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.

2) Prepare all documents required

After logging onto the system, a timer is shown.

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:

1. The whole application process shall take around 1 hour. Please reserve enough time to complete the form.
2. 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.

Reminder:

- 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)

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

formation

Passport Photo: Upload a photo ✱
(5cm x 3.8cm, File Format JPEG / PNG)

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

Chinese Name: _____ ✱
(Please insert (/) if not applicable.)

English Name: _____ ✱

Sex: ○ Male ○ Female ✱

- 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: Please select... ✱

Date of Birth (DD-MM-YYYY): DD - MM - YYYY ✱

Identity Document Type: -- ✱

Identity Document No.: ✱

Identity Document: Upload file

Nationality: Please select... ✱

Ethnicity: Please select... ✱

Language Use at Home: Please select... ✱

Address: ✱

District: Please select... ✱ ⬅ **Select "inapplicable" if applicant is a non-resident of Hong Kong. Home address is still required to be filled in.**

Telephone No. in Hong Kong: ✱

Contact No. in Hong Kong: ✱

Contact Email: ✱

Confirm Contact Email: ✱

No. of Siblings: Please select...

Siblings Attending W F Joseph Lee Primary School

Name:

Grade: Please select...

Personal Particulars Page of Siblings' Student Handbook: Upload file

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

Grade: Please select...

Personal Particulars Page of Siblings' Student Handbook: Upload file

Part B: Present School Particulars

Name of School: ✱

School Telephone No.: ✱

Address of School: ✱

Recent School Report: Upload file

Upload file ⬅ **Upload the most recent School Report (PDF)**

Fill in Parent's / Guidant's Particulars

Part C: Parent's / Guardian's Particulars

Father : [Please select... ▾] ✳

Chinese Name:	[_____] ✳
	(Please insert (/) if not applicable.)
English Name:	[_____] ✳
Contact No.:	[_____] ✳
Education:	[_____] ✳
Working Organization:	[_____]
Occupation & Position:	[_____]

Mother : [Please select... ▾] ✳

Chinese Name:	[_____] ✳
	(Please insert (/) if not applicable.)
English Name:	[_____] ✳
Contact No.:	[_____] ✳
Education:	[_____] ✳
Working Organization:	[_____]
Occupation & Position:	[_____]

Guardian - Relationship: [Please select... ▾] ✳

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: [Upload file]

> **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).

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.

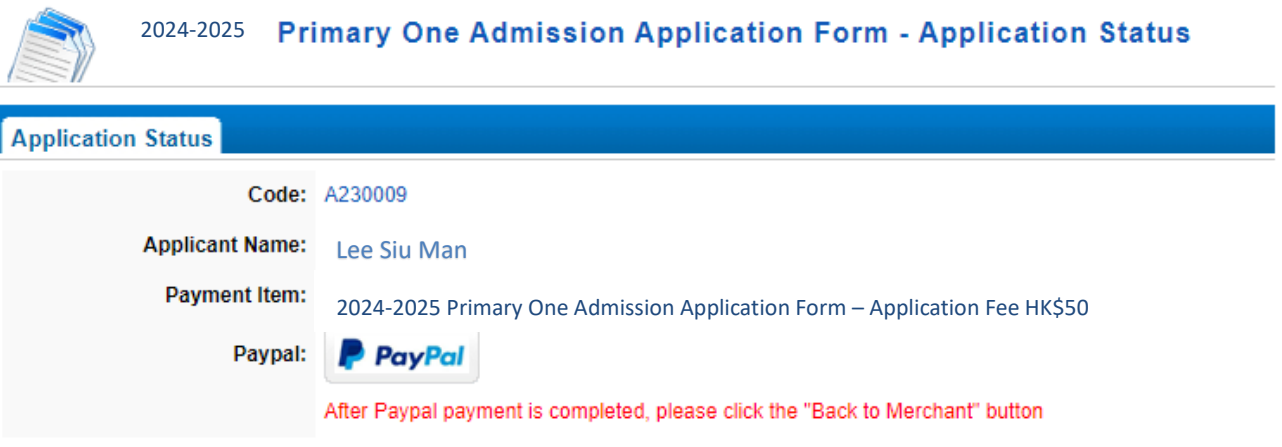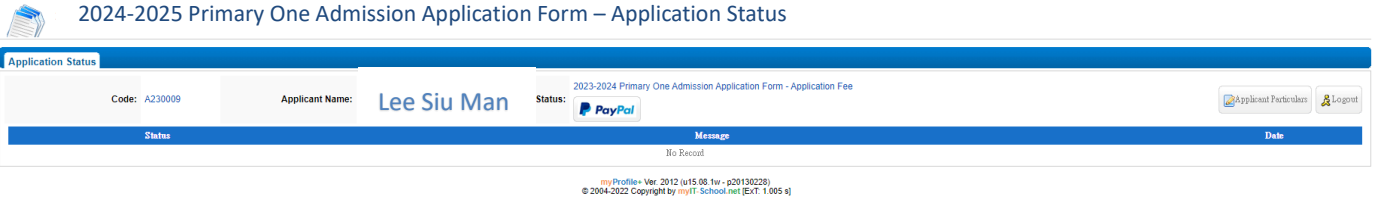**Login name: Identity Document No.**
Password: Date of birth
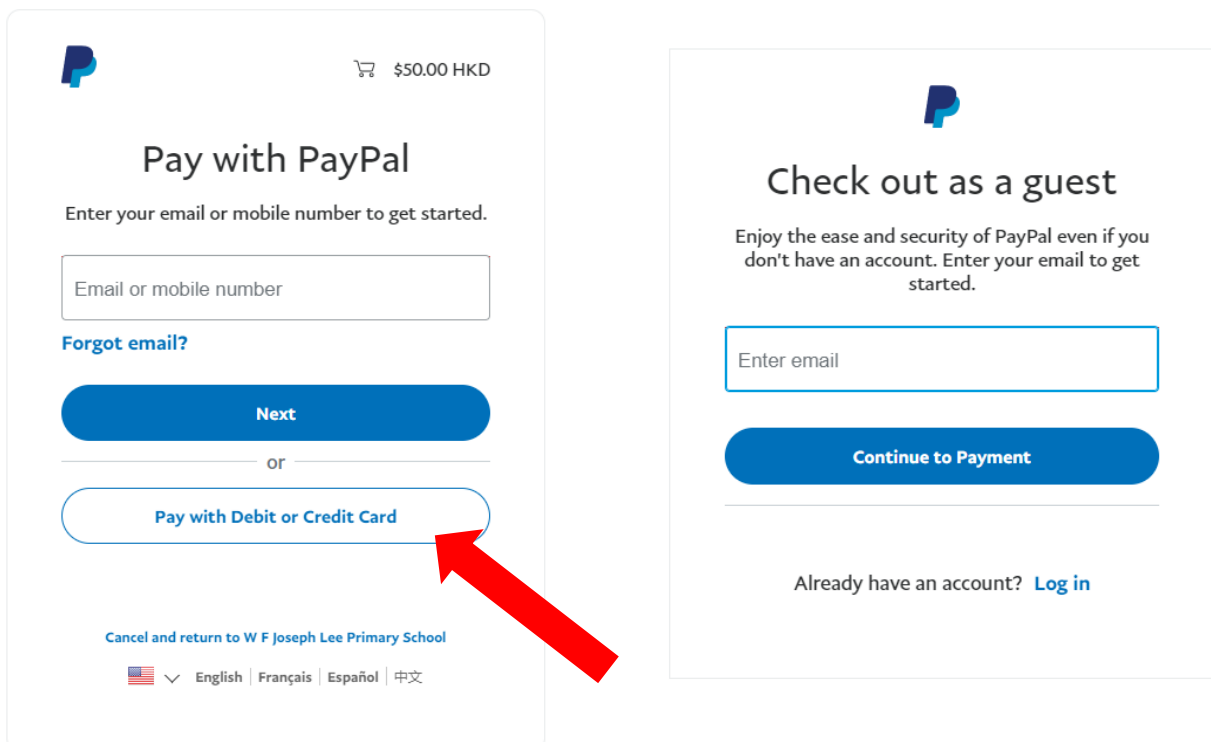
Click to agree to personal data policy statements.

4) Online Payment

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

2024-2025 Primary One Admission Application Form – Application Status

2024-2025 **Primary One Admission Application Form - Application Status**

Application Status

Code: A230009

Applicant Name: Lee Siu Man

Payment Item: 2024-2025 Primary One Admission Application Form – Application Fee HK$50

Paypal: **PayPal**

After Paypal payment is completed, please click the "Back to Merchant" button

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

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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   Phone number
Mobile   +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.
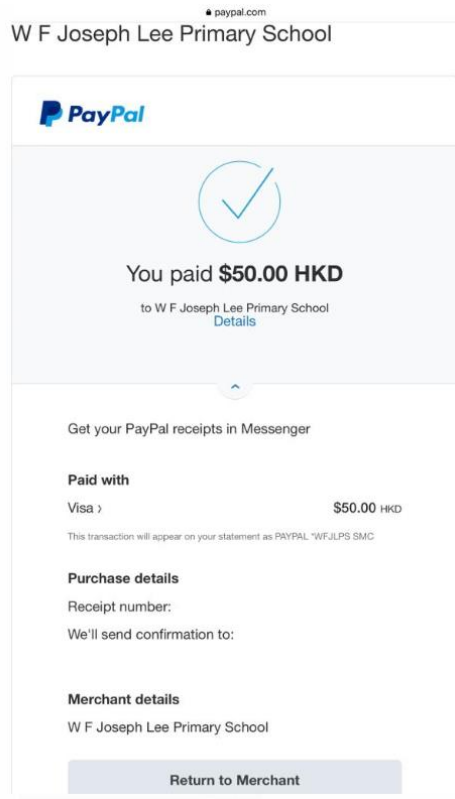
Agree and Continue

Not now

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

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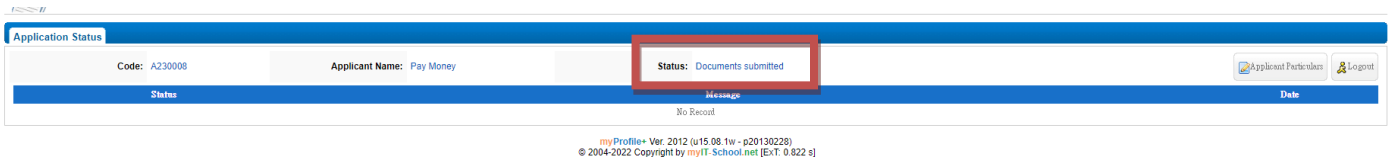

When you return to the application system, the application status will indicate "Paid".
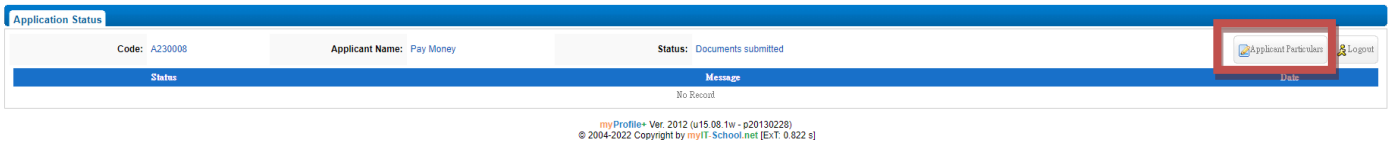
Parents can reload the page, "Documents submitted" will be shown.

Application Status				
Code: A230008	Applicant Name: Pay Money	Status: Documents submitted		Applicant Particulars Logout
Status		Message		Date
		No Record		

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

Application Status				
Code: A230008	Applicant Name: Pay Money	Status: Documents submitted		Applicant Particulars Logout
Status		Message		Date
		No Record		

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

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