The Hong Kong Chartered Governance Institute
Guideline on Online Application for Studentship Registration

This guideline illustrates the procedures and requirements of online application for studentship registration. All applicants must read this carefully before preparing the application.

<u>Important Notes</u>

1. Application for studentship registration/re-registration, together with the supporting documents, must be submitted online. Click HERE to learn more about the Instruction for Online Studentship Application. You are also required to read the following notes on completing the online application.

2. You are required to register a public user account with the Institute before submitting online application. Once you start the online application, you must submit the application together with supporting documents and registration fee <u>within 7 days</u>. Otherwise, your uncompleted application will be forfeited and you are required to start the online application again.

3. Once you submit the application, an acknowledgement email and official receipt will be sent to your correspondence email address registered with the Institute. Applicant should contact the Institute's Studentship Registration Section (Tel: 2881 6177 or email: student_reg@hkcgi.org.hk) immediately if no acknowledgement email is received after submission.

4. Secretariat staff will contact you to provide supplementary information if necessary. All supplementary information must be provided <u>within one month</u> after your submission. If you do not provide the supplementary information by the deadline, your application will be deemed as rejected. You are required to re-submit the online application and registration fee again.

5. All fees paid for the studentship registration are non-refundable or non-transferable.

<u>Notes on completing online application for studentship registration</u>

Routes of Entry to Studentship Registration/Re-registration
Application Deadline
Section 1 – Personal Particulars
Section 2 – Employment Details
Section 3 – Academic/Professional Qualifications and Exemption Application
Section 4 – Studentship Verification and Recommendation
Section 5 – Uploading Supporting Documents
Section 6 – Declarations
Checklist for Studentship Registration Application

<u>Forms</u>

EE001a	–	Studentship Verification and Recommendation Form (For current Year three (3) or Year four (4) students of Partnership Bachelor's Programmes only)
EE001b	–	Recommendation Form (For all other applicants)
EE013c	–	Fast Track Professionals Application Form
EE026	–	Certifier Consent Form

<u>Enquires</u>

Should you have any enquiries, please contact Studentship Registration Section at:

Telephone No.: (852) 2881 6177

Email: student_reg@hkcgi.org.hk