

## GUIDE TO ONLINE EXEMPTION APPLICATION

1. Login to [HKICS account](#).
2. Click **Module Exemption Application** under 'Studentship' section.
3. Read the 'Instruction for online exemption application' then apply for exemption.
4. Make sure you read the 'Important notes for applicants' and tick the box.
5. Click **Confirm** to proceed payment process if applicable.
6. Upon successful application, an acknowledgement email for exemption application will be sent to your HKICS 'Inbox' account and your registered email with the Institute.

If you need assistance, please send email to [student@hkics.org.hk](mailto:student@hkics.org.hk).