TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE OF HONG KONG

Application for the Programme of Bachelor of Landscape Architecture (Honours) AY 2017/18 (Programme Code: DS125106)

Notes for Applicants

1. Please read the programme entrance requirements before completing the application form.
2. Please submit the completed application form together with copy(ies) of your academic transcript(s)/certificate(s) and proof of employment to the Registry **via email** at thei-reg@vtc.edu.hk before the application deadline. The original academic transcript(s)/ certificate(s) and proof of employment must be produced for verification should a study place be offered.
3. Applicants may be required to attend a test and/or an interview with an original work portfolio.
4. Non-Hong Kong residents who require a student visa/entry permit issued by the Hong Kong Immigration Department to enter Hong Kong for the purpose of education are classified as non-local applicants. These applicants should contact the VTC International Students Section for admission-related matters. Please visit http://ido.vtc.edu.hk or phone at 2836 1705 for details.
5. The address, office hours and enquiry numbers of the Registry are given below:

Address:	Registry, THEi Room 227, THEi Building, 20A Tsing Yi Road, Tsing Yi Island, N.T.	
Office Hours:	Monday to Friday	8:30 a.m. to 7:30 p.m.
	Saturday	9:00 a.m. to 12:00 noon
	Sunday & Public Holidays	Closed
Enquiry:	Telephone	2176 1456
	Fax	2176 1520
	Email	thei-reg@vtc.edu.hk

6. Incomplete application forms will be regarded as unsuccessful applications.
7. The Institute will send important notice to applicants via email and SMS.

Section 1 – Personal Particulars	
Full Name in English: (The name as appeared on HK Identity Card)	
Full Name in Chinese (if any):	
HKID No.:	
Date of Birth (DD/MM/YYYY):	
Mobile Phone No.:	
Home Telephone No.:	
Email Address:	
Correspondence Address:	

Section 2 – Academic and Professional Qualifications including Secondary School Education (highest qualification first) (Please attach copy(ies) of transcript(s)/certificate(s).)			
From / To (MM/YYYY)	**Programme Name and Code, if any**	**Award / Institution Attended / Examination Taken**	**Date of Award (MM/YYYY)**

Section 3 – Working Experience (most recent first) (Please add paper if required; and attach copy(ies) of proof of employment.)			
From / To (MM/YYYY)	**Name of Company**	**Position**	**Full time / Part time**

Section 4 – Tuition Fees

Tuition fees are charged according to the number of credit points taken in a semester. The tuition fee for 2017/18 academic year is set at $2,700 per credit point. Students have to complete a minimum of 66 credit points for graduation. Tuition fees are subject to annual review.

Section 5 – Source(s) of Knowing the Programme
(You may select more than one by "✓".)

- ☐ Advertisement
  ☐ Online ☐ Newspapers ☐ TV/Radio ☐ Guidebook ☐ MTR Stations
- ☐ Events/Activities
  ☐ VTC's School Talk ☐ VTC Info Day ☐ Info-station at Schools ☐ Education Expo
- ☐ VTC Websites
- ☐ Social Media/Mobile Channel
- ☐ Teachers/Relatives/Friends referrals
- ☐ Others (Please specify:)

Section 6 – Applicant's Declaration and Signature

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by Vocational Training Council (VTC).

2. I authorise VTC to obtain, and the relevant authorities (which include the Hong Kong Examinations and Assessment Authority, VTC, etc.) to release, any and all information about my results of any public examinations and my studies in institutions in Hong Kong and elsewhere.

Section 6 – Applicant's Declaration and Signature

3. I authorise VTC to use my data to carry out checks on any applications for admission to programmes it offers and checks on records of current and previous studies in its member institutions.

4. I understand that, upon my registration in a programme in VTC, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in VTC.

5. I understand that the VTC may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of this admissions exercise. Nevertheless, if I have indicated in the application form that I wish to receive information about VTC, my application data will be retained.

6. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of my application without notice and cancellation of any resultant registration, and any fees paid will NOT be refunded.

Applicant's Signature:	**Date:**

Section 7 – Use of Personal Data for Direct Marketing

VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent.

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level, may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and event of VTC and its member institutions.

☐ If you do not agree with the above arrangement, please tick the box.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to thei-reg@vtc.edu.hk or by fax to 2176 1520.

Section 8 – For Office Use

Application Received on:		
Applicant Record Created on:	(by)	
HKID Card Verified:	Yes / No	**Handled by:** Signature: Name: Date:
Academic Transcripts and Employment Proof Verified and Copies Collected:	Yes / No	
Application Successful:	Yes / No (by)	
Email Notification to Student and the Faculty on:	(by)	