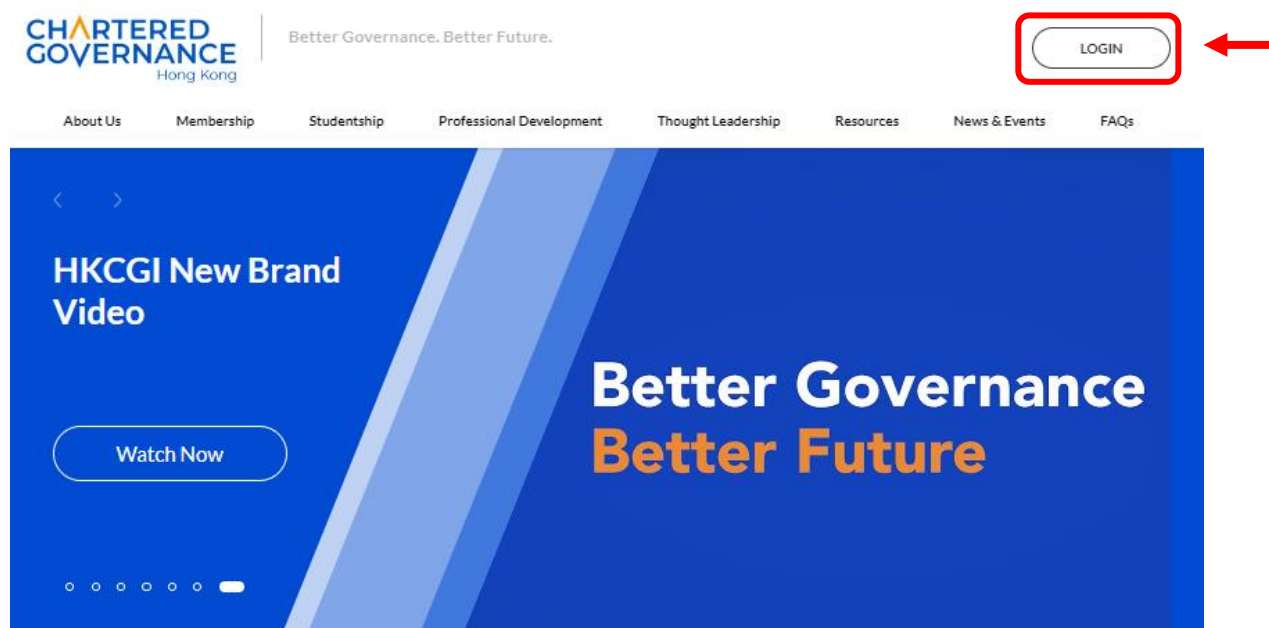


## The Hong Kong Chartered Governance Institute Instruction for Online Studentship Application

### 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](http://hkcgi.org.hk)) and click "Login" at the top right corner.



**Step 2** – Click "join here"


### Login to your account

Member/Graduate/Student/Other

Email

Password

Enter Captcha



Login

[Forgot password?](#)

If you do not have HKCGI account [join here](#) (for enrolling ECPD events, accessing HKCGI publications or registering as students).

No Company Account? [Register company account](#) (for posting job advertisements).

Please visit our [FAQs](#) if you have difficulties logging in.

**Step 3** – Enter your personal details and tick the below box to confirm that you have read and understood the Terms and Conditions and Statement of Collection on Personal Data. Press “Submit” to proceed.

\* Mandatory fields

General Information	
*Email	<input type="text"/>
*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"><li>- at least one number, and</li><li>- a mix of upper case and lower case characters</li></ul>
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"/>
*Job Title	<input type="text"/>
Mail Info	
Country/ Region	<input type="text" value="Hong Kong"/>
Area	<input type="text" value="Hong Kong Island"/>
District	<input type="text"/>
Street	<input type="text"/>
Estate	<input type="text"/>
Building	<input type="text"/>
Fiat, Floor	<input type="text"/>
Secondary Address (〒)	<input type="checkbox"/>
Contact	
Phone	<input type="text"/> <input type="text" value="E"/>
*Mobile (SMS notification for urgent notice)	<input type="text"/>
Setting	
*I agree to subscribe to HKCGI communications	<input type="radio"/> Yes <input type="radio"/> No
<b>Web Account Registration Terms &amp; Conditions:</b> <ul style="list-style-type: none"><li>• You must provide your current, complete and accurate information as required. A designated HKCGI number will be assigned to you after successful registration.</li><li>• You are responsible for informing us of any changes to the information you have provided. You may access and update your information in your registered account profile.</li><li>• In the event that your account has no activity for a period of three years, HKCGI may deactivate your account without further notice.</li><li>• All terms and conditions are subject to change without prior notice. The decision of HKCGI is final and conclusive.</li></ul>	
<input type="checkbox"/>	declare that I have read and fully understood the Terms & Conditions and <a href="#">Statement on collection of Personal Data</a> .
<input type="button" value="Submit"/>	

A valid email address must be provided in order to receive the account activation link and latest update from the Institute.



**Step 4** – Please check if your personal details are correct. You may press “Cancel” to edit your information or press “Confirm” to proceed your registration.

General Information	
Email	
Title	
Surname	
Other Name	
Surname (in Chinese)	
Other Name (in Chinese)	
Company Name	
Job Title	
Mail Info	
Country/ Region	
Area	
District	
Street	
Estate	
Building	
Flat, Floor	
Contact	
Phone	
Mobile	
Setting	
Subscribe HKCGI communications	
<div>Cancel Confirm</div>	

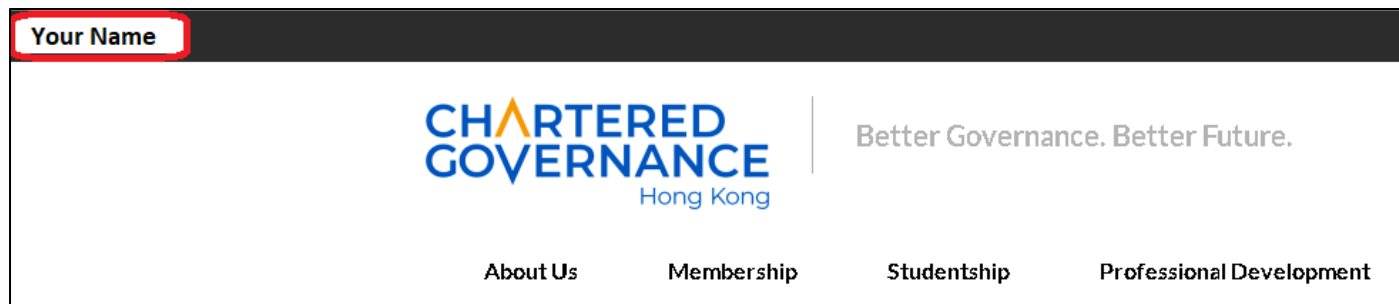
**Step 5** – Upon successful submission, an activation message of your user account will be sent to your correspondence email. You are required to click the link in the email to activate your user account.

System Message
Thank you for your submission. An activation email will be sent to your registered email address, please follow the instruction to activate your account.

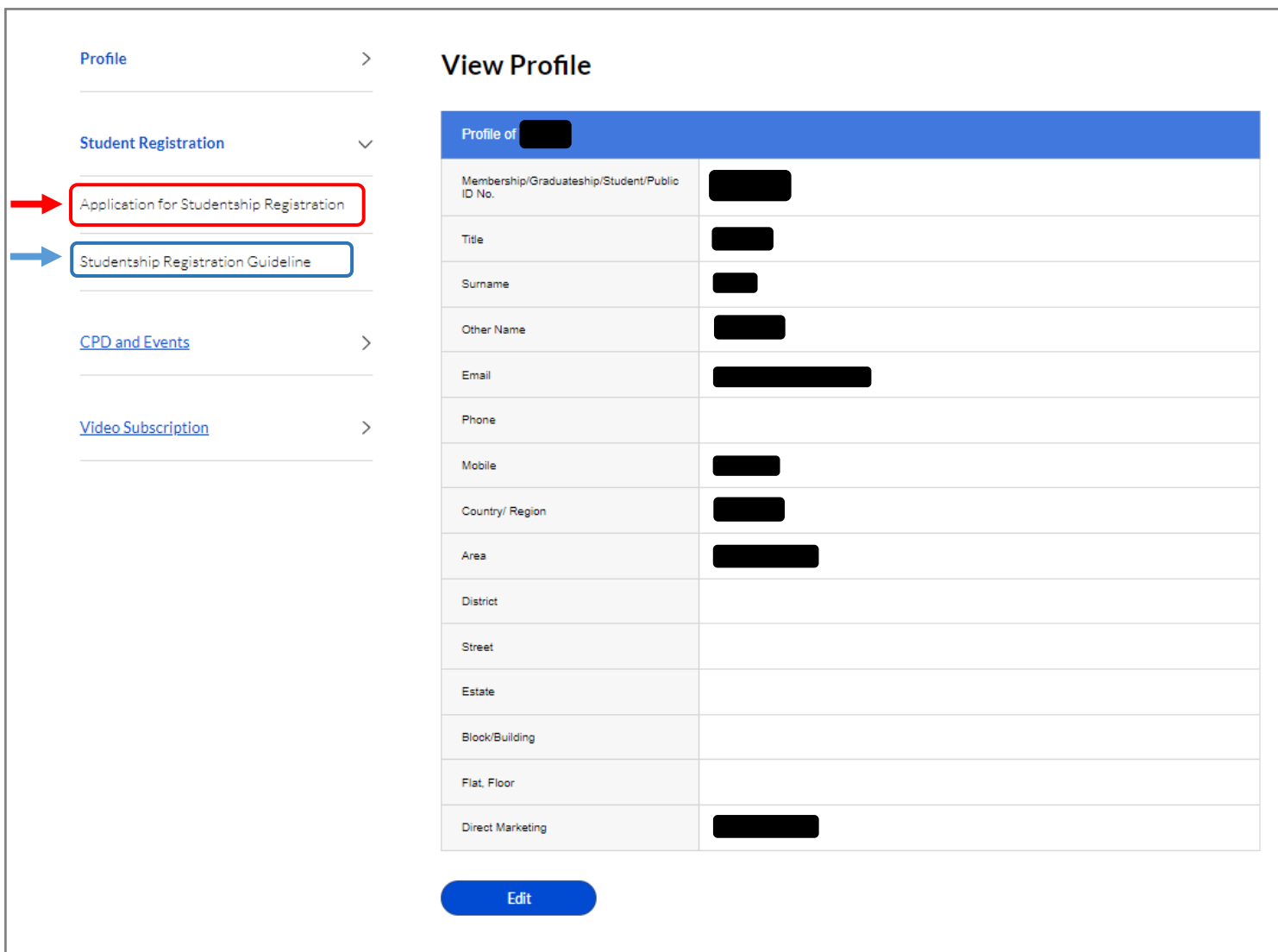
**Step 6** – After activating your user account, you will be directed to the below page. Please click “Login” again to login with your email and password.

	Better Governance. Better Future.		<div>LOGIN</div>				
About Us	Membership	Studentship	Professional Development	Thought Leadership	Resources	News & Events	FAQs

**Step 7** – Click your name at the top left-hand corner.



**Step 8** – On the left side of the menu, click “Student Registration” then click “Application for Studentship Registration” and you will be directed to the online application system. You can also refer to the “Studentship Registration Guideline” when filling the online application.



## B. Online Application for Studentship Registration

**Step 1** – Applicant must read the guideline and check the box to indicate that you have read and agreed to the notes for online studentship registration. Press “Registration” to proceed the next step.

[Profile](#) >

[Student Registration](#) >

[Application for Studentship Registration](#)

[Studentship Registration Guideline](#)

[CPD and Events](#) >

[Video Subscription](#) >

### 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.

**Important Notes:**

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 **within 7 days**. 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@hkcgj.org.hk](mailto:student_reg@hkcgj.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 **within one month** 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.

**Notes on completing online application for studentship registration**

- [Routes of Entry to Studentship 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](#)

**Forms**

- S001a - [Studentship Verification and Recommendation Form](#)  
(for current Year three (3) or Year four (4) students of Partnership Bachelor's Program)
- S001b - [Recommendation Form](#)
- S013c - [Fast Track Professionals Application Form](#)
- S026 - [Certifier Consent Form](#)

**Enquiries**

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

Telephone No.: (852) 2881 6177

Email: [student\\_reg@hkcgj.org.hk](mailto:student_reg@hkcgj.org.hk)

☐ I have read and agreed to the above guideline and notes on completing the online application for studentship registration.

[Registration](#)

Click here to read the notes for online studentship registration.

Download and complete the forms in support to your application, if required.

**Step 2** – Fill in the below details for studentship application. Press “Save and Next” to proceed the next step. Once the online studentship application starts, applicant must complete and submit the application within 7 days or the online application will be expired.

## Studentship Application

Apply Date 2023-12-29  
Form Expiry Date 2024-01-05

Applicant must submit this application together with supporting documents and registration fee within **7 days**.

1\* Have you registered as HKCGI student before?

- ☒ No  
☐ Yes, my former student number is

I forgot my student number

2\* Are you currently an Affiliated Person (AP/联席成员) of HKCGI?

- ☒ No  
☐ Yes, my HKCGI AP number is

3\* Are you taking / going to take the following Collaborative Course Agreement (CCA) programme?

- ☒ No  
☐ Yes

Year of Intake:

- ☐ Saint Francis University (Formerly Caritas Institute of Higher Education) - MCG  
City University of Hong Kong - MScPACG(CG Stream)

- ☐ Full-time  
☐ Part-time

- ☐ Hong Kong Baptist University - MScCGC

- ☐ Full-time  
☐ Part-time

The Hong Kong Polytechnic University - MCG

- ☐ Full-time  
☐ Part-time

Hong Kong Metropolitan University - MCG/MCGC

- ☐ Face-to-face, Full-time  
☐ Face-to-face, Part-time  
☐ Distance Learning  
☐ Distance Learning in Shanghai  
☐ Distance Learning in Shenzhen

CCA students are required to upload the relevant documents.

\*Letter of Admission or University Student Card

Choose File No file chosen

Confirmation Letter of Credit transfer (if applicable)

Choose File No file chosen

4\* Are you currently a Year 3 or 4 full-time student of Partnership Bachelor's Programme (PBP)?

- ☒ No  
☐ Yes

- ☐ Year 3   ☐ Year 4

**Saint Francis University (Formerly Caritas Institute of Higher Education)**

- ☐ Bachelor of Business Administration (Hons) in Corporate Management and Governance

**Hong Kong Shue Yan University**

- ☐ Bachelor of Business Administration (Hons) (Corporate Governance concentration)  
☐ Bachelor of Commerce (Hons) in Law and Business (Corporate Governance and Management concentration)  
☐ Bachelor of Business Administration (Hons) in Corporate Governance and Risk Management

**The Hang Seng University of Hong Kong**

- ☐ Bachelor of Business Administration (Hons) in Corporate Governance and Compliance

**Hong Kong Metropolitan University**

- ☐ Bachelor of Business Administration (Hons) in Corporate Governance  
☐ Bachelor of Business Administration (Hons) in Corporate Governance and Sustainability

PBP students are required to upload the relevant documents.

\*If yes, please provide University Student Card in support to your application.

Choose File No file chosen

5\* How did you hear about HKCGI?

- ☐ Academic e.g. Lecturers  
☐ Career Fairs  
☐ Career Services  
☐ Colleagues  
☐ Employers  
☐ Friends or Relatives  
☐ HKCGI Information Sessions  
☐ HKCGI Career Talks  
☐ HKCGI Student Ambassadors Programme ( year of enrolment )

- ☐ HKCGI Website  
☐ Job Advertisements

Delete the application

Back

Save and Next

**Step 3** - Fill in your personal details in Section 1. Press “Save and Next” to proceed the next step.

## Section 1 - Personal Particulars

* Title	<div>Ms</div>	
* Name in English	<div>Surname</div>	<div>Other Name</div>
Name in Chinese (If applicable)	<div>姓</div>	<div>名</div>
* Date of Birth	<div>YYYY-MM-DD</div>	
* Gender	<div><input type="radio"/> Male <input type="radio"/> Female</div>	
* HKID No.	<div>A123456(7)</div>	
Other Identification Document	<div>Country/Region</div>	<div></div>
* Nationality	<div></div>	
* Mobile No.	<div>Mobile no.</div>	
* Registered Email Address	<div></div>	
* Address Indicator	<div><input type="radio"/> Home <input type="radio"/> Work</div>	
Country/Region	<div>Hong Kong</div>	
Area	<div>Hong Kong Island</div>	
District	<div></div>	
Street	<div></div>	
Estate	<div></div>	
Block/Building	<div></div>	
Flat, Floor	<div></div>	
Residential Address in Chinese (For residential address in the Mainland or Taiwan, please also provide the address in Chinese)	<div><input type="checkbox"/></div>	

Name in English and Chinese (if applicable) must be the same as shown on the identification document.

Please provide a complete and valid correspondence address to receive the latest update from the Institute.

You can tick this box to provide the address in Chinese.

Back

Save and Next



**Step 4** - Fill in your employment details in Section 2. Press “Save and Next” to proceed the next step.

## Section 2 - Employment Details

* Employment status as of the date of this application	<input type="radio"/> Employed <input type="radio"/> Unemployed
* Job Title	<input type="text"/>
* Name of Organisation	<input type="text"/>
* Date of Commencement	<input type="text" value="YYYY-MM-DD"/>
Office Contact no.	<input type="text"/>
* Office Address (*For office address in the Mainland or Taiwan, please provide the address in Chinese)	<input type="text" value="Office Address 1"/> <input type="text" value="Office Address 2"/> <input type="text" value="Office Address 3"/> <input type="text" value="Office Address 4"/>
Postal Code	<input type="text" value="Postal Code"/>
Country/Region	<input type="text" value=""/>
* Your employer is a/an	<input type="text" value="--"/> <input type="button" value="Other"/>
* Your employer is in the industry of	<input type="text" value="--"/> <input type="button" value="Other"/>
* Hierarchy of your current job position	<input type="text" value="--"/> <input type="button" value="Other"/>
* Main areas of your current job (4 options at maximum) :	<div><input type="checkbox"/> Accountancy and Auditing <input type="checkbox"/> Company Secretarial <input type="checkbox"/> Compliance <input type="checkbox"/> Governance and Corporate Planning <input type="checkbox"/> Data/ System Management <input type="checkbox"/> Education Administration/ Teaching/ Training <input type="checkbox"/> Financial Management and Control <input type="checkbox"/> General Management <input type="checkbox"/> Legal <input type="checkbox"/> Manufacturing <input type="checkbox"/> Marketing and Public Relations <input type="checkbox"/> Office Administration <input type="checkbox"/> Personnel/ Human Resources <input type="checkbox"/> Taxation <input type="checkbox"/> Trust / Trust Administration <input type="checkbox"/> Risk Management <input type="checkbox"/> Others</div> <input type="text" value="Other"/>

Back

Save and Next

**Step 5** - Fill in the details of your academic and professional qualifications in Section 3. You are also required to indicate whether you would like to apply for exemption in this section.

i) Click “Add New” under Academic / Professional Qualification, if applicable.

**Section 3 – Academic/Professional Qualification and Exemption Application** (Certified True Copy only)

Applicant who would like to check whether his academic (i.e. Bachelor's degree or Master's degree) or professional qualification is recognised by HKCGI, please contact Studentship Registration Section before submission of application.

Academic Qualification (Post-secondary school or above only, in chronological order)

#	Information	Add New
No Record		

Professional Qualification (In chronological order)

#	Information	Add New
No Record		

**All uploaded supporting documents must to be certified as true copies.** For document certification, please click [here](#) for details.

Please refer to the sample set out in Section 5.

You are required to provide the below details and upload the relevant certificate(s) and/or official transcript(s). Only academic qualifications after your post-secondary qualification are required.

You can click “Add New” to add additional academic qualification / professional qualification as necessary.

Academic Qualification (Post-secondary school or above only, in chronological order)

#	Information	Add New
1	<div>Level: Non-degree level certificate or diploma</div> <div>Country/Region: Hong Kong</div> <div>Institution:</div> <div>Programme:</div> <div>Study Mode:</div> <div>Date of Award: YYYY-MM</div> <div> <input type="checkbox"/> Certificate <input type="button" value="Choose File"/> No file chosen                 </div> <div> <input type="checkbox"/> Transcript <input type="button" value="Choose File"/> No file chosen                 </div> <div> <input type="checkbox"/> Others <input type="button" value="Choose File"/> No file chosen                 </div>	Remove

Professional Qualification (In chronological order)

#	Information	Add New
1	<div>Professional Institution:</div> <div>Qualification Obtained: e.g. Certified Public Accountant</div> <div>Type of Membership: e.g. Associate, Fellow etc.</div> <div>Date of Award: YYYY-MM</div> <div> <input type="checkbox"/> Certificate <input type="button" value="Choose File"/> No file chosen                 </div> <div> <input type="checkbox"/> Transcript <input type="button" value="Choose File"/> No file chosen                 </div> <div> <input type="checkbox"/> Others <input type="button" value="Choose File"/> No file chosen                 </div>	Remove

ii) Please indicate whether you would like to apply for exemption below. If you would like to apply for Fast Track Professional, please tick the below box and upload a completed and signed [S013c - Fast Track Professionals Application Form](#). Blank forms can be downloaded from the guideline and resources page. Press “Save and Next” to proceed the next step.

**Exemption Application**

\* Applying for Exemption Assessment of Chartered Governance Qualifying Programme (CGQP).

☐ No, I would NOT apply for exemption assessment.
   
☒ Yes, I would like to apply for exemption assessment.
   
☐ I would like to apply for Fast Track Professional.

S013c Fast Track Professional Application Form  No file chosen

**Step 6** – You are required to upload a completed and signed [S001b-Recommendation Form](#) in Section 4. For current Year three (3) or Year four (4) students of Partnership Bachelor's Programmes, please upload the [S001a-Studentship Verification and Recommendation Form](#) as appropriate. Please tick the below box and upload the relevant form. Blank forms can be downloaded from the guideline and resources page.

### Section 4 - Studentship Verification and Recommendation

☐ I hereby upload the completed Studentship Verification and Recommendation Form / Recommendation Form.

Choose File

No file chosen

**Step 7** – You are required to provide and upload relevant supporting documents in Section 5. Please note that all copies uploaded must be certified by appropriate person(s) recognised by the Institute. Press “Save and Next” to proceed the next step.

### Section 5 - Uploading Supporting Documents

**1\*** All uploaded copies of supporting qualification documents and Identity Card/Passport are required to be certified as true copies by:  
(Please click [HERE](#) for details)

☐ HKCGI (only if originals are presented with photocopies for certification)

☐ Recognised professionals or statutory declarations

☐ Direct supervisor/Human Resources Department of the same company

Certifier Consent Form

Choose File

No file chosen

**2\*** Personal identification document (Certified True Copy only)  
For holder of the Mainland/Taiwan ID card; OR certification of right of abode, please also provide your passport/identification document which bears your full name in English together with your ID Card.

Choose File

No file chosen

**3** Deed Poll (if applicable)

Choose File

No file chosen

**4\*** Passport size photo (JPEG or PDF format only)

Choose File

No file chosen

**5** Business Card (if applicable)

Choose File

No file chosen

Back

Save and Next

#### SAMPLE

Certified True Copy by  
\_\_\_\_\_  
(Signature)  
Full name: e.g. Chan Tai Man  
Professional qualification:  
e.g. ACG HKACG  
Member no: XXXXX  
Date:

Certified True Copy by  
\_\_\_\_\_  
(Signature)  
Full name: e.g. Chan Tai Man  
Company Name:  
Job Title:  
Date:

A completed certifier consent form must be uploaded if documents certified by direct supervisor / Human Resources Department.

**Step 8** – You are required to declare and provide relevant details (if applicable) on Character and Standing in Section 6, please also tick the below boxes to confirm that you have read and understood the Statement of Collection on Personal Data and Declaration to Application for Studentship Registration in this Section. Press “Save and Preview” to proceed.

## Section 6 - Declarations

### 1 Character and Standing (Please click [HERE](#) for details)

Click [HERE](#) for details

a\* Are you an undischarged bankrupt, or is any of your affairs currently subject to an arrangement or compromise with creditors or any external receiver or administrator? Or is there any current proceeding against or threatened against you because of your inability to pay any sums as they fall due?

☒ No

☐ Yes

[Choose File](#) No file chosen

b\* Have you been convicted of any offence of such a nature that, had you been a student of CGI and/or the Institute at the time of the conviction, might have given rise to the possibility of any disciplinary action taken against you under CGI's Byelaws 21 to 25 and the Institute's Articles 23 to 28?

☒ No

☐ Yes

[Choose File](#) No file chosen

c\* Have you conducted yourself, whether by act or default, in a manner that had you been a student of CGI and/or the Institute at the time of the act or default, might or is likely to have been discreditable to CGI and/or the Institute having regard to the Code of Professional Ethics and Conduct of CGI and/or the Institute and any other CGI and/or the Institute's professional rules and regulations (collectively the 'Rules')?

☒ No

☐ Yes

[Choose File](#) No file chosen

☐ Unanswered

*Note: If there is any ongoing investigation against you which may not be lawfully disclosed, you may click 'unanswered' and no details are required to be provided until 14 days after the result of the investigation. In case of an adverse finding against you, the Institute will assess whether you have conducted yourself, whether by act or default, in a manner that had you been a student of CGI and/or the Institute at the time of the act or default, might or is likely to have been discreditable to CGI and/or the Institute having regard to the Code of Professional Ethics and Conduct of CGI and/or the Institute and any other CGI and/or the Institute's professional rules and regulations (collectively the 'Rules'). If so, the Institute reserves the right to terminate your studentship.*

### 2\* Statement on Collection of Personal Data

☐ I have read and agreed to the [Statement on Collection of Personal Data](#)

☐ I have read and agreed to the [Declaration to Application for Studentship Registration](#)

I certify that the information given above is, to the best of my knowledge, accurate in all aspects. I have read, understood, confirmed and agreed to the above. I have also read the Rules applicable for HKCGI students and acknowledge that my successful registration as a HKCGI student shall be a deemed acceptance of such.

☐ I do NOT wish to receive any marketing/promotional materials from HKCGI. (Please note that this will result in your ceasing to receive some of the information and materials that HKCGI will provide to you including information on certain goods and services, although such information may still be obtained from HKCGI website.)

For any 'yes' box ticked below, applicants are required to provide details in writing (enclosing supporting documents) to the Institute as appropriate and as practicable.

Click the links for details and tick the boxes to confirm that you have read and agreed to the terms.

Indicate your intention

[Back](#)

[Save and Preview](#)

**Step 9** – You can preview your entire application here, please check and ensure that all the details provided are complete and accurate. You can return to previous pages to edit your details by pressing “Back” button.

Studentship Application - Preview	
Apply Date	2022-06-06
Form Expiry Date	2022-06-13

**Step 10** – You are required to pay the studentship registration/re-registration fee before submitting your application to the Institute. Online payment can be made by Visa/Master/UnionPay or American Express credit card. You can select your credit card from the pull-down box and press “Confirm” to proceed to payment section.

Payment			
Regardless of the confirmation date of studentship, student status <b>will be expired in the following 30 June</b> . For details, please refer to the <a href="#">Rules and Regulations</a> .			
All fees paid for the studentship application are non-refundable or non-transferable even if the application is subsequently rejected by the Institute.			
Registration Fee:	HK\$1,400	Re-registration Fee:	HK\$1,650
Payment Method:	<div>American Express American Express Visa/Master/UnionPay</div>		
<div>Back</div>		<div>Confirm</div>	

New Registration Fee of HK\$1,400  
Re-registration Fee of HK\$1,650

**Step 11** – After pressing “Confirm”, you will be directed to the relevant payment page of Visa/Master/UnionPay or American Express accordingly. Please follow the instructions to settle the payment.

Please note that the studentship registration/re-registration fee is **non-refundable**. Your application will only be submitted to the Institute for processing after successful payment is made.

Upon successful settlement, you will be directed to your user account with the following message and your application is submitted. Secretariat staff will follow up with you if supplementary information is required.

System Message	
Thank you, your payment was successful.	
Transaction Amount:	
Invoice Number:	
Ref. key:	

An acknowledgement email and official receipt will be sent to your email and the inbox of your HKCGI user account.

**Profile** ▾

**Inbox (3)** ←

View Profile (edit)

Change Password

[CPD and Events](#) >

[Studentship](#) >

## Inbox

Financial Year ▾ [GO](#)

Show  entries Search:

Date	Email Title	Action
[REDACTED]	Activate Your HKCGI Account	<a href="#">Details</a>
[REDACTED]	HKCGI: Acknowledge receipt of online application for studentship registration	<a href="#">Details</a>
[REDACTED]	HKCGI - Payment receipt for Student Registration (654875865)	<a href="#">Details</a>

Date Email Title Action

Applicants are welcome to contact Studentship Registration Section for checking whether your academic and/or professional qualification are recognised by HKCGI before submitting your application to the Institute.

Should you have any enquiries, please contact Studentship Registration Section at 2881 6177 or email to [student\\_reg@hkcg.org.hk](mailto:student_reg@hkcg.org.hk).