

## Guidelines on Application

1. Kau Yan School (Primary Division) operates as a private co-educational whole day school. Application is not restricted by district.
2. Your application for admission at Kau Yan School will not affect any other 'discretionary places' application for primary schools.

### Application Procedures

1. Access to the 'Primary One Admission Application System' is through our official school webpage (<https://www.kauyan.edu.hk/primary/admissions/p1/>). If you are a first time user, set up a personal account that allows you to refer to your application in the future.
2. Log onto your personal account to fill in an 'Admission Application Form'. Once the application form is completed and submitted, an 'Application Number' will be generated. It is important to note down this number for any future inquiry or fee submission.
3. Please upload the following documents (each document has a size limit of 10MB):
  - I. A photo of the applicant.
  - II. Copies of the applicant's transcripts and/or report cards for K1 Second Term and K2 First Term (PDF format)  
OR  
Copies of the applicant's two most recent transcripts and/or report cards (PDF format)
  - III. Documents that exhibit the applicant's other learning experiences and/or daily life (Maximum Four A4 pages in PDF format)
  - IV. The registration fee is HKD 300, payment can be made in one of the two methods below:
    - i. FPS  
Please take a screenshot of the confirmed transfer transaction and text in the "application number" (i.e. P xxxxxx ) before uploading the screenshot to your relevant online application form.  
FPS ID: 9326943  
Account name: Kau Yan School
    - ii. Bank account  
After the transfer transaction, print and take a photo of the receipt, text in the "application number" (i.e. P xxxxxx ) before uploading the photo to your relevant online application form.

Bank Name: The Hongkong and Shanghai Banking Corporation  
Account name: Kau Yan School

Account number: 004-020-056461-001 [for account holders of The Hongkong and Shanghai Banking Corporation, you may skip the leading numbers (004)]

4. Once you have completed the application process and uploaded all the required documents, be sure to click **'Confirm Submission'** . Application information once submitted cannot be amended

### Important Dates

1. Online application start : 9:00a.m. on July 2, 2021(Friday)  
Deadline for online application : 5:00 p.m. on July 23, 2021 (Friday)
2. Notification of interview date and time : 5:00 p.m. on August 23, 2021 (Monday)
  - Please check by logging into your personal account.
  - We apologize that interview sessions once scheduled are not subject to change because most sessions are already full.