



W F Joseph Lee Primary School  
和富慈善基金李宗德小學

## User Manual of the 2024-2025 P.1 Admission Online Application System myProfile+

(\* Please use Chrome / I.E. 10 or other latest version browsers)

### Online Application Form

#### 1) Sign up a new account

Parents can access to 2024-2025 P1 Online Application Form from our school website, press "Sign Me Up!" to start the application process.

myProfile+

和富慈善基金李宗德小學  
W F JOSEPH LEE PRIMARY SCHOOL  
- 入學申請系統 -  
- Admission System -

2024-2025 小一入學申請表

身份證明文件號碼 Hong Kong Birth

出生日期 Date of Birth (YYYYMMDD)

中  EN

登入 Login

**新用戶登記 - Sign Me Up!**

忘記登入名稱或 / 及密碼  
Forgot Username or/and Password



## 2) Prepare all documents required

W F JOSEPH LEE PRIMARY SCHOOL - 2024-2025 Primary One Admission Application Form

Deadline of Application Form Submission: 30-06-2023 (Friday) (Time: 12:00 PM.)  
Application Fee / Entrance Examination Fee (HK\$): 50.0  
You have 60 minutes to fill in the form, and now remaining: **59 Minute(s) 38 Second(s)**

**Reminders:**

- The whole application process shall take around 1 hour. Please allow enough time to complete the form.
- You shall be required to upload the following documents (in JPEG / PNG or PDF format) for application. The application process is considered completed ONLY if the school receives all the required documents, otherwise no interviews can be arranged.
  - A passport photo taken within 6 months (JPEG / PNG)
  - A digital copy of applicant's birth certificate / identity card / documents indicating Right of Abode in Hong Kong ( PDF )
  - Note: In case of absence of a HK Birth Certificate, valid supporting documents certifying the child's right of abode in HK are required.
  - The digital file of applicant's most recent School Report ( PDF )
  - The digital file of the personal particulars page of siblings' Student Handbook ( PDF ) (if the sibling is studying in our school)
  - Evidence of participation, achievements in extra-curricular activities and/or service e.g. certificates of merit. Do not submit more than 10 pages. ( PDF ) (All documents saved as one file)

Reminder:

After logging onto the system, a timer is shown.

## 3) Fill in applicant's personal particulars and upload a photo and required documents.

formation

Passport Photo:  \*  
(5cm x 3.8cm, File Format JPEG / PNG)

Chinese Name:  \*  
(Please insert ( / ) if not applicable.)

English Name:  \*

Sex:  Male  Female \*

Photo requirements: 5 cm X 3.8 cm  
File format: JPEG / PNG

- If HK Birth Certificate is used as the applicant's Identity Document Type, please fill in the registration no. on the first row of the Birth Certificate as the Identity Document No.
- Applicant's English name and his/her Birth Certificate No. / Passport No. / Re-entry Permit No. are used to verify applicant's identity.
- To prevent duplicate application, Identity Document No. cannot be used more than once. The system will automatically delete the symbols (for example ( ), #, or space) in Birth Certificate No. or Passport No. ( Example: A1234567(0) and A12-345670 will be recognised as the same number, i.e. A12345670)



**Place of Birth:**  \*

**Date of Birth (DD-MM-YYYY):**  -  -   \*

**Identity Document Type:**  \*

**Identity Document No.:**

**Identity Document:**

**Nationality:**  \*

**Ethnicity:**  \*

**Language Use at Home:**  \*

**Address:**

**District:**  \*

**Telephone No. in Hong Kong:**  \*

**Contact No. in Hong Kong:**  \*

**Contact Email:**  \*

**Confirm Contact Email:**  \*

**No. of Siblings:**

Select "inapplicable" if applicant is a non-resident of Hong Kong. Home address is still required to be filled in.

Siblings Attending W F Joseph Lee Primary School

**Name:**

**Grade:**

**Personal Particulars Page of Siblings' Student Handbook:**

**Name:**

**Grade:**

**Personal Particulars Page of Siblings' Student Handbook:**

Upload the personal particulars page of siblings' Student Handbook (PDF) if the sibling is studying in our school

**Part B: Present School Particulars**

**Name of School:**  \*

**School Telephone No.:**  \*

**Address of School:**

**Recent School Report:**

Upload the most recent School Report (PDF)



## Fill in Parent's / Guidant's Particulars

### Part C: Parent's / Guardian's Particulars

Father :  \*

Chinese Name:  \*

(Please insert ( / ) if not applicable.)

English Name:  \*

Contact No.:  \*

Education:  \*

Working Organization:

Occupation & Position:

Mother :  \*

Chinese Name:  \*

(Please insert ( / ) if not applicable.)

English Name:  \*

Contact No.:  \*

Education:  \*

Working Organization:

Occupation & Position:

Guardian - Relationship:  \*

Chinese Name:  \*

(Please insert ( / ) if not applicable.)

English Name:  \*

Contact No.:  \*

Education:  \*

Working Organization:

Occupation & Position:

### Part D: Applicant's expertise and interests

Including sports, social services, arts, etc. (No more than 500 words):  \*

This part cannot be modified after submission.

Student Portfolio:

This part cannot be modified after submission.

Evidence of participation, achievements in extra-curricular activities and/ or service e.g. certificates of merit. Do not submit more than 10 pages. (PDF) (All documents saved as one file)



Parents can input the personal particulars of multiple birth applicants (max. quadruplets).

**Part E: Multiple births applicants**

Twins Applicant:  Yes - Number of Child:   No

**Twins Applicant**

**Part A: Application's 2 Information**

Passport Photo:  \*  
(5cm x 3.8cm, File Format JPEG / PNG)

Chinese Name:  \*  
(Please insert ( / ) if not applicable.)

English Name:  \*

Sex:  Male  Female \*

Place of Birth:  \*

Date of Birth (DD-MM-YYYY):  -  -  \*

Identity Document Type:  \*

Identity Document No.:  \*

Identity Document:

Nationality:  \*

After completing the form, **please write down the login name and password**. Parents can this information to log onto the system for checking the application status and result in the future.

**Remarks**

- We are a non-profit-making Direct Subsidy Scheme school. The annual school fee is HK\$16,800, payable in 10 instalments. The school has scholarships for outstanding students and fee remission programmes for those with financial difficulties, subject to the availability of funds under the school fee remission / scholarship schemes. For details, please refer to our website: <http://www.wfjps.edu.hk> (click "Admission"), or call school office at 34014995 for enquiries.
- The school may revise the school fee by about 4.76% (total school fee from HK\$16,800 to HK\$17,600) with effect from September regarding the revised school fee.
- The application fee is \$50, payable via PayPal after completing the application form.

I confirm that I have read and understood the policy statements of W F Joseph Lee Primary School. The information in this form and any attachments is complete and correct. I understand that any wilful misrepresentation or withholding of material information will result in the application being rejected and the school reserves the right to refuse admission.

**Account Registration**

Account will be created upon completion of the application form and payment. You can use the information below to log onto the system for checking the application status and result in the future. You may also use the log onto the system for checking the application status & result in the future.

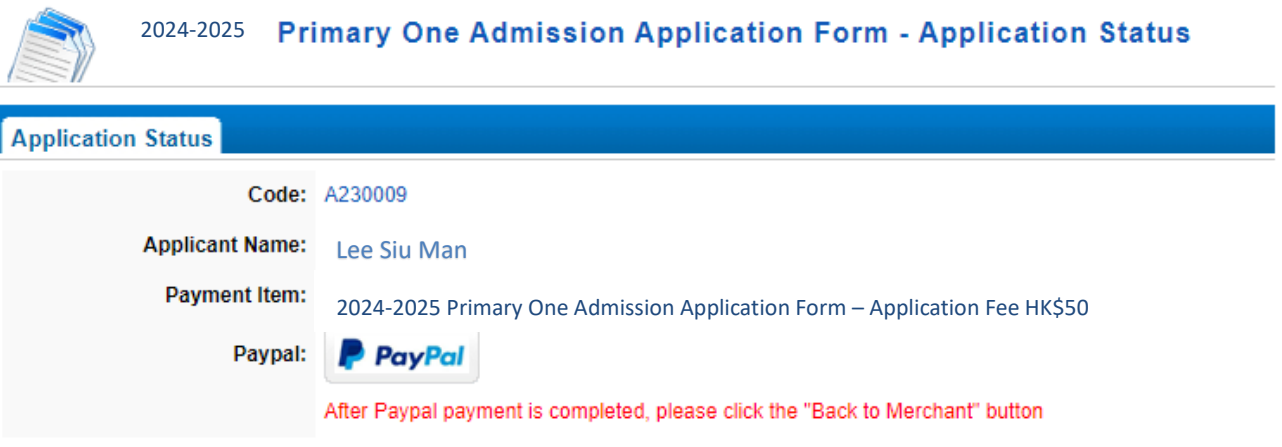
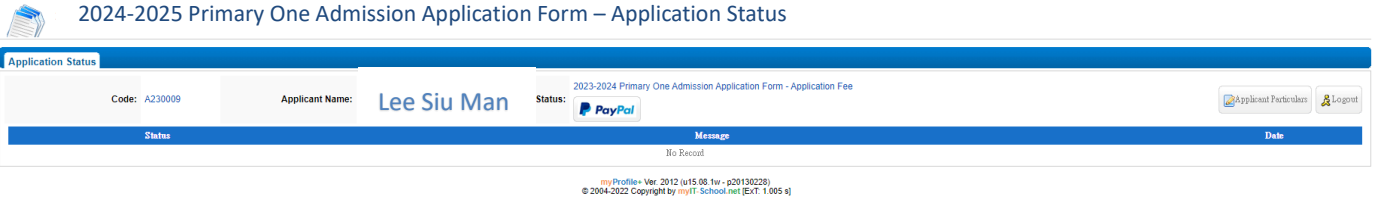
**Login Name: Identity Document No. Password: Date of Birth(YYYYMMDD)**

**Click to agree to personal data policy statements.**

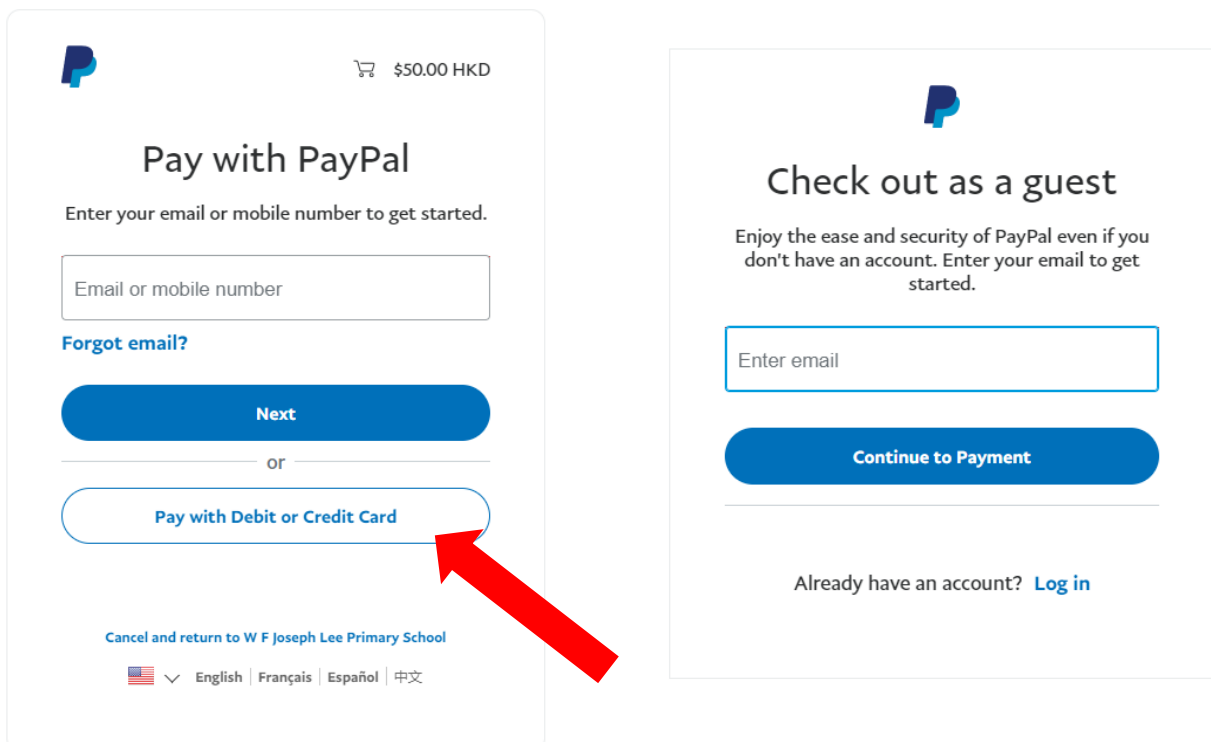


#### 4) Online Payment

After submission, the system will automatically sign in to the application status page, parents can make payment via PayPal.



If parents do not have a PayPal account, you may choose to “Pay with Debit or Credit card”.





**PayPal** \$50.00 HKD

**PayPal Guest Checkout**  
We don't share your financial details with the merchant.

Country/Region  
United States

Card number

MM / YY CVV

**Billing address**

First name Last name

Street address

Apt., ste., bldg. (optional)

City

State

ZIP code

**Contact Information**

Phone type Mobile Phone number +1

Email @ .hk

By continuing, you confirm you're 18 years or older.

**Save your info and create a PayPal account**

By creating an account, you confirm you've read and agree to the E-Sign Disclosure and Consent to receive all communications electronically. You've also read and agree to the User Agreement and Privacy Statement. You will stay logged in for faster checkout.

**Create Account & Pay Now**

We'll save your payment information to create your account. Just provide a few more details and add a password, and your next PayPal checkout could be as fast as 2 steps.

?

Password

Date of birth Gender

Place of birth  
Hong Kong SAR China

Nationality  
Hong Kong SAR China

ID Type  
HKID

ID number

Receive promotions and offers from PayPal. You can change this setting whenever you want.

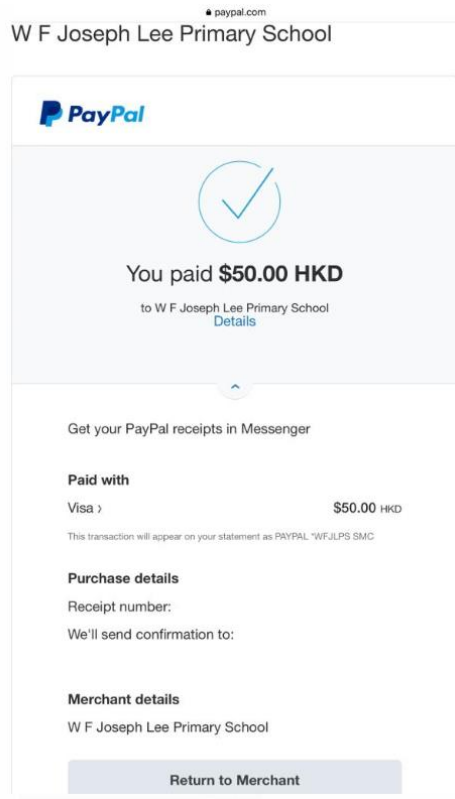
**Agree and Continue**

Not now

Click "Not now" if parents do not need to create a new PayPal account.



After successful payment, you will be able to see the following screenshot.



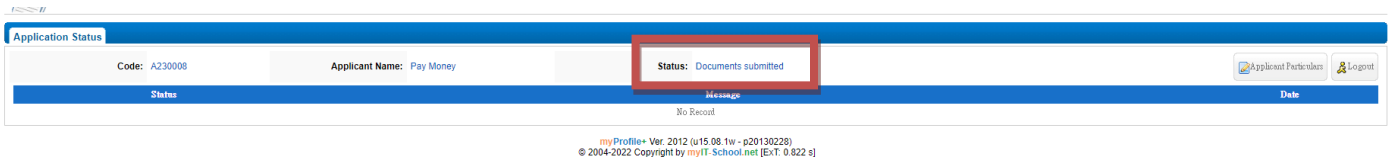
When you return to the application system, the application status will indicate "Paid".



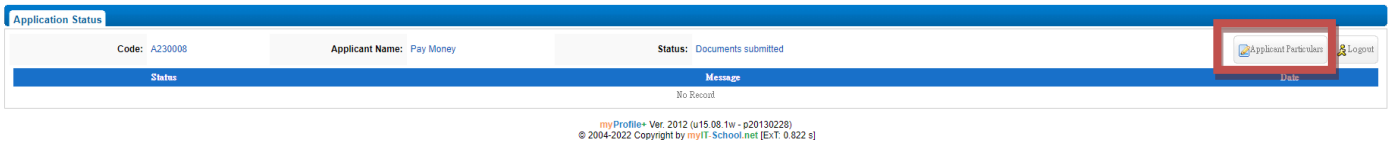




Parents can reload the page, “Documents submitted” will be shown.



Parents can amend applicant’s particulars after submitting the application, except for identity document no. and date of birth.





Click “Forgot Username or/and Password” if parents have forgotten the login name or password.

The screenshot shows the login interface for the 2024-2025 P.1 Admission System. At the top, it displays the 'myProfile+' logo and the school name 'W F JOSEPH LEE PRIMARY SCHOOL'. Below the title, there are input fields for 'Identity Document Number Hong Kong Birth' and 'Date of Birth (YYYYMM)'. A language toggle is set to '中' (Chinese). A '登入 Login' button is visible. A yellow button for '新用戶登記 - Sign Me Up!' is also present. At the bottom, a red-bordered box highlights the link '忘記登入名稱或 / 及密碼' (Forgot Username or/and Password).

Parents can use applicant's information to logon to the system, the system will show the required information.

This screenshot shows the same login interface, but with the '申請編號 Application No.' field highlighted in blue. Below this field, an example is provided: '\* e.g. A2324TEST1234'. Below the 'Identity Document Number Hong Kong Birth' field, there is a note: '\* 請輸入首 6 位數字及字母。 Please enter first 6 numbers and characters (e.g. A12345)'. The '登入 Login' button and language toggle are also visible.