

# 「網上入學申請系統」使用簡介

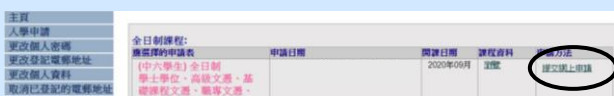
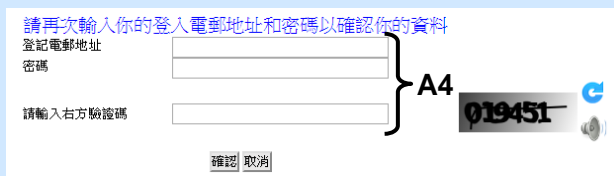
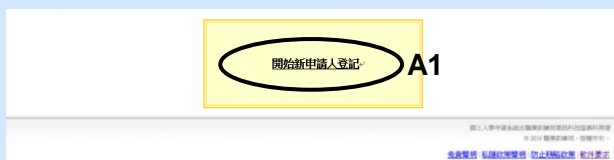
<https://admission.vtc.edu.hk/onlineform>

(中六學生)全日制學士學位、高級文憑、基礎課程文憑、職專文憑、文憑課程 (2020/21 年度入學)

注意事項：申請人必須正確填寫已持有的學歷及所有科目的考試成績。

## 「網上入學申請系統」版面

## 使用「網上入學申請系統」之步驟



### A. 新用戶登記

如你從未登記帳戶，請按 **新用戶登記**。

- A1. 細閱「新用戶須知」後，按「開始新申請人登記」繼續新戶口註冊。
- A2. 先輸入你的中英文姓名\*、身份證號碼、出生日期及電話號碼，然後設定登記電郵地址及密碼。你的登記電郵地址將作為登入系統之用。你必須輸入你的手提電話號碼、電郵地址及選擇收取 VTC 資訊的語言(我們會以 SMS 和電郵向你發放各項重要資訊)。  
\* 所填報的姓名須與香港身份證上的姓名相同。
- A3. 填妥所須資料後，請核對無誤，然後按 **下一頁**。  
(請注意：你的英文姓名、出生日期及身份證號碼將不能更改。)
- A4. 請再次輸入你的登入電郵地址、密碼及驗證碼，並按 **確認**，以啟動你的戶口。
- A5. 成功登記後請按 **確定**，登入「網上入學申請系統」。

### B. 已登記用戶

若你已登記戶口，請輸入登記電郵地址、密碼及驗證碼。然後按 **登入**，以進入系統。

#### C1. 重設密碼

如你忘記登入密碼，請按 **重設密碼** 以連結至密碼查詢版面，輸入所需資料並按 **確定**。如填寫的資料與系統紀錄相符，系統將會傳送一封電子郵件到你指定接收的電郵地址。請使用電子郵件內的連結重設密碼。

#### C2. 忘記登記電郵地址

如你忘記登記電郵地址，請按 **忘記登記電郵地址** 以連結至登記電郵地址查詢版面，輸入所需資料並按 **確定**。如填寫的資料與系統紀錄相符，系統將會傳送你的登記電郵地址到你所指定接收的電郵地址，及已於本系統登記的電郵地址。

### 選擇網上入學申請表

- 1. 在「(中六學生)全日制學士學位、高級文憑、基礎課程文憑、職專文憑、文憑課程 – 統一收生計劃」申請表一欄按 **提交網上申請** 開始填寫申請表。  
(有關個別課程入學條件及詳情，請查閱入學網頁。)

## 「網上入學申請系統」使用簡介

<https://admission.vtc.edu.hk/onlineform>

(中六學生)全日制學士學位、高級文憑、基礎課程文憑、職專文憑、文憑課程 (2020/21 年度入學)

### 「網上入學申請系統」版面

### 使用「網上入學申請系統」之步驟

**個人資料**

證件類別及號碼: (香港身份證) Q9001006 私隱 條例

英文姓名: CHAN Dai Man

出生日期 (日/月/年): 30-01-1980

中文姓名: 陳大文 (以電腦輸入中文字元)

\*通訊地址: Room 032, JVE (Morrison Hill), 6 Oi Kwan Road, e.g. District / Area

\*地區: 港仔

\*手提電話號碼:

\*其他電話號碼: 28976111

登記電郵地址: chandm2015@outlook.com

**家長/監護人通訊**

如閣下之家長/監護人有興趣接收升學資訊及參與VTC舉辦之家長講座, 可在下方填寫聯絡方法。

家長/監護人電郵地址: e.g. chantalman@gmail.com

家長/監護人電話號碼:

本人同意 VTC 及其機構成員使用我提供的個人資料, 包括姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度, 提供有關VTC及其機構成員的任何課程、招生及活動推廣資訊。

如日後希望停止接收上述資訊, 或更改個人資料, 請通知你已登記的姓名、電話號碼、手機號碼、電郵地址、通訊地址及教育程度資料, 電郵 admission@vtc.edu.hk 或傳真 2365 4172 通知 VTC 招生處行政主任。

請選擇你收取資訊的語言 (中文/英文), VTC 會按你所選擇的語言以 SMS 或電郵發放重要資訊。 中文

[儲存及返回前一頁](#) [儲存及返回主頁](#) [儲存及往下一頁](#)

**中學教育 (必須填寫)**

中學地區: 中西區

學校名稱: 其他 - 中西區

中學程度 (包括將於本年度畢業的學年): 中六

畢業年份/預計畢業年份: 2020

將於 2020 年參加香港中學文憑考試 注意 事項

曾於 2012 至 2019 年參加香港中學文憑考試

**VTC 學歷**

- 其他本地學歷
- 證書文憑
- 香港高級程度會考成績
- 香港中學會考成績
- 應用學習課程 (適用於資中學學位)
- 證書計劃 (適用於資中學學位)
- 以其他語文科成績報讀課程 (適用於非筆跡申請人)

[儲存及返回前一頁](#) [儲存及返回主頁](#) [儲存及往下一頁](#)

**內地/非本地學歷 (如適用)**

申請人持內地學歷

申請人持非本地學歷 (包括 GCE O-Level / A-Level / AS-Level / GCSE / IGCSE / IB 學歷)

托福測驗 (TOEFL) (如適用)

國際英語水平測試 (IELTS) (如適用)

**補充資料**

申請人具特殊教育需要 注意 事項

申請人為年長生

請在此處提供有助你申請入學的資料 注意 事項

[儲存及返回前一頁](#) [儲存及返回主頁](#) [儲存及往下一頁](#)

如你填報的資料正確無誤, 且同意「聲明」的內容, 請按「遞交」以遞交申請表, 否則按「取消及返回主頁」修改資料。

11 **遞交** [取消及返回主頁](#)

#### 填寫個人資料

2. 輸入你的通訊地址及其他資料。

(如你的家長/監護人有興趣接收升學資訊及參與 VTC 舉辦之家長講座, 可填上家長/監護人的電郵地址/電話號碼。)

3. 請別選此方格同意接收 VTC 及其機構成員提供的任何課程、招生及活動推廣資訊。

請選擇你收取 VTC 資訊的語言 (我們會以 SMS 和電郵向你發放重要資訊)。

完成後按 **儲存及往下一頁**。

#### 填寫本地學歷

4. 選擇你正修讀/已修讀最高級別的中學教育資料。

5. 選擇你應考香港中學文憑考試的年份。

6. 如你持有其他本地學歷, 請按 **+** 選擇相關欄目及填寫資料。

7. 完成後請按 **儲存及往下一頁** 以繼續填寫申請表。

#### 填寫內地/非本地學歷 (如適用)

8. 如你持有內地/非本地學歷/TOEFL/IELTS, 請別選相應欄目, 並按 **+** 填寫相關學歷成績, 然後按 **儲存及往下一頁**。

#### 填寫補充資料

9. 如申請人具特殊教育需要或為年長生, 請別選適當欄目, 並填寫相關補充資料, 然後按 **儲存及往下一頁**。

10. 你可於空白位置提供有助你申請入學的資料(如:全職/兼職工作、義務工作經驗等), 然後按 **儲存及往下一頁**。

#### 確認申請資料及遞交申請表

11. 如確定所填報資料正確無誤, 且同意「聲明」內容, 請按 **遞交** 以遞交申請。

## 「網上入學申請系統」使用簡介

<https://admission.vtc.edu.hk/onlineform>

(中六學生)全日制學士學位、高級文憑、基礎課程文憑、職專文憑、文憑課程 (2020/21 年度入學)

### 「網上入學申請系統」版面

### 使用「網上入學申請系統」之步驟

12

儲存成PDF格式 列印「網上申請紀錄」

重要事項

1. 請透過下列其中一種途徑繳付申請費300元，申請人亦可於註冊時繳交(即7月27日中午12時前)。
2. 儲存/列印網上申請紀錄
3. 繼續統一收生網上選科 <https://caform.vtc.edu.hk>

13

#### 列印網上申請紀錄

12. 按 **儲存成 PDF 格式** 下載你的網上申請紀錄。
13. 下載你的網上申請紀錄後，請登入統一收生網上選科系統 (<https://caform.vtc.edu.hk>) 遞交課程選擇。

香港身份證號碼	(香港身份證) Q9001006
姓	CHAN
名	Dai Man
申請費用	
已繳時間 (24小時)	
你的 14 位數字繳費編號 (適用於 ATM、PPS、網上銀行/付款平台)	2000XXXXXXXXXX
你的 7-Eleven 便利店 QR 繳費編碼	

14

#### 繳付申請費

14. 請你透過「網上申請紀錄」所列載的 14 位數字繳費編號 或 7-11 便利店 QR 繳費編碼 繳付申請費。你亦可於註冊時繳交 (即 7 月 27 日中午 12 時前)。

## User Guide of “Web-based Admissions System”

https://admission.vtc.edu.hk/onlineform

(S6 Students) Full-time Degree, Higher Diploma, Diploma of Foundation Studies, Diploma of Vocational Education, Diploma Programmes (AY 2020/21)

Important Note: Applicants are required to fill in their academic qualifications and examination results accurately.

### Interface of “Web-based Admissions System”

### Procedures

The screenshot shows the VTC Web-based Admissions System interface. It includes a login section with fields for Registered Email Address, Password, and Enter Verification Code on the right. A 'New! Sign Me Up!' button is highlighted with a yellow circle and labeled 'A'. Below the login section is a 'Continue account registration' button, also highlighted with a yellow circle and labeled 'A1'. The registration form includes fields for Surname, Given Name, Chinese Name, ID Type and Number, Date of Birth, Mobile Number, Other Phone Number, Registered Email Address, Confirm Registered Email Address, Set Password, and Confirm Password. A 'Next Page' button is highlighted with a yellow circle and labeled 'A3'. Below the registration form is a confirmation section with fields for Registered Email Address, Password, and Enter Verification Code on the right. A 'Confirm' button is highlighted with a yellow circle and labeled 'A4'. At the bottom, a 'Welcome to the "Web-based Admissions System"' message is shown with a 'OK' button highlighted with a yellow circle and labeled 'A5'.

#### A. Sign Up New Account

If you do not have a registered account on the “Web-based Admissions System”, please click **New! Sign me Up!**.

- A1. Read carefully the “Important Notes to New User”, then click “Continue account registration”.
- A2. Enter your **English and Chinese Name\***, **HKID No.**, **Date of Birth**, **Mobile Phone No.**. Then, set your **Registered Email Address** and **Password**. Your **registered email address** will be used for system login. You **must** fill in your **Mobile Phone No.**, **Email Address** and select language preference for receiving VTC’s information. (Important information will be sent to you by SMS & email.)  
\* The name entered should correspond with that on your HK Identity Card.
- A3. Check carefully the information you have entered in the required fields, then click **Next Page**.  
(Note: You will **NOT be allowed to amend** your English Name, Date of Birth and HKID no. after you have clicked “Next Page”.)
- A4. Please input Registered Email Address, Password and verification code again. Then, click **Confirm** to activate your account.
- A5. Click **OK** to login onto the “Web-based Admissions System” after account registration.

#### B. Registered Users

If you are a registered user, please enter your **Registered Email Address**, **Password** and **Verification Code**. Click **Login** to enter the system.

#### C1. Reset Password

If you forget your password, please click **Reset Password** to go to the password enquiry page. Please fill in required information and click **OK**. If the data inputted is correct, an email will be sent to your designated email. Please reset your password by clicking the link in the email.

#### C2. Forget Registered Email Address

If you forget the email address you registered, please click **Forget Registered Email Address** to go to the enquiry page. Fill in the required information and click **OK**. If the provided data is correct, the system will send the registered email address to the email you specified and the email you registered in the system.

## User Guide of “Web-based Admissions System”

https://admission.vtc.edu.hk/onlineform

(S6 Students) Full-time Degree, Higher Diploma, Diploma of Foundation Studies, Diploma of Vocational Education, Diploma Programmes (AY 2020/21)

### Interface of “Web-based Admissions System”

### Procedures

#### Select Web-based Application Form

1. Click **Submit Online Application** next to “(S6 Students) Full-time Degree, Higher Diploma, Diploma of Foundation Studies, Diploma of Vocational Education, Diploma Programmes – Central Admission Scheme” to start filling in the online form.  
(Some programmes may have other specific requirements. Please refer to the Admissions Homepage for details.)

#### Fill-in Personal Particulars

2. Enter your Correspondence Address and other information.  
  
(If your parent / guardian is interested to receive VTC study information and attend parent’s talk, please fill-in your parent / guardian’s email address / contact no.)
3. Please tick the check box if you agree to receive the VTC and its member institutions information in relation to any programmes, admission and events.

Please select language preference for receiving VTC’s information. (Important information will be sent to you by SMS and email)

Then click **Save and Next** to continue.

#### Fill-in Local Academic Qualifications

4. Select the information of attained / attaining highest Secondary School Education.
5. Indicate the year you will take / have taken **HKDSE**.
6. If you have obtained other Local Qualifications, please click **+** to select the section and fill-in relevant qualifications.
7. Click **Save and Next** to continue.

#### Fill-in Mainland China / Non-local Academic Qualifications (If applicable)

8. If you have Mainland China / Non-local Academic Qualifications / TOEFL / IELTS results, select the appropriate field(s) or press **+** to enter the results you have obtained in relevant examination(s). Click **Save and Next** to continue.



## User Guide of “Web-based Admissions System”

<https://admission.vtc.edu.hk/onlineform>

(S6 Students) Full-time Degree, Higher Diploma, Diploma of Foundation Studies, Diploma of Vocational Education, Diploma Programmes (AY 2020/21)

### Interface of “Web-based Admissions System”

### Procedures

Supplementary Information

Applicants with Special Educational Needs } 9 Notes

Mature Applicants

Additional Information relevant to Admission Notes

10

If the above information is correct and you agree to the content of Declaration, please press Submit. Otherwise, press Cancel and Back to Main Page to amend incorrect data.


11 **Submit** Cancel and Back to Main Page

12 Save as PDF Print the “Application Record”

#### Important Notes

1. Please pay the application fee of HK\$300 via one of the means specified below. Applicant may pay the application fee during registration (on or before 27 July noon).
2. Save / Print Application Record
3. Please go to “Central Admission Online” Programme Selection System (<https://caform.vtc.edu.hk>)

13

HKID No.	(HKID)Q9001006
Surname	CHAN
First / Other Names	Dai Man
Application Fee	
Date / Time (24 hr)	
Your 14-digit Payment Number (for ATM, P.P.S., e-Banking / On-line Payment Services)	2000XXXXXXXXXX
Your QR code for Payment at 7-Eleven Stores	

14

#### Fill-in Supplementary Information

9. Applicants with Special Educational Needs or Mature Applicants, please tick the appropriate box(es) and provide detailed information. Click **Save and Next** to continue.
10. You may provide any additional information relevant to admission in the text box (such as Full-time / Part-time job, voluntary work experience), then click **Save and Next** to continue.

#### Confirm Application Data and Submit Application

11. If you have verified that all the information you have provided is correct and agree to the content of Declaration, click **Submit** to submit the application.

#### Print your Web-based Application Record

12. Click **Save as PDF** to print out your “Web-based Application Record”.
13. After downloaded the “Web-based Application Record”, please login to “Central Admission Scheme” Programme Selection System (<https://caform.vtc.edu.hk>) to indicate programme choices.

#### Application Fee

14. Please use the generated 14-digit Payment Number or QR code for payment of application fee at 7-Eleven Stores to pay the application fee. You may also pay the fee during registration (on or before 27 July noon).