

Guide to Online Application for Certificate in Endoscopy Care 內視鏡檢查照護證書網上報名指南

1. Go to the Sign-in page of the TWC Admission System at www.twc.edu.hk/admission

a. Click 'Create New Account' if you do not have a TWC Admission System account.

b. Input your Email Address and Password to sign in if you already have an account.

前往東華學院入學系統的登錄頁面 www.twc.edu.hk/admission

a. 如果您沒有東華學校入學系統的帳戶，請點選'Create New Account'。

b. 如果您已經有東華學院入學系統的帳戶，請輸入您的電子郵件地址和密碼登入系統。



TWC Admission 2025

Note: Provision of any false or misleading statements or information may lead to the DISQUALIFICATION of the application.

Notes to applicants of Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) degree programmes:

Please note that all the places of the following eight degree programmes are subsidised by the government under SSSDP. Places of first year entry are allocated mainly through the Joint University Programmes Admissions System (JUPAS) in order to ensure eligible students are selected through a merit-based system. For details, please visit the [JUPAS website](#).

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

Sign in TWC Admission System

Email Address:

Password:

[Create New Account](#)

[Verify Your New Account](#)

[Forget Password](#)

[Guide to Online Application](#)

2. How to "Create New Account"?
Input your email address and a password of your choice and press the "create" button.

如何建立入學系統新帳戶?
首先輸入您的電子郵件地址和您選擇的密碼，然後點選'Create'。

點選'Create'後會出現綠色字句，代表通知電子郵件已發送到您早前輸入的電子郵件地址。

Create New Account

Notification emails from TWC Admission will be sent to the registered email address. Please remember to check the email account regularly.

Email Address:

Password*:

Confirm Password:

*Password must contain at least 8 characters, including one numeric, one upper case, one lower case and one special character

The notification email has been sent to the registered email address. Please follow the instruction in the email content.

3. You should receive a verification email within a few minutes. Press the link provided in the email to verify your account.

您應該會在幾分鐘內收到驗證電子郵件。點選電子郵件中提供的連結以驗證您的電子郵件帳戶。

(TESTING)Verification Email for Account Creation



Apply TWC
To:

Dear Applicant,

Thank you for submitting your application!

In order for your application to be processed, we need to verify your email address. Please use the verification URL below to confirm your email address, fill in the verification code and complete the application process.

The verification code is :

66YRUFWF

https://uat.twc.edu.hk/new_admission/onlineApp/view/verifyCode?code=66YRUFWF

Thank you,

Tung Wah College

4. Input your Verification Code from the email, your email address and password again. Press the 'Submit' button to complete the verification process.

點選電子郵件中提供的連結後輸入您的電子郵件地址和密碼。點選“Submit”完成驗證過程。

點選“Submit”並成功完成驗證過程後會出現綠色字句，然後點選“Back”回到登錄頁面。

Verify Code

*To activate your account, please fill-in verification code, registered email address and your password; and click "Submit" button.

If you did not receive any email, please check your Junk Mail box. You can also request a new "Verification Code" by clicking on "Forget Password" at login page.

Verification Code:

09i4GFRk

Email Address:

電子郵件地址

Password:

密碼

The account have been verified successfully. Please click on "Back" button to go back to login page.

Back

Submit

5. You will then be re-directed to the Sign-in page where you can sign in with your email address and password.

回到登錄頁面後，您可以輸入您的電子郵件地址和密碼並點選“Sign in”登錄入學系統。



Notes to applicants of Study Subsidy Scheme for Designated Professions/Sectors (SSSDP) degree programmes:

Please note that all the places of the following eight degree programmes are subsidised by the government under SSSDP. Places of first year entry are allocated mainly through the Joint University Programmes Admissions System (JUPAS) in order to ensure eligible students are selected through a merit-based system. For details, please visit the JUPAS website.

- JSST01: Bachelor of Health Science (Honours) in Nursing (First Year Entry)
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- JSST06: Bachelor of Science (Honours) in Applied Gerontology (First Year Entry)
- JSST07: Bachelor of Health Information and Services Management (Honours) (First Year Entry)
- JSST08: Bachelor of Science (Honours) in Medical Imaging (First Year Entry)

From the 2023/24 academic year, Tung Wah College (TWC) is allowed to admit non-JUPAS local students via direct admission of no more than 20% of the subsidised places of each designated programme, and the non-JUPAS admission may take place in parallel with JUPAS admission. Please refer to <https://www.twc.edu.hk/sssdp> for more information.

Sign in TWC Admission System

Email Address:

電子郵件地址

Password:

密碼

Sign in

[Create New Account](#)

[Verify Your New Account](#)

[Forget Password](#)

[Guide to Online Application](#)

6. Read the instructions and click ‘Open Application Form’ to start filling in the application form.

閱讀說明並點選“Open Application Form”以開始填寫申請表。

Application Status

Create New Account

Email Address: applytwc@twc.edu.hk | [Change Password](#)

Get Prepared for Application

Please make sure you have the soft copy of the following documents ready before you start to fill in the application form:

- Identity document(s) (e.g. Hong Kong Identity Card and visa / entry permit if applicable)
- School reports of the current and preceding years of study (for Form 6 applicants)
- Results of public examinations (if applicable)
- Academic transcript(s) and graduation certificate(s) of post-secondary programmes (if applicable)
- Relevant training certificate(s) (if applicable)
- Supporting document(s) for Other Experiences and Achievements in Competitions / Activities (OEA) (if applicable)
- Recommendation letter(s) (mandatory for Nursing programmes (click [here](#) to download the template); optional for other programmes)

Submit Application

Your application has not been submitted.

[Open Application Form](#)

7. Read the Notes for Guidance on Application carefully before filling in the application form. Check the checkbox at the bottom and click 'Save and Continue'.

在填寫申請表之前，請仔細閱讀申請指南。並點選底部的框，然後點選“Save and Continue”。

1. Notes for Guidance on Application 2. Identity Type 3. Personal Information 4. Contact Information 5. Education Details 6. Examination Results 7. Programme Choices
8. Professional Qualifications 9. Work Experience 10. Personal Statement 11. Others 12. Upload Academic Documents and Supplementary Information 13. Submission

Notes for Guidance on Application

- For programme information, please click [here](#).
- For applicants with non-local qualifications, please click [here](#) for entry requirements.
- Please make sure that you meet the minimum entry requirement before applying for the programmes. Your application will NOT be processed if you do not meet the minimum entry requirements.
- The original of relevant documents must be provided for verification upon request.
- For general enquiry, or if you want to change / delete / withdraw the programme choices after submitting your application and uploading you academic documents, please contact the Admission Team of Registry at 3190 6672 or via email at applytwe@twc.edu.hk.
- Office Opening Hours
Mondays to Fridays 09:00 to 17:30
Weekends and public holidays Closed

I have read and understand the above, and would like to proceed with my application.

[Back to Home](#) [Save and Continue](#)

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8. Read the 'Definition of Local and Non-local Students' before selecting the identity type. Input your number(s) of the identity document(s) and click 'Save and Continue'.

在選擇身份類型之前，請閱讀'Definition of Local and Non-local Students'以了解本地和非本地學生的定義。選擇身份類型後輸入您的身份證號碼，然後點選'Save and Continue'。

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Identity Type

If you are NOT a holder of a valid Hong Kong permanent identity card, please read the [Definition of Local and Non-local Students](#) ('Definition').

I am a **LOCAL** student.

- I am a holder of a valid Hong Kong Permanent Identity Card; OR
- I am a holder of document / visa / entry permit listed in LS2 to LS9 in the above Definition.

Are you a Hong Kong **permanent** resident with the right to abode in Hong Kong?

Yes No

本地學生

I am a **NON-LOCAL** student and require a student visa or entry permit issued by the Immigration Department of Hong Kong to enter Hong Kong for the purpose of education.

- I am a holder of visa / entry permit listed in NLS1 to NLS3 in the above Definition; OR
- I do not hold any of the documents in LS1 to LS9 in the above Definition.

Please select:

I am a non-local student from Mainland China.

Please select your registered permanent residence (戶籍)*:

I am a non-local student but NOT from Mainland China.

Please select your country*:

* If your registered permanent residence is not in the above, you are not eligible to apply. For details, please click [here](#).

非本地學生

Identity Document

Please note that you are required to provide the same identity document for verification of your identity during the interview and programme registration. If the information that you provided in the application form is different from the identity document, Tung Wah College has the right to reject your application.

Hong Kong Identity Card Number:

9. Input your personal particulars and click 'Save and Continue'.

輸入您的個人資料，然後點選 'Save and Continue'。

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3. Personal Information

The personal information provided must be consistent with that printed on your identity document.

* Surname : 姓氏

* Given Name : 名

Display Name : CHAN, Tai Man

Chinese Name : 中文名

* Gender : 性別

* Date of Birth : 出生日期

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10. Input your contact details and address, and click 'Save and Continue'.

輸入您的聯繫電話，地址需分開三行填寫，然後點選 'Save and Continue'。

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4. Contact Information

Please note that Tung Wah College will send email messages to you or call you at your mobile phone number about the admission updates. Please be careful and make sure that you can be reached.

Email Address: applytwe@twe.edu.hk

* Mobile Phone Number: 手提電話

Home Phone Number: EXAMPLE: 23456789

Correspondence Address

* Line 1: 地址 1

* Line 2: 地址 2

* Line 3: 地址 3

Back to Home Back Save and Continue

11. Input your education details and click 'Save and Continue'.

點選 'Are you a 2025 DSE candidate' '你是否 2025 年 DSE 考生?' 然後從表中選取 'Highest Qualification' '獲取的最高學歷'。

然後輸入您的中學學歷詳情，完成後點選'OK'，

輸入您的專上教育學歷詳情(如有)，完成後點選'OK'

點選'Are/were you a Tung Wah College (TWC) student?' '你現在/曾經是東華學院的學生?'

再點選'Save and Continue'。

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5. Education Details

* Are you a 2025 HKDSE candidate? 是否 2025 年 DSE 考生?

* Highest Qualification: (which you have already obtained before 29 October 2024.)

* Secondary Education

Information is not provided.
+ Add Secondary Education

Post-secondary Education

+ Add Post-secondary Education

* Are/were you a Tung Wah College (TWC) student? Yes No

From: To: 填寫中學學歷

Secondary School: (Not Selected)

Position/Rank in class#: Not available Position/Rank No of Students in class

Position/Rank in form#: Not available Position/Rank No of Students in form

English Language subject position/rank#: Not available Position/Rank No of Students

English Language subject overall result#: Not available Overall result Full mark

Conduct in the latest school report#:

Please refer to the latest school report available (i.e. the one of the Form 6 if available; if not, please refer to the school report of Form 5).

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12. Input your examination results (if any) and click 'Save and Continue'.

輸入您的公開考試成績(如有)，然後點選'Save and Continue'。

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6. Examination Results

Hong Kong Diploma of Secondary Education Examination (HKDSE)

Subject	Result	Year
Applied Business Research	3	2012

+ Add Subject

Hong Kong Advanced Level Examination (HKALE)

Subject	Result	Year
Chinese History (AS)	C	2010

+ Add Subject

Hong Kong Certificate of Education Examination (HKCEE)

Subject	Result	Year
Chinese Literature	5 (B)	2005

+ Add Subject

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13. Select 'Certificate in Endoscopy Care, First Year Entry, Part-time' on the form, then fill in 'How do you learn about CertEC?' After completing, click 'Save and Continue'.

於課程選擇表單中選擇 'Certificate in Endoscopy Care, First Year Entry, Part-time'。

然後填寫 'How do you learn about CertEC?' '您是如何知悉內視鏡檢查照護證書?'。完成後點選 'Save and Continue'。

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7. Programme Choices

You can select up to 3 programme choices (following a priority order). You may be invited to attend admission interviews for the corresponding programme choices. If you would like to select more than 3 programme choices, please contact the Registry via email at applytwc@twc.edu.hk.

Add Programme Choice

- Add Programme Choice
- Bachelor of Education (Honours) in Early Childhood Education, First Year Entry, Full-time
- Bachelor of Management (Honours) in Social and Business Sustainability, First Year Entry, Full-time
- Bachelor of Science (Honours) in Biomedical Science, First Year Entry, Full-time
- Bachelor of Science (Honours) in Forensic Biomedical Science, First Year Entry, Full-time
- Bachelor of Social Science (Honours) in Applied Psychology, First Year Entry, Full-time
- Certificate in Endoscopy Care, First Year Entry, Part-time**
- Higher Diploma in Early Childhood Education, First Year Entry, Full-time
- Higher Diploma in Health Science, First Year Entry, Full-time
- Higher Diploma in Nursing (SSSDP), First Year Entry, Full-time
- Higher Diploma in Nursing (SWD), First Year Entry, Full-time
- Higher Diploma in Psychology, First Year Entry, Full-time

7. Programme Choices

You can select up to 3 programme choices (following a priority order). You may be invited to attend admission interviews for the corresponding programme choices. If you would like to select more than 3 programme choices, please contact the Registry via email at applytwc@twc.edu.hk.

Add Programme Choice

1. Certificate in Endoscopy Care, First Year Entry, Part-time Remove

How do you learn about CertEC? Max 30 char

Back to Home Back **Save and Continue**

14. Input your professional qualifications (if any) and click 'Save and Continue'.

輸入您的專業資格資料(如有)，然後點選“Save and Continue”。

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Professional Qualifications

+ Add Professional Qualification

填寫專業資格資料

Title of Professional Qualification:

Abbreviation:

Awarding Institution/Country:

Date Qualified: mm/yyyy

OK

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15. Input your work experience (if any) and click 'Save and Continue'.

輸入您的工作經驗(如有)，然後點選“Save and Continue”。

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Work Experience

+ Add Work Experience

填寫工作經驗

From: mm/yyyy

To: mm/yyyy

Employment Type: (Not Selected)

Organization:

Position:

OK

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16. Input your personal statement (optional) and click 'Save and Continue'.

輸入您的個人陳述(非必須)，然後點選“Save and Continue”。

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10. Personal Statement

Please provide information which you feel will be of interest to the Admission Tutors and will help them know you better, e.g. your reasons for applying to study at TWC and the chosen major/curricula, extra-curricular activities, participation in voluntary work, past work experience, career aspirations and other achievements. For applicants of the Bachelor of Medical Science (Honours) and Higher Diploma in Health Science programmes, please also specify the reasons for your choice of programme(s), your ambitions, your career plans, any extracurricular activities that you have taken part in, etc. in English.

17. Input your special educational needs (if any) and fill in a survey and click 'Save and Continue'.

選取您的特殊教育需求(如有)，並填寫調查問卷，然後點選'Save and Continue'。

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Special Educational Needs

If you have special educational needs, please select the following options. It will help the College better understand your needs.

- Specific Learning Difficulties
- Autism Spectrum Disorders
- Physical Disability
- Hearing Impairment
- Others, please specify:
- Intellectual Disability
- Attention Deficit / Hyperactivity Disorder
- Visual Impairment
- Speech & Language Impairment

Survey

How did you learn about the programmes? You may choose more than one option.

- TWC website
- TWC Info Days
- TWC newsletters
- Programme / admission talks
- Friends / classmates
- Newspapers
- Outdoor advertisements
- Online advertisements (e.g. search engine, banners)
- Social media (e.g. Facebook)
- TWC Facebook page
- TWC Summer Taster Programme
- Prospectus / programme leaflets
- Teachers / career masters
- Family
- Guidebooks (e.g. Hok Yau Club's JUPAS guidebook)
- MTR advertisements
- Other websites and discussion forums
- Others, please specify:

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18. Follow the instructions to upload the required document(s).

按照說明上傳所需文件。

Please remember to upload your HKID card and the required documents.

請緊記上傳香港身份證以及其他所需文件。

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12. Upload Academic Documents and Supplementary Information

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Show: 10 entries

Search:

File(s)	Download	File Type	Update Date
No data available in table			

Showing 0 to 0 of 0 entries

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Please refer to the following table and upload the required documents.

- + Applicants who will sit / have sat for public examinations (e.g. HKDSE) for the first time in 2025
- + Applicants who have taken public examinations (e.g. HKDSE) before but do not possess post-secondary qualifications (e.g. Higher Diploma, Associate degree etc.)
- + Applicants who will obtain / have obtained post-secondary qualifications (e.g. Higher Diploma, Associate degree etc.)
- + Mainland applicants who will sit / have sat for 2025 Mainland Joint Entrance Examination (Gaokao)
- + Mainland applicants who have obtained other qualifications
- + Other non-local applicants

Remarks:

- Maximum number of files to be uploaded: 10 files.
- Maximum file size: 5MB per file
- Supported file formats: JPG, TIF, PDF and MS Word
- If you re-upload the file(s), the original file(s) will be replaced.
- Applicants of Nursing programmes are required to upload their recommendation letters using the template provided [here](#).
- Applicants of Early Childhood Education (ECE) programmes are required to upload their secondary school reports regardless of their highest qualifications.
- Interviewers will consider documents submitted BEFORE the admission interviews only. You may need to submit additional document(s)/information only if the School concerned requests you to do so.

Step 1: Select applicable documents to upload

Identification documents (mandatory):

No file chosen

Secondary school reports:

No file chosen

Academic transcripts:

No file chosen

Graduation certificates:

No file chosen

Public examination results:

No file chosen

Training certificates (e.g. first-aid / lifesaving training certificate):

No file chosen

Supporting documents for Other Experiences and Achievements in Competitions / Activities (OEA):

No file chosen

Recommendation letters:

No file chosen

Evidence of relevant work experience:

No file chosen

Other supporting documents:

No file chosen

點選 'Choose File' 上傳文件

19. Review the uploaded documents, read through the declaration, check the checkbox at the bottom and click the 'Submit Application' button.

查核資料及已上傳的文件，閱讀聲明及點選底部的複選框，然後點選'Submit Application' 提交申請。

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查核資料及已上傳的文件

Identity Type

I am a LOCAL student.

- I am a holder of a valid Hong Kong Permanent Identity Card; OR
- I am a holder of document / visa / entry permit listed in LS2 to LS9 in the above Definition.

Are you a Hong Kong **permanent** resident with the right to abode in Hong Kong?

Yes

I am a NON-LOCAL student and require a student visa or entry permit issued by the Immigration Department of Hong Kong to enter Hong Kong for the purpose of education.

- I am a holder of visa / entry permit listed in NLS1 to NLS3 in the above Definition; OR
- I do not hold any of the documents in LS1 to LS9 in the above Definition.

Please select:

I am a non-local student from Mainland China.

Please select your registered permanent residence (戶籍)*:

I am a non-local student but NOT from Mainland China.

Please select your country *:

* If your registered permanent residence is not listed above, you are not eligible to apply. For details, please [click here](#).

Declaration

1. I declare that all information given in this application form are, to the best of my knowledge, accurate and complete and that any false information or misrepresentation will disqualify my application for admission and registration. Tung Wah College (TWC) reserves the right to take legal action against offenders who commit the offense of forgery.
2. I consent that I will no longer be considered by any other TWC programmes for admission in the same academic year upon completion of programme registration.
3. I will conform to the regulations in the Student Handbook of TWC.
4. I have noted, understood and agreed the contents of TWC's policy on personal data privacy.
5. I am fully aware that fees paid are neither refundable nor transferrable.
6. I understand and agree that my study period may be longer than the subsidised period of the admitted programme and will be charged a full tuition fee when my study period extends beyond the subsidised period, if applicable.
7. I provide consent to receive marketing communications from TWC and may opt out anytime by sending an email to applytwc@twc.edu.hk.

TWC will use the personal information provided in your application to obtain the HKDSE/HKCEE/HKALE results from the Hong Kong Examinations and Assessment Authority, and/or obtain information from relevant institutions about your candidature in public examinations and studies in institutions in Hong Kong or elsewhere.

I am in agreement with the above declaration.

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[Submit Application](#)