東華學院
TUNG WAH COLLEGE

Application Procedure and Guidelines to the Admission System (For Certificate, Higher Diploma and Undergraduate Degree Programmes)

證書 / 副學位 / 學士學位課程申請指南

v.2026-10

東華學院
TUNG WAH COLLEGE

Table of Contents 目錄	
1.	**Application Procedure** 申請程序
2.	**Create Your Account** 建立帳戶
3.	**Submit Your Application** 提交申請
4.	**Assessment Arrangement & Notification of Admission Result** 評核安排及入學申請結果通知
5.	**Acceptance of Offer** 接受取錄
6.	**Confirmation of Offer** 確認取錄
7.	**Application through E-APP** 經專上課程電子預先報名平台申請
8.	**Application for the Enrolled Nurse (General) Training Programme for the Welfare Sector commissioned by the Social Welfare Department (HD(N) (SWD))** 申請社會福利署委託開辦之社福界普通科登記護士(普通科)訓練課程(HD(N) (SWD))
9.	**Admission through JUPAS** 經大學聯合招生辦法(聯招)取錄
10.	**Programme Registration** 課程註冊
11.	**Refund of Deposit / Tuition Fee** 留位費退款

東華學院
TUNG WAH COLLEGE

1. Application Procedure 申請程序

1.1 Each applicant is permitted to submit one application only.

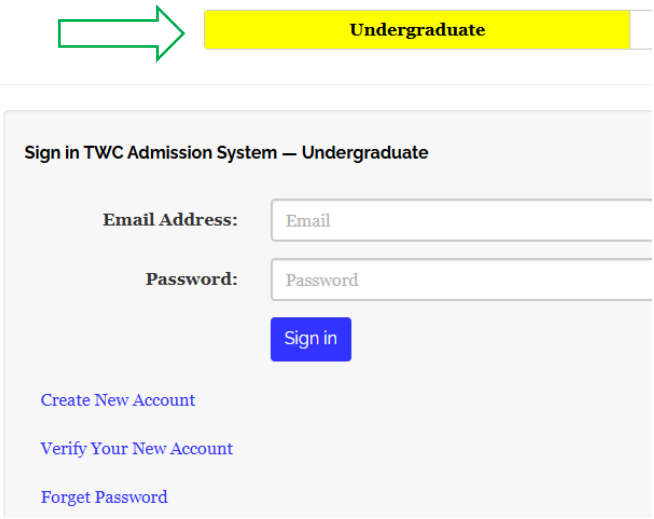
每位申請人只可提交一份申請。

1.2 All applications **MUST** be submitted through Tung Wah College (TWC) online admission system (www.twc.edu.hk/admission).

所有申請必須透過東華學院（TWC）網上入學系統（www.twc.edu.hk/admission）提交。

1.3 Ensure that "**Undergraduate**" is selected as your application platform.

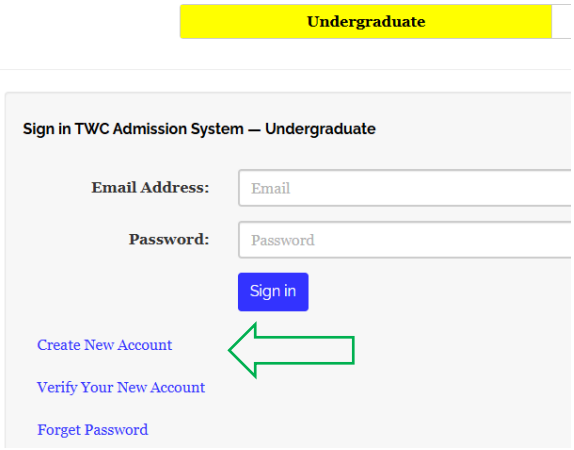
確保已選擇「**Undergraduate**」作為申請平台。



東華學院
TUNG WAH COLLEGE

1.4 Create an admission account to begin your application.

建立入學申請帳戶以開始申請程序。

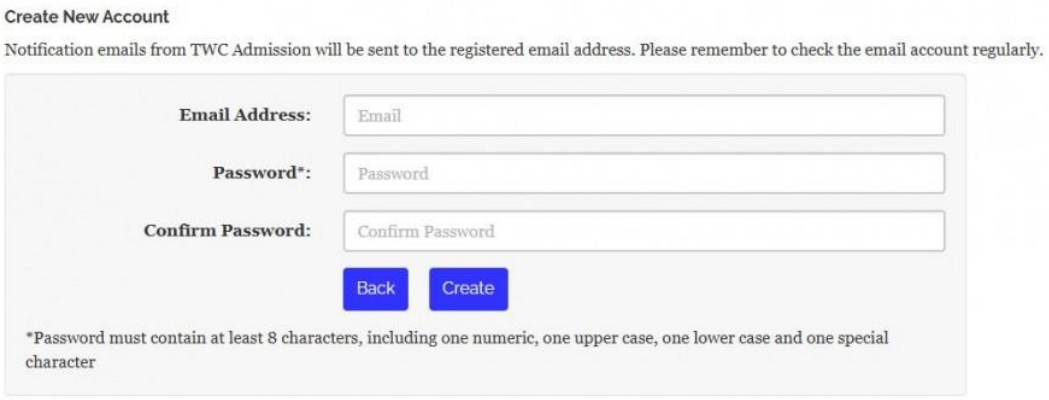


東華學院
TUNG WAH COLLEGE

2.	**Create Your Account** **建立帳戶**

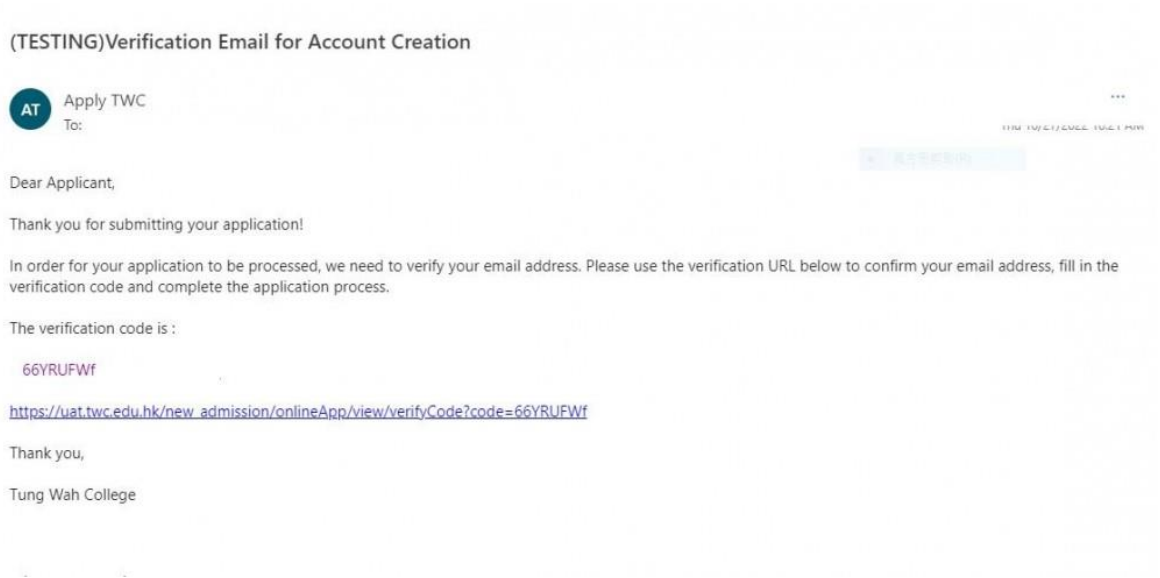
2.1 Enter your email address and create a password of your choice.

輸入您的電郵地址並設定密碼。



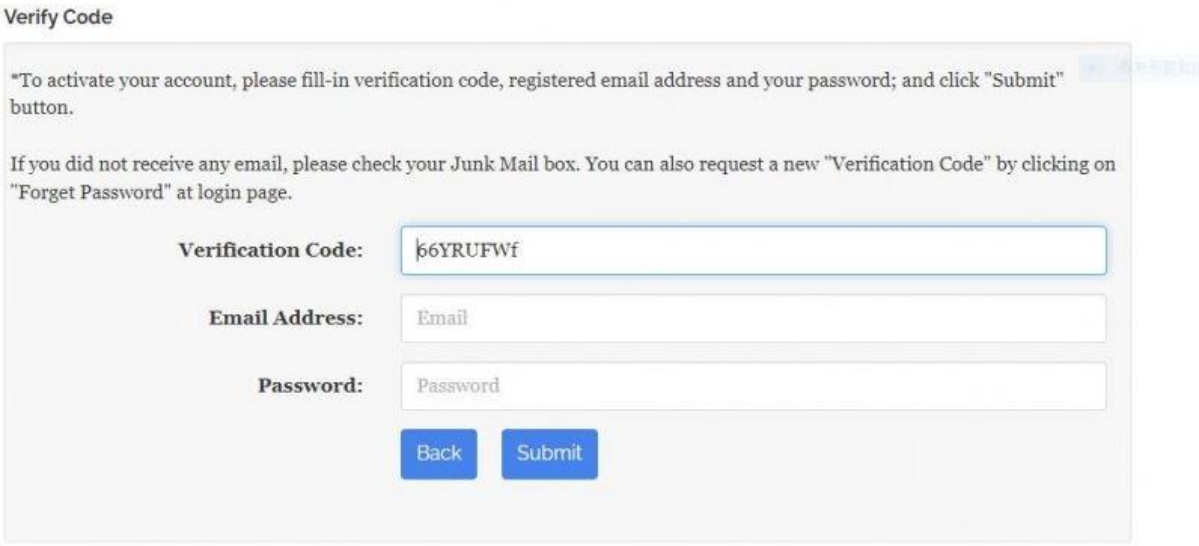
2.2 You will receive a verification email within a few minutes. Click the verification link in the email to activate your account.

您將於數分鐘內收到驗證電郵。請點擊電郵內的驗證連結以啟用您的帳戶。



2.3 After verifying your account, enter your email address and password again, then click "**Submit**" to complete the verification process.

完成帳戶驗證後，請再次輸入您的電郵地址及密碼，然後點擊「**Submit**」以完成驗證程序。



2.4 You will then be redirected to the Sign-in page, where you can log in using your email address and password.

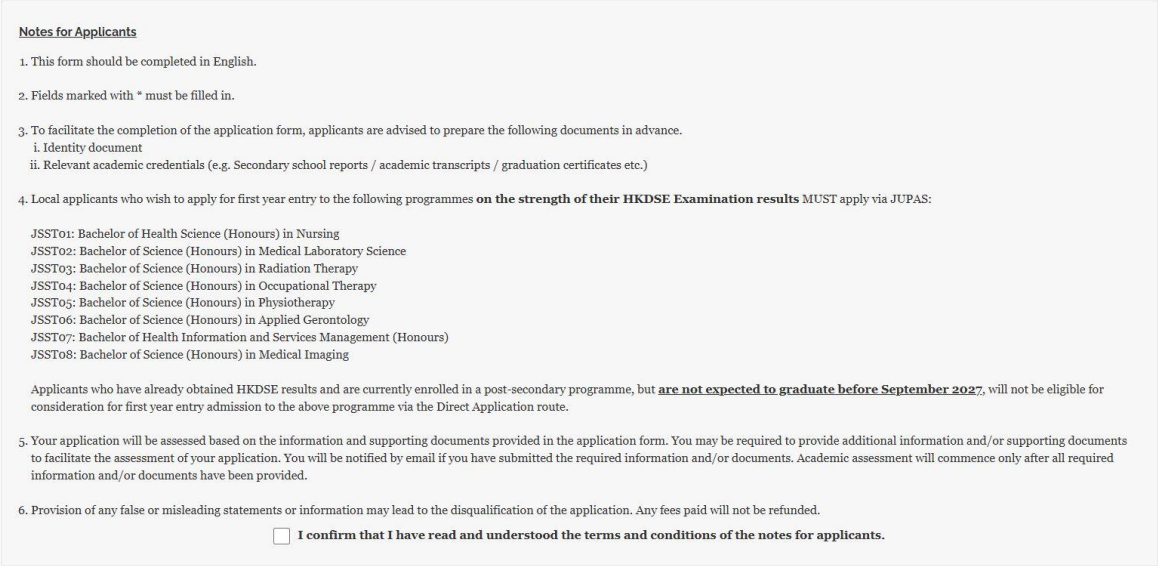
系統將自動重新導向至登入頁面，您可使用電郵地址及密碼登入帳戶。

東華學院
TUNG WAH COLLEGE

3.	**Submit Your Application** **提交申請**

3.1 Read the "**Notes for Applicants**" carefully.

仔細閱讀「**Notes for Applicants**」。



Notes for Applicants

1. This form should be completed in English.

2. Fields marked with * must be filled in.

3. To facilitate the completion of the application form, applicants are advised to prepare the following documents in advance.
   i. Identity document
   ii. Relevant academic credentials (e.g. Secondary school reports / academic transcripts / graduation certificates etc.)

4. Local applicants who wish to apply for first year entry to the following programmes **on the strength of their HKDSE Examination results** MUST apply via JUPAS:

   JSST01: Bachelor of Health Science (Honours) in Nursing
   JSST02: Bachelor of Science (Honours) in Medical Laboratory Science
   JSST03: Bachelor of Science (Honours) in Radiation Therapy
   JSST04: Bachelor of Science (Honours) in Occupational Therapy
   JSST05: Bachelor of Science (Honours) in Physiotherapy
   JSST06: Bachelor of Science (Honours) in Applied Gerontology
   JSST07: Bachelor of Health Information and Services Management (Honours)
   JSST08: Bachelor of Science (Honours) in Medical Imaging

   Applicants who have already obtained HKDSE results and are currently enrolled in a post-secondary programme, but **are not expected to graduate before September 2027**, will not be eligible for consideration for first year entry admission to the above programme via the Direct Application route.

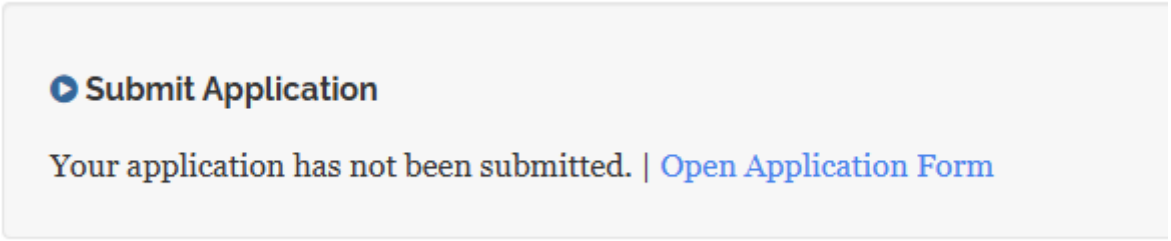
5. Your application will be assessed based on the information and supporting documents provided in the application form. You may be required to provide additional information and/or supporting documents to facilitate the assessment of your application. You will be notified by email if you have submitted the required information and/or documents. Academic assessment will commence only after all required information and/or documents have been provided.

6. Provision of any false or misleading statements or information may lead to the disqualification of the application. Any fees paid will not be refunded.

☐ **I confirm that I have read and understood the terms and conditions of the notes for applicants.**

3.2 Once you have confirmed that you understand and accept the terms and conditions of the "Notes for Applicants", scroll down and click "**Open Application Form**" to begin completing the application form.

在確認已閱讀、明白並接受當中的條款及細則後，請向下捲動頁面，點擊「**Open Application Form**」開始填寫申請表。



Submit Application

Your application has not been submitted. | Open Application Form

東華學院
TUNG WAH COLLEGE

3.3 Before completing the application form, please read all notes, instructions, and important information carefully. Click "**Save and Continue**" to proceed to the next section.

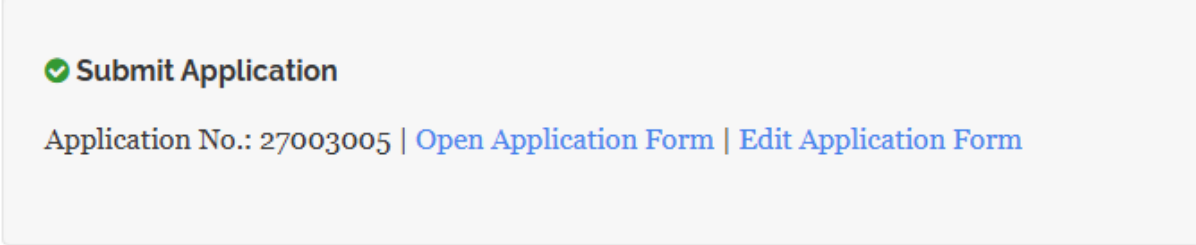
填寫申請表前，請仔細閱讀所有注意事項、指引及重要資訊。點擊「**Save and Continue**」以儲存資料並進入下一部分。

3.4 After successfully submitting your application, you will be assigned a unique application number, which is an 8-digit number beginning with **"2700"**. Please keep a record of your application number and quote it in all future correspondence with the College.

Once your application has been submitted, you will not be able to edit or amend the information provided. If you need to make any changes after submission, please contact the Division of Undergraduate Admissions by email at applytwc@twc.edu.hk for assistance.

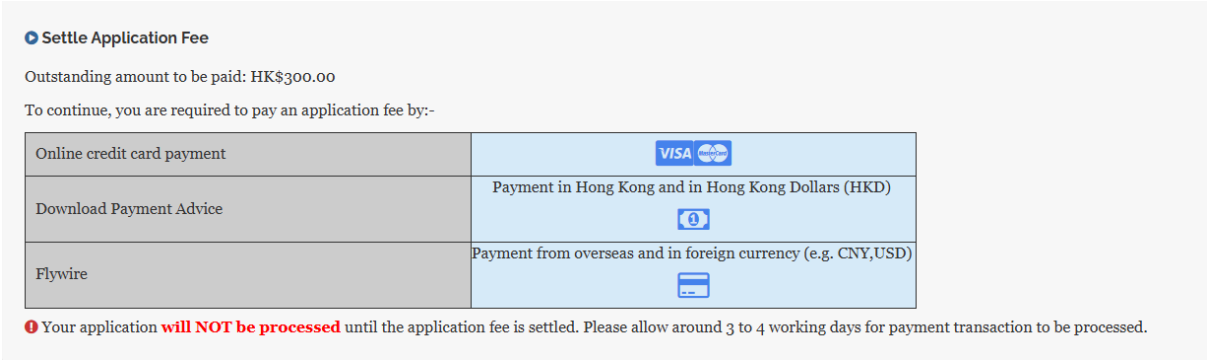
成功提交申請後，系統將為你編配一個獨有的申請編號。該編號為一組以「**2700**」開頭的 8 位數字。請妥善保存你的申請編號，並於日後與學院往來時註明該編號。

提交申請後，你將無法自行編輯或修改已提供的資料。如需於提交申請後作出任何更改，請電郵至 applytwc@twc.edu.hk 聯絡本科招生部。



3.5 Follow the on-screen instructions to settle the application fee. Your application will not be processed unless the application fee has been paid.

請按照系統指示繳交申請費。在申請費繳妥前，您的申請將不獲處理。

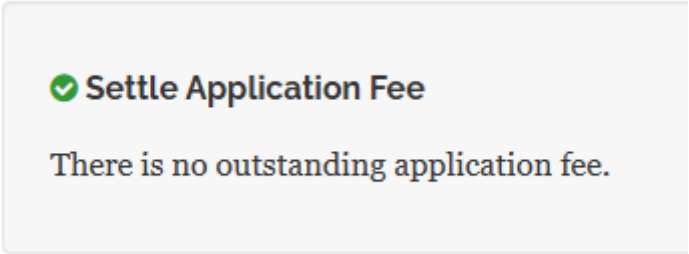


3.6 Eligible applicants can enjoy an application fee waiver. An automatic application fee waiver will be applied upon submission of application. Eligible applicants are not required to pay the application fee.

符合資格的申請人可獲豁免申請費。申請費豁免將於提交申請後自動生效。合資格申請人毋須繳交有關費用。

3.7 Once the application fee has been successfully processed, or if no application fee payment is required, the system will display the corresponding status accordingly.

當申請費成功繳付及完成處理後，或如申請人毋須繳交申請費，系統將顯示相應狀態。



東華學院
TUNG WAH COLLEGE

4. Assessment Arrangement & Notification of Admission Result 評核安排及入學申請結果通知

4.1 Your application will be assessed based on the information and supporting documents provided in the application form.

學院將根據申請表內所提交的資料及證明文件進行評核。

4.2 You may be required to provide additional information and/or supporting documents to facilitate the assessment of your application.

學院可能會要求您提供額外資料及／或證明文件，以進行申請評核。

4.3 You will be notified by email once sufficient information and supporting documents have been received. Academic assessment will commence **only after all required information and documents have been provided**.

當學院收到足夠的資料及證明文件後，將透過電郵通知您。學術評核將於**所需資料及文件提交齊全後**方會展開。

4.4 Not all applicants are required to attend an interview. Depending on the programme and individual circumstances, applicants may receive an admission offer without attending an interview.

並非所有申請人均須參加面試。視乎課程要求及個別情況，申請人可能毋須參加面試而直接獲發錄取通知。

4.5 You will be notified by email of any updates to your application. All application updates, including interview arrangements (if applicable) and admission results, will also be available through the online admission system.

如您的申請有任何更新，學院將透過電郵通知您。有關申請的所有最新資訊，包括面試安排（如適用）及取錄結果，亦將於網上入學系統公布。

東華學院
TUNG WAH COLLEGE

Assessment / Interview

Programme title	Interview schedule / application status		Assessment / interview result	Details	Supplementary information
Higher Diploma in Nursing (SSSDP), First Year Entry, Full-time	Interview is not arranged/required		Reject	Download	Not applicable
Higher Diploma in Psychology, First Year Entry, Full-time	Interview is not arranged/required		Conditional offer	Download	Download
Bachelor of Education (Honours) in Early Childhood Education, First Year Entry, Full-time	2026-08-20 12:30 KPC 1602	Unable to attend	Direct offer	Download	Download

KPC: King's Park Campus, Ma Kam Chan Memorial Building, 31 Wylie Road, Homantin, Kowloon, Hong Kong

Important notes to interviewees - Please read before attending interview

Remarks:
Not all applicants will need to attend interviews. If applicants are unable to attend the interview at the specified timeslot, they **may be** considered for the next round of interviews, **subject to availability**. Re-scheduling of the interview date and time is **not guaranteed**.

東華學院
TUNG WAH COLLEGE

5. Acceptance of Offer 接受取錄

5.1 If you receive an admission offer and wish to accept it, you must complete all procedures specified in the **Offer Letter** by the stipulated deadlines to secure your place.

如您收到取錄通知並希望接受取錄，必須於指定期限內完成**《錄取通知書》（Offer Letter）**所列明的所有程序，以保留您的學額。

5.2 You may receive admission offers from more than one programme; however, you may accept only one offer at any given time. If you subsequently receive and choose to accept an offer from another programme, your previously accepted offer will be replaced. Such a change is irreversible once confirmed.

申請人有機會獲得多於一個課程的取錄通知，惟任何時間只可接受一個課程的取錄。若其後獲其他課程取錄並選擇接受，有關課程取錄將取代原已接受的取錄；一經確認，有關更改將不可撤回。

5.3 In general, you are required to pay the acceptance fee (deposit) and submit the required official academic documents by the stipulated deadlines to confirm your admission offer.

Once the required payment and documents have been received and processed, the system status will be updated accordingly.

一般而言，申請人須於指定期限前繳交留位費及提交所需的學術證明文件正本，以確認錄取資格。

當學院收到並完成處理有關款項及文件後，系統將顯示相應狀態。

東華學院
TUNG WAH COLLEGE

Settle Deposit

Outstanding amount to be paid: HK$5000.00

To confirm your offer, please pay a deposit of HK$5000.00 by following the instructions on the payment advice before the deadline specified on your offer letter:-

Payment Advice	Payment in Hong Kong and in Hong Kong Dollars (HKD)
Flywire	Payment from overseas and in foreign currency (e.g. CNY,USD)

Please allow around 3 to 4 working days for payment transaction to be processed.

Please click here for the refund policy

Official Transcript

There is no outstanding transcript to be submitted.

Transcript for submission	Submission deadline	Date of receipt
Latest complete transcript of Higher Diploma in Food Health and Business Management , HKU SPACE Po Leung Kuk Stanley Ho Community College, The University of Hong Kong	2026-07-10	2026-07-10
Graduation certificate of Higher Diploma in Food Health and Business Management , HKU SPACE Po Leung Kuk Stanley Ho Community College, The University of Hong Kong	2026-07-10	2026-07-10

東華學院
TUNG WAH COLLEGE

6. Confirmation of Offer 確認取錄

6.1 Upon receipt and verification of your acceptance fee (deposit) and the required official academic documents, a **Confirmation of Offer Letter** will be issued to you by email.

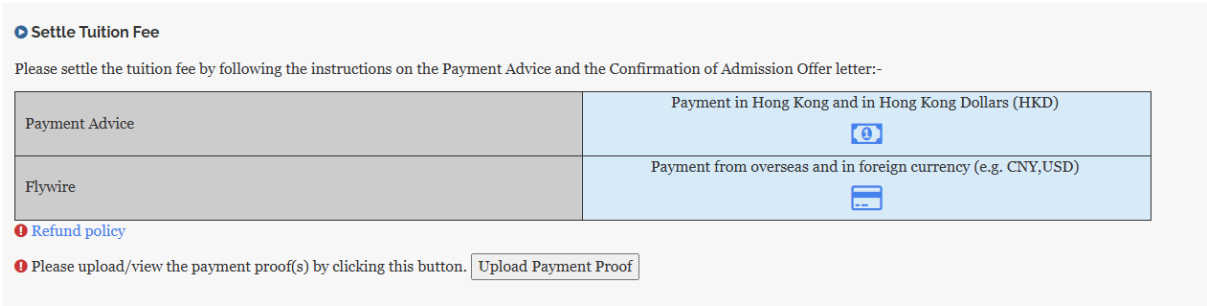
當學院收到並核實您的留位費及所需學術證明文件後，將透過電郵向您發出**《確認取錄通知書》（Confirmation of Offer Letter）**。

6.2 You are required to pay the first installment of the tuition fee by the deadline specified in your Confirmation of Offer Letter.

Once the payment has been successfully received and processed, the system status will be updated accordingly.

申請人須於《確認取錄通知書》（Confirmation of Offer Letter）列明的期限前繳交首期學費。

當學院收到並完成處理有關款項後，系統將顯示相應狀態。



東華學院
TUNG WAH COLLEGE

7. Application through E-APP 經專上課程電子預先報名平台申請

7.1 TWC participates in the Electronic Advance Application System for Post-secondary Programmes (E-APP), which is administered by the Education Bureau (EDB).

For details, please visit: www.eapp.gov.hk

東華學院參與由教育局（EDB）推行的專上課程電子預先報名平台（E-APP）。

詳情請參閱 E-APP 網頁: www.eapp.gov.hk

7.2 If you have applied for TWC programmes through E-APP, TWC will obtain your application information from the E-APP platform for further processing. The assessment and admission decisions for all applications are made solely at the discretion of the College.

If your E-APP application has been successfully submitted, a **TWC online admission system account will be created for you**. Your initial login details will be sent to you by email in due course.

如您透過 E-APP 申請東華學院課程，學院將透過 E-APP 平台取得您的申請資料以作進一步處理。所有申請的評核及錄取結果均由學院全權決定。

如您已成功提交 E-APP 申請，**學院將為您建立網上入學系統帳戶**，並於稍後透過電郵向您發送首次登入資料。

7.3 After activating your TWC online admission system account, you are required to complete the application form, upload the required supporting documents, and submit your application. For detailed instructions, please refer to ***Section 3 – Submit Your Application***.

成功啟動東華學院網上入學系統帳戶後，您須填寫申請表、上傳所需證明文件，並提交申請。詳情請參閱***第三部分「提交申請」***。

7.4 Any fees paid through the E-APP platform are separate from, and do not cover, any fees associated with your TWC application. You may be required to make additional payments as indicated in the TWC online admission system.

透過 E-APP 平台繳交的任何費用均獨立於東華學院申請所涉及的費用，亦不包括相關申請費用。申請人可能仍需按照東華學院網上入學系統的指示繳交相關費用。

東華學院
TUNG WAH COLLEGE

8.	**Application for the Enrolled Nurse (General) Training Programme for the Welfare Sector commissioned by the Social Welfare Department (HD(N) (SWD))** **申請社會福利署委託開辦之社福界普通科登記護士(普通科)訓練課程 (HD(N) (SWD))**

8.1 The admission schedule for the HD(N) (SWD) programme is tentatively as follows*:

January – March 2027: Applications open
March – May 2027: Shortlisted applicants will be invited to attend an interview
July – August 2027: Admission offers will be issued to successful applicants
September 2027: Programme commencement

**This above schedule is tentative and subject to change without prior notice.*

HD(N) (SWD) 課程的入學時間表暫定如下*：

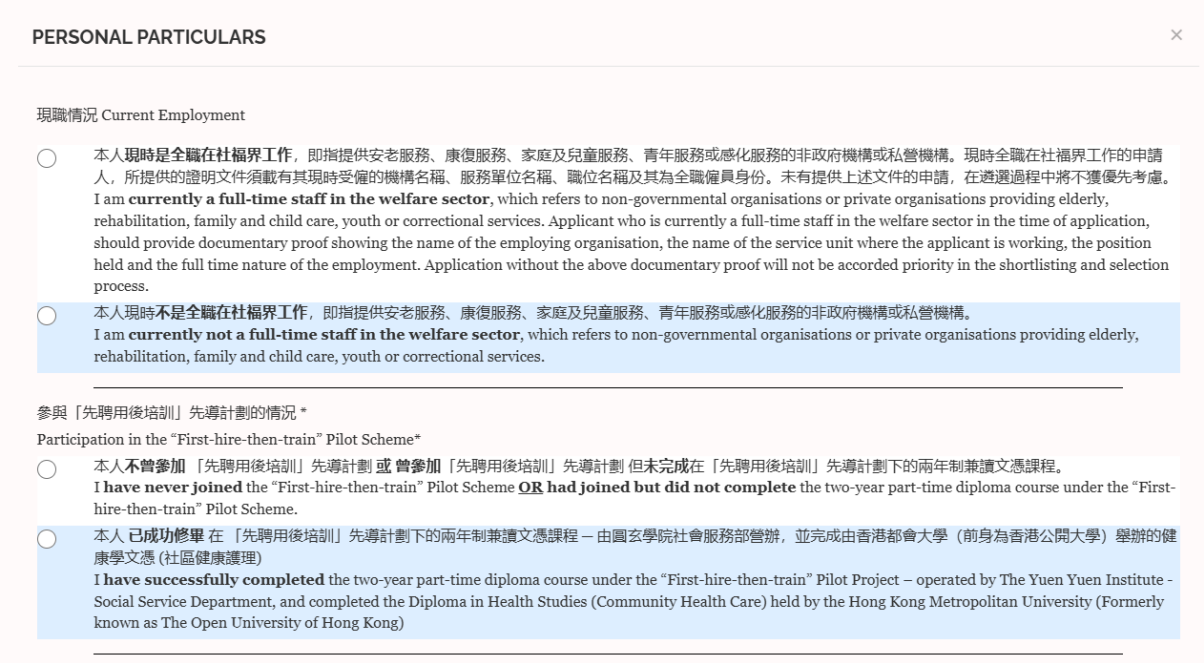
2027 年 1 月至 3 月： 開始接受入學申請
2027 年 3 月至 5 月： 獲甄選的申請人將獲邀參加面試
2027 年 7 月至 8 月： 成功獲錄取的申請人將收到錄取通知
2027 年 9 月： 課程正式開課

**上述時間表僅供參考，學院保留更改有關安排之權利，恕不另行通知。*

8.2 To apply for this programme, please log in to your online admission system account and complete the required declaration. **Applications without a completed declaration will be regarded as incomplete and cannot be processed**.

有意申請本課程的申請人，必須登入網上入學申請系統並填寫相關聲明。未完成及提交該聲明的申請將被視為未完成申請，並不予考慮。

東華學院
TUNG WAH COLLEGE


PERSONAL PARTICULARS

現職情況 Current Employment

本人**現時是全職在社福界工作**，即指提供安老服務、康復服務、家庭及兒童服務、青年服務或感化服務的非政府機構或私營機構。現時全職在社福界工作的申請人，所提供的證明文件須載有其現時受僱的機構名稱、服務單位名稱、職位名稱及其為全職僱員身份。未有提供上述文件的申請，在遴選過程中將不獲優先考慮。
I am **currently a full-time staff in the welfare sector**, which refers to non-governmental organisations or private organisations providing elderly, rehabilitation, family and child care, youth or correctional services. Applicant who is currently a full-time staff in the welfare sector in the time of application, should provide documentary proof showing the name of the employing organisation, the name of the service unit where the applicant is working, the position held and the full time nature of the employment. Application without the above documentary proof will not be accorded priority in the shortlisting and selection process.

本人現時**不是全職在社福界工作**，即指提供安老服務、康復服務、家庭及兒童服務、青年服務或感化服務的非政府機構或私營機構。
I am **currently not a full-time staff in the welfare sector**, which refers to non-governmental organisations or private organisations providing elderly, rehabilitation, family and child care, youth or correctional services.

參與「先聘用後培訓」先導計劃的情況 *

Participation in the "First-hire-then-train" Pilot Scheme*

本人**不曾參加**「先聘用後培訓」先導計劃 **或 曾參加**「先聘用後培訓」先導計劃 但**未完成**在「先聘用後培訓」先導計劃下的兩年制兼讀文憑課程。
I **have never joined** the "First-hire-then-train" Pilot Scheme **OR had joined but did not complete** the two-year part-time diploma course under the "First-hire-then-train" Pilot Scheme.

本人 **已成功修畢** 在「先聘用後培訓」先導計劃下的兩年制兼讀文憑課程 – 由圓玄學院社會服務部營辦，並完成由香港都會大學（前身為香港公開大學）舉辦的健康學文憑 (社區健康護理)
I **have successfully completed** the two-year part-time diploma course under the "First-hire-then-train" Pilot Project – operated by The Yuen Yuen Institute - Social Service Department, and completed the Diploma in Health Studies (Community Health Care) held by the Hong Kong Metropolitan University (Formerly known as The Open University of Hong Kong)

8.3 Only shortlisted applicants will be invited to attend an interview. Admission results will only be released according to the stipulated schedule, and no results will be issued prior to the designated release period.

只有獲甄選的申請人會獲邀參加面試。錄取結果將按既定時間表公布，學院不會於指定公布日期前發放任何錄取結果。

8.4 Applicants who receive an offer for the HD(N) (SWD) Programme and wish to accept the offer must complete all required acceptance procedures in accordance with the instructions set out in the Offer Letter.

如申請人獲得 HD(N) (SWD) 課程的取錄通知並有意接受取錄，必須按照《取錄通知書》所列明的指示及程序完成接受取錄手續。

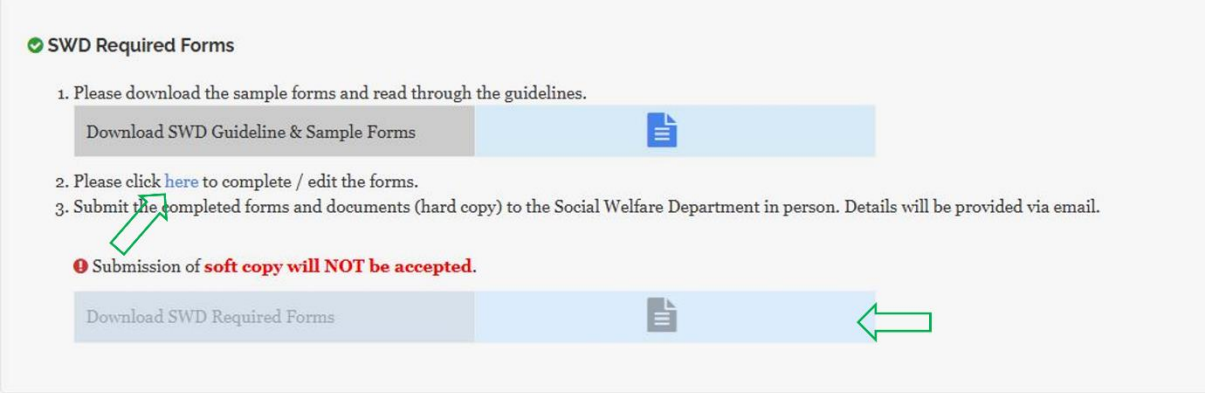
8.5 Applicants who accept the offer for the HD(N) (SWD) are required to sign an undertaking to the SWD. An indemnity is required to be signed by the party who undertakes to indemnify the SWD against all lossess, costs and expenses suffered or incurred in the event that the applicant is in breach of any of the terms of the undertaking signed.

For applicants' convenience, the online admission allows applicants to provide the indemnifier's information in advance. A pre-populated indemnity form

containing the relevant information will then be generated for submission to the SWD.

接受 HD(N) (SWD) 課程取錄的申請人獲取錄的申請人必須簽署承諾書呈交社署並須由他人簽訂彌償保證書，倘若申請人違反所簽訂承諾書上訂明的任何條款，有關人士便須賠償社署蒙受或因此招致的一切損失，成本和開支。

為方便辦理有關手續，申請人可於網上入學申請系統預先填寫彌償人資料，系統將自動產生已預填資料的彌償保證書表格，以供提交予社會福利署。



8.6 Typically, accepted applicants will be required to submit the completed and duly signed undertaking forms in person in **August 2027**. Further details regarding the submission procedures and arrangements will be provided via email at a later stage.

一般而言，申請人須於 **2027 年 8 月** 親身提交已填妥及簽署的承諾書及相關文件。提交安排及詳細程序將於適當時候透過電郵通知已接受錄取資格的申請人。

東華學院
TUNG WAH COLLEGE

9.	**Admission through JUPAS** **經大學聯合招生辦法(聯招)取錄**

9.1 Local applicants who wish to apply for first year entry to the following programmes **on the strength of their HKDSE Examination results MUST** apply via JUPAS:

JSST01: Bachelor of Health Science (Honours) in Nursing
JSST02: Bachelor of Science (Honours) in Medical Laboratory Science
JSST03: Bachelor of Science (Honours) in Radiation Therapy
JSST04: Bachelor of Science (Honours) in Occupational Therapy
JSST05: Bachelor of Science (Honours) in Physiotherapy
JSST06: Bachelor of Science (Honours) in Applied Gerontology
JSST07: Bachelor of Health Information and Services Management (Honours)
JSST08: Bachelor of Science (Honours) in Medical Imaging

For details, please visit www.jupas.edu.hk

所有本地的申請人若希望**憑香港中學文憑考試成績**報讀以下東華學院一年級入學課程**必須**透過「大學聯招辦法」遞交申請:

JSST01: 護理學(榮譽)健康科學學士
JSST02: 醫療化驗科學(榮譽)理學士
JSST03: 放射治療學(榮譽)理學士
JSST04: 職業治療學(榮譽)理學士
JSST05: 物理治療學(榮譽)理學士
JSST06: 應用老年學(榮譽)理學士
JSST07: 醫療資訊及服務管理(榮譽)學士
JSST08: 醫療影像學(榮譽)理學士

詳情請參閱聯招網頁 www.jupas.edu.hk

9.2 Applicants who are admitted to TWC through JUPAS are required to complete the offer acceptance procedures in accordance with JUPAS requirements and instructions.

如申請人經聯招獲東華學院取錄，須按照聯招的要求及指示完成接受取錄程序。

9.3 Following the release of the results for each JUPAS offer round, applicants who have accepted a TWC offer through JUPAS will receive communications from the College regarding the remaining enrollment procedures and other important information to help them prepare for their studies at TWC.

If you **already have a TWC online admission system account**, there is **no need** to create a new account for your JUPAS admission.

If you **do not already have a TWC online admission system account**, **one will be created for you**, and your initial login details will be sent to you by email in due course.

在每輪聯招遴選結果公布後，已透過聯招接受東華學院取錄的申請人將收到學院發出的電郵通知，內容包括餘下入學手續及其他重要資訊，以協助申請人準備入讀東華學院。

如您**已建立東華學院網上入學系統帳戶**，則**無需**因聯招取錄而再次建立新帳戶。

如您**尚未建立東華學院網上入學系統帳戶**，學院將**自動為您建立帳戶**，並於稍後透過電郵向您發送首次登入資料。

東華學院
TUNG WAH COLLEGE

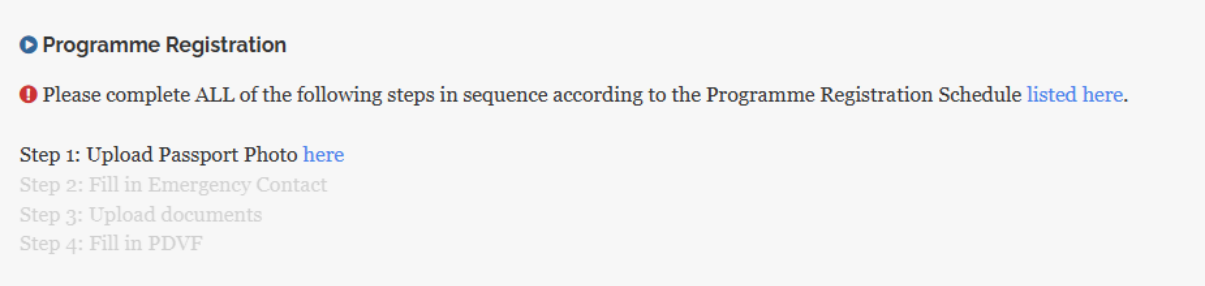
10. Programme Registration 課程註冊

10.1 You are required to follow the instructions set out in your **Confirmation of Offer Letter** to complete programme registration via the online admission system and confirm your enrollment at TWC.

您須按照**《確認取錄通知書》（Confirmation of Offer Letter）**所列明的指示，透過網上入學系統完成課程註冊，以確認入讀東華學院。

10.2 You are required to submit the necessary documents to complete programme registration. Should any additional information or documents be required, we will contact you directly. Unless otherwise notified, you may assume that your submitted documents have been accepted and processed successfully.

您須提交所需文件以完成課程註冊。如有需要補交資料或文件，學院將直接與您聯絡。除非另行通知，否則您可視作所提交的文件已獲接納及處理。



東華學院
TUNG WAH COLLEGE

11.	**Refund of Deposit / Tuition Fee** **留位費退款**

11.1 Under normal circumstances, all fees paid are **non-refundable and non-transferable.**

Eligible applicants may apply for a refund of the acceptance fee (deposit) and/or tuition fee through the **online refund application form**, subject to the applicable terms and conditions. For details, please click here.

一般情況下，所有已繳交的費用均**不設退款，亦不得轉讓**。

符合資格的申請人可根據相關條款及規定，透過**網上退款申請表**申請退還留位費及／或學費。詳情請按此。

