

The Hong Kong Chartered Governance Institute
Instruction for Online Student Ambassadors Programme Application

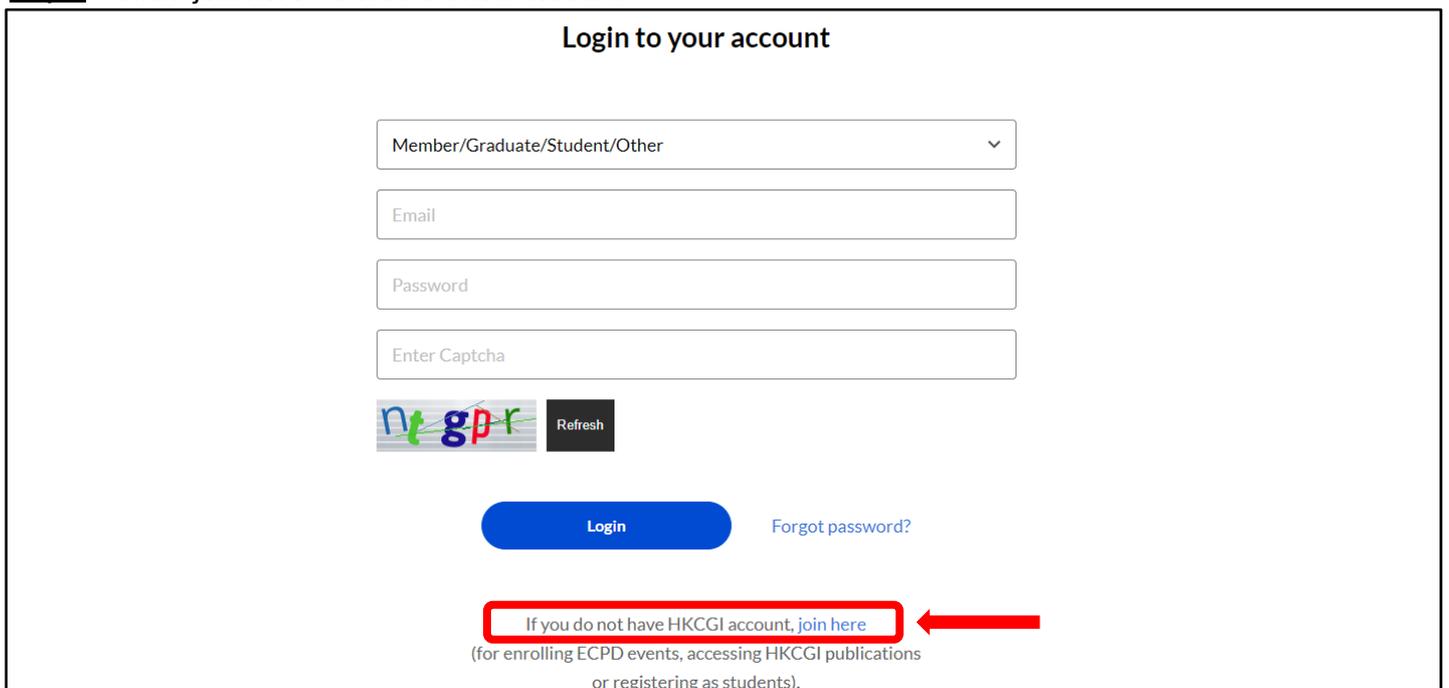
A. Registration for Public User Account

Applicant must register a public account before accessing the Institute’s online application system for the first time. You are encouraged to update your web browser to the latest version for a smooth online application.

Step 1 – Go to the Institute’s website (hkcgi.org.hk) and click “LOGIN” at the top right corner.



Step 2 – Click “join here” to create a new account.



Step 3 – Enter your personal particulars as required. Check the box to declare that you have read and fully understood the Terms and Conditions and Statement of Collection on Personal Data. Press “Submit” to proceed.

* Mandatory fields

General Information	
*Email	<input type="text"/>  Note 1: A valid email address must be provided in order to receive the latest update from the institute.
*Password	<input type="password"/>
*Re-confirm Password	<input type="password"/>
	The password must contain a minimum of eight (8) characters and include: <ul style="list-style-type: none">• - at least one number, and• - a mix of upper case and lower case characters
Title	<input type="text" value="Mr"/> 
*Surname	<input type="text"/>
*Other Name	<input type="text"/>
Surname (in Chinese)	<input type="text"/>
Other Name (in Chinese)	<input type="text"/>
*Company Name	<input type="text"/> Note 2: Enter “Unemployed” for the Company Name and Job title.
*Job Title	<input type="text"/>

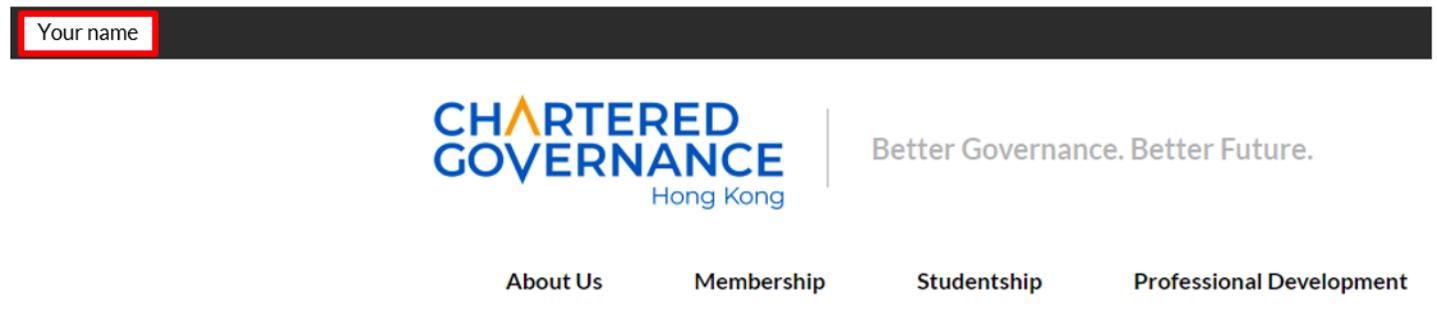
Step 4 – Check if your information provided is correct. Press “Confirm” to proceed.

Upon successful submission, an activation message will be sent to your correspondence email. Click the link in the email to activate your user account.

B. Online Application for Student Ambassadors Programme (SAP)

Step 1 – Login to your HKCGI account.

Step 2 – Enter your “Profile” page by clicking your name at the top left-hand corner.



Step 3 – Click “Application for Student Ambassadors Programme” under “Student Ambassadors Programme” on the left sidebar menu.

Profile ▾

Inbox (1)

[View Profile \(edit\)](#)

[Change Password](#)

Student Registration >

Student Ambassadors Programme ▾

Application for Student Ambassadors Programme

SAP Application Guideline

CPD and Events >

Video Subscription >

View Profile

Profile of [REDACTED]

Membership/Graduateship/Student/Public ID No.	[REDACTED]
Title	[REDACTED]
Surname	[REDACTED]
Other Name	[REDACTED]
Email	[REDACTED]
Phone	
Mobile	[REDACTED]
Country/ Region	[REDACTED]
Area	[REDACTED]
District	[REDACTED]
Street	
Estate	
Block/Building	
Flat, Floor	
Direct Marketing	[REDACTED]

[Edit](#)

Step 4 – Provide required information: Section 1 – Personal particulars; Section 2 – Study Details.

Note 1: All are mandatory fields.

Note 2: Applicant **must complete and submit** this application together with the student card copy and registration fee **within 7 days**.

Application for Student Ambassadors Programme	
Section 1 - Personal Particulars	
# Please enter your name which should be the same as stated in the identification document	
Apply Date	2023-06-20
Form Expiry Date	2023-06-27

Note 3: Upload the student card in jpg/png/pdf format.

Step 5 – Complete a survey to join the SAP Mentorship Programme (optional). Press “Save and Next” to skip if you would not join the Mentorship Programme.

Note: Application period of SAP Mentorship Programme is open from May to mid-November. The Survey will be closed after application deadline.

Step 6 – Check the box to confirm that you have read, fully understood and agreed the Terms and Conditions. Indicate your intention of the use of Personal Data related to Direct Marketing.

Note: Check carefully to ensure that all information provided are complete and accurate before you proceed to payment.

Step 7 – Complete the payment of **HK\$120** SAP registration fee online to finish the application.

Note: Online payment can be made by American Express/Visa/Master credit card.

Upon successful settlement, a system message will be shown on the screen. Secretariat will contact you if supplementary information is required.

For enquiries, please contact the Qualifications and Assessments Section: 2830 6039 or email: student@hkcgi.org.hk.