button and file format/size restrictions), Address (with a history dropdown), Address District, Nationality, Religion, First Language, and Second Language. At the bottom right, there are buttons for Next >, Print Application Form, and Save.

After saving, applicant can access and further edit the form before deadline.

Applicant can save unfinished form at any time. Only successfully submitted applications can reach school

Applicant can print out the form at any time  
\* Chrome browser is recommended for the best experience



## 2. Form Saving

The screenshot displays the 'Email Verification' section of the HKT Kindergarten application form. The form is titled 'Application Form' and shows a submission status of 'Not yet submitted'. The 'Email Verification' section includes the following fields and elements:

- Important Contact Phone No.:** A field for 'Mobile No. (for SMS):' is highlighted in yellow and marked with callout 1. Below it is a 'Re-type Mobile No.:' field.
- Preferred language:** Radio buttons for 'English' (selected), '繁中', and '簡中' are marked with callout 2. A note below states: '\*The system will send you emails and SMS notifications in your preferred language.'
- Terms and Conditions:** A checkbox labeled 'I have read and agree Terms and Conditions' is marked with callout 3.
- Email Verification:** Fields for 'Email:' and 'Re-type email:' are marked with callout 4.
- Send Verification Email:** A blue button is marked with callout 5.
- Verification code:** A field for 'Verification code:' is marked with callout 6, with a 'Submit' button below it.
- Submit:** A large blue 'Submit' button is marked with callout 7.

Two callout boxes provide additional information:

- A box at the top right states: 'Mobile number and email have to be entered twice to ensure the input is correct'.
- A box at the bottom left states: 'Applicant will receive an email with the verification code'.

## 2. Form Saving

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1. Enter Mobile Number for future SMS alerts from school
2. Email & SMS notifications will be issued according to the preferred language
3. Check the box and agree to the Terms and Conditions
4. Email will be used for future access to retrieve application form and receive email notifications from school
5. Press "Send Verification Email" to receive the verification code via email
6. Input the verification code and click "Submit"

## 2. Form Saving

Applicant will also receive a confirmation email after submission

To whom it may concern,

Thank you for applying. Your application (Application ID: 411589090) has been recorded.

You may still login to our system to edit your application information before deadline:  
Application deadline: 2023-04-29 17:00:00  
Application Form URL: <http://sas.uat.hktedu.com/hktktn.edu.hk/2022>

Yours faithfully,  
HKT Kindergarten

(This is an automatically-generated email. Please do not reply)

Application Form

Submission status: Not yet submit (Deadline: 29 A)

1 Applicant Details 2 Family Details Academic Experiences Other Awards Extra Curricular Activities Other Information Submit

**Notice**

Your application form has been submitted successfully, you will soon receive a confirmation email. Within the application period, you may still edit the form. If you cannot find the email, please check your junk/spam mailbox.

OK

Application Guidelines

final submission date and

< Previous Submit

Print Application Form Save

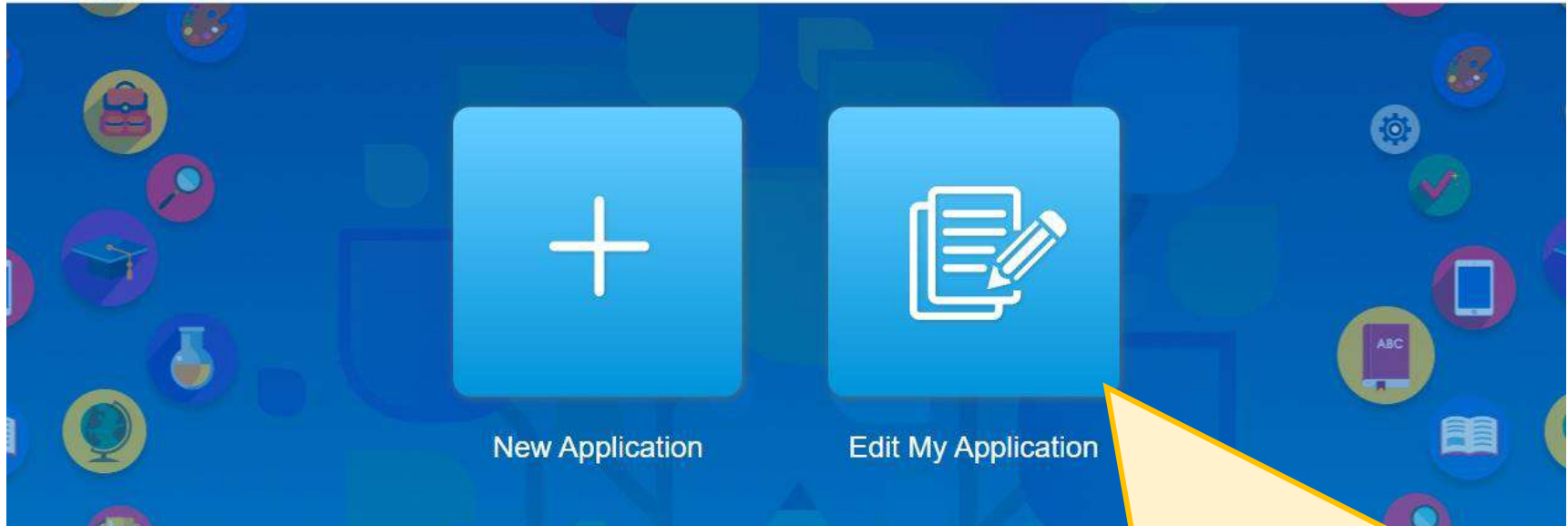
If you see this message, your application has been submitted successfully. Applicant may:

- Continue editing the form
- Leave the admission system

### 3. Form Access and Forget Password



繁 簡



Applicant who has saved the form can continue to fill in the form with input of Email and Application ID before application deadline.

Applicant may retrieve password if it is forgotten.

### 3. Form Access and Forget Password



繁 簡

The screenshot shows a 'Login' page with a white form on a blue background. The form has a breadcrumb 'Home / Login', an 'Email:' label with an input field, a 'Login Password:' label with an input field, a blue 'Login' button, a 'New Application' link, and a 'Forget Password' link. Two yellow callout boxes are present: one pointing to the 'Forget Password' link and another pointing to the 'Login' button.

Applicant may click the link "Forget Password" to retrieve the password if it is forgotten

Applicant who has saved the form can continue to fill in the form with input of Email and Password before application deadline

### 3. Form Access and Forget Password




Forget Password

Home / Forget Password

Please fill in your registered email below, we will send the login password to you.

Email:

CAPTCHA: 

1) Enter the email address filled in the application

2) Enter the verification code (the characters next to CAPTCHA)

3) Click "Submit"

An email will be sent to applicant if the information entered is correct

敬啟者:

按閣下的要求，這是你要求的資料:

- 申請號碼 application ID: 411589090

To whom it may concern,

on your request, this is your requested info:

- 申請號碼 application ID: 411589090

Yours faithfully,  
HKT Kindergarten

# 3. Form Access and Forget Password

## Application

### Application Form

Submission status: Submitted (Deadline: 29 Apr 2023 17:00)

Applicant can amend the form before the deadline even if the form has been submitted and the application fee has been paid

1

Applicant Details

2

Family Details

3

Academic Experiences

4

Other Awards

5

Extra Curricular Activities

6

Other Information

7

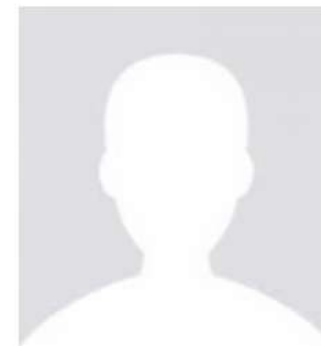
Submit

### Applicant Details (\* required fields)

[Application Guidelines](#)

Family Name (Eng) *	<input type="text" value="Chan"/>
Given Name (Eng) *	<input type="text" value="Tai Man"/>
Family Name (Chi) *	<input type="text" value="陳"/>
Given Name (Chi) *	<input type="text" value="大文"/>
Gender *	<input checked="" type="radio"/> M <input type="radio"/> F
Place of birth *	<input type="text" value="Hong Kong"/>
HK Birth Cert. No. *	<input type="text" value="Z1234567"/>
Identity Document *	<input type="button" value="Upload"/> <a href="#">View</a> x

File Format: gif / jpg / png / pdf / docx / doc / xls / xlsx  
Max. File Size: 10MB



File Format: gif / jpg / png  
Max. File Size: 10MB

# 4. Payment

HKT Kindergarten 繁體 **Application** [Terms and Conditions](#) [Help](#) [Logout](#)

Application Form

Submission status: Submitted (Deadline: 19 Dec 2016 23:00)

1 Applicant Details   2 Family Details   3 Academic Experiences   4 Other Awards   5 Extra Curricular Activities   6 **Payment**

Payment [Application Guideline](#)

Before submitting the form, please pay the following amount:

Items	Amount
HKT Kindergarten's application fee:	HK\$30
<b>Total payment amount:</b>	<b>HK\$30</b>

**NOTE:** After clicking the "Payment & Submit" button below, you will be directed to the payment gateway screen. Your payment account information will only be verified and proceeded directly through the payment gateway, these information will not be stored in this admission system. After making payment, you will be directed to this page to continue.

[< Previous](#)   [Payment & Submit](#)

[Print Application Form](#)   [Save](#)

When applicant completes the form, he needs to pay the application fee online (for application fee applicable only)



# 4. Payment



HKT Kindergarten

## Payment Status

Application Form / Payment Status

Thank you, your payment has been received.

Payment Date Time: 01 Jun 2017 17:01

Number : 3202685

	Amount
HKT Kindergarten's application fee:	HK\$30
<b>Total payment amount:</b>	<b>HK\$30</b>

[Print](#)

[Go to Application Form](#)

After applicant finishes payment, he will receive a payment confirmation email

To whom it may concern,

Thank you for applying. Your application and payment has been recorded. Please see the information below:

Application ID: 95799883  
Payment date & time: 2017-06-01 17:01:53  
Payment reference: 3202685

HKT Kindergarten's application fee: HK\$30  
Total payment amount: HK\$30

After payment is done, applicant can print the payment receipt accordingly

Payment Receipt

Thank you, your payment has been received.

Payment Date Time: 01 Jun 2017 17:01

Payment Ref. Number : 3202685

Items	Amount
HKT Kindergarten's application fee:	HK\$30
<b>Total payment amount:</b>	<b>HK\$30</b>