<div style="border:1px solid red; text-align:center; color:red; font-weight:bold;">

PLEASE READ THIS DOCUMENT CAREFULLY BEFORE SUBMITTING YOUR APPLICATION

</div>

Vocational Training Council
Technological and Higher Education Institute of Hong Kong
Faculty of Management and Hospitality
Academic Year 2021/2022 (Spring Semester) Admission Exercise

Information Kit for Applicants

Dear Applicant,

Thank you for your interest in applying for entry to the Technological and Higher Education Institute of Hong Kong (THEi).   Please read this information kit carefully before you begin your application.

Please note that this round of application is only for applicants who are seeking entry into the **third year** of the following programmes only:

1. **Bachelor of Arts (Honours) in Hotel Operations Management**
2. **Bachelor of Arts (Honours) in Public Relations and International Events Management**

If you are seeking entry into the first year of the above-mentioned programmes, or are applying to other programmes at THEi, please **do not** proceed further.   For details, you may refer to THEi's website (https://www.thei.edu.hk/admissions).

The Programmes

The information, structure and curriculum of the two programmes are listed on the following websites:

Hotel Operations Management
https://www.thei.edu.hk/programme/hospitality-management/bachelor-of-arts-honours-in-hotel-operations-management

Public Relations and International Events Management
https://www.thei.edu.hk/programme/business-management/bachelor-of-arts-honours-in-public-relations-and-international-events-management

Entry Requirements and Admission Process

Please refer to the section "Entrance Requirements for Year 3" on the following pages:

Hotel Operations Management
https://www.vtc.edu.hk/admission/en/programme/mh125104-bachelor-of-arts-honours-in-hotel-operations-management/

Public Relations and International Events Management
https://www.vtc.edu.hk/admission/en/programme/mh125108-bachelor-of-arts-honours-in-public-relations-and-international-events-management/

Please note that all applications are considered on a case-by-case basis, based on its individual merits.   Applicants who meet the entry requirements are also required to undergo and pass an interview (conducted either in person, or via video-conferencing software such as Microsoft Teams and Zoom) before a decision on acceptance is made.   Requests for voice-only interviews over the telephone will not be entertained, and it is your responsibility as an applicant to ensure that you have the necessary equipment to attend the interview.

Medium of Instruction

The medium of instruction at THEi is **English**.   Applicants are required to have documented proofs of their level of English.

How to Apply

Please complete the application form available at:
https://www.thei.edu.hk/admissions/spring-intake and return the application form together with the following documents to thei-nls@thei.edu.hk via email:

- A digital photograph (in JPEG format of size not more than 2MB, image size at least 1200 (W) x 1600 (H) pixels).   This photograph will be used in the production of your student card should your application is accepted.
- Scanned copies of all academic qualifications obtained.
- Outline of all the subjects taken in the highest relevant qualification (e.g. the programme curriculum and the course outline of subjects taken in a Higher Diploma or an Associate Degree programme).

Please submit all the above-mentioned documents together with your application form in a ZIP/RAR file and send it to the designated email address.   If the ZIP/RAR file is large in size (larger than 10 MB), you may upload the file to a cloud storage space (e.g. Google Drive, DropBox, Baidu Cloud, etc) and provide us with the link to retrieve the file.   The VTC will not be responsible for the digital security of the document sent via cloud storage.

Please note that a verification of the original copies of all documents / academic qualifications submitted during the application will be required before the commencement of studies.   Therefore you are advised to keep a copy of your application before submission.

Application Deadline

For applicants who have the right of abode in Hong Kong, you will be considered as a **local student** and your application deadline will be **31 December 2021**.

For applicants who do not have the right of abode in Hong Kong, you will be considered as a **non-local student** and your application deadline will be **29 October 2021**.   If your application is accepted and you accept the offer, you will be required to apply for a study visa before you commence your studies at THEi.   Assistance in the study visa application from the International Development Office will be provided to you subsequently.

If you do not hold a Hong Kong Identity (HKID) Card, you will generally be considered as a non-local student.   If "Hong Kong Permanent Identity Card" is stated on your HKID card (as illustrated below), you will be considered as a local student. Otherwise, you would normally be considered as a non-local student.

The timestamp on the application email when it arrives at the designated email

address shall determine whether the application is received before the deadline.

Please refer to the following websites to find out more about:
- The right of abode in Hong Kong at Immigration Department's website: https://www.immd.gov.hk/eng/faq/faqroa.html
- Definition of Local / Non-local Students at VTC website: http://www.vtc.edu.hk/admission/en/definition-of-local-non-local-students/

Announcement of Offer

Your application will be processed upon receipt of completed set of application documents and you will be notified of the result by email. Offer announcements for non-local applicants would generally be made no later than mid-November 2021 to facilitate the study visa applications, while those for local students may be made by mid-January 2022.

Study Visa Applications for Non-local Applicants

For non-local applicants, after you have accepted the offer, VTC will assist you to apply for a Hong Kong study visa. The application normally takes between 6 to 8 weeks upon receipt of all the required documents. Please note that any other study visas that you have been issued previously are not valid for study for any of the two programmes at THEi at this admission exercise should you be accepted.

Commencement of Study

The spring semester begins on 24 January 2022, but you may be required to report to the Institute before this date. You will be separately notified on when you should report to the Institute.

Application Fees

No fee is chargeable for the application for entry to the programme.

Other Information

Applicants may visit the THEi website at http://www.thei.edu.hk for information about THEi in general, and non-local applicants may in addition refer to the International Development Office's website at http://ido.vtc.edu.hk for information applicable to them.

Enquiries

Enquiries should be directed to the THEi Registry at thei-nls@thei.edu.hk.