

## Points to Note

During the following application periods, parents/guardians may use the SSPA e-platform (eSSPA) to submit the Application Form for Cross-Net Allocation (Cross-Net Form) to the Education Bureau (EDB) through the student's attending primary school to apply for changing the school net.

- First Batch: 5 December 2024 to 2 January 2025
- Final Batch: 27 January 2025 to 28 February 2025

- 1) To submit a Cross-Net Form via the eSSPA, parents/guardians should first register as the eSSPA users and bind their account to "iAM Smart+".
- 2) Parents/ Guardians **should not** submit duplicate applications via the eSSPA and in paper form to the attending primary school for the same student.
- 3) For application submitted via the eSSPA, parents/ guardians should upload copies of the relevant proof documents and may be required to present the original documentary proofs to the primary school for verification in accordance with the school-based needs.
- 4) Acceptable Hong Kong residential address proof documents by EDB include stamped tenancy agreement, demand note for rates and/or government rent, tenancy agreement or tenant's rent card issued by the public housing authorities, residential telephone/home broadband bill, and the bills from various utility companies, like Towngas, power companies, Water Supplies Department, etc. Other documents such as bank statements, mobile phone bills, court summons and tax demand notes will not be accepted.
- 5) The name and address of the parent/ guardian (i.e. the payee) must be printed on the Hong Kong residential address proof document.
- 6) If necessary, EDB may contact the parents/ guardians concerned direct to verify the authenticity of the supporting documents. The parents/guardians may also be required to make statutory declarations. During the verification process, if the parents/guardians fail to provide the necessary documents and/or refuse to make a statutory declaration, the Application for Cross-Net Allocation will not be approved. The students concerned will then participate in the central allocation in their original school net.
- 7) If parents/ guardians wish to cancel any discretionary place application(s) they have submitted to the secondary school(s) before applying for Cross-Net Allocation, they must indicate it on the Cross-Net Form and notify the secondary school(s) concerned in writing. A copy of the cancellation letter(s) should be uploaded if the Cross-Net Form is submitted via the eSSPA. For paper Cross-Net Form, a copy of the cancellation letter(s) should be submitted to the attending primary school for onward transmission to EDB for processing.



"iAM Smart" Homepage  
[www.iamsmart.gov.hk/en/](http://www.iamsmart.gov.hk/en/)  
or scan the QR code on the left

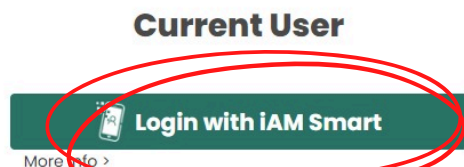
SSPA e-Platform Homepage  
<https://esspa.edb.gov.hk>  
or scan the QR code on the right



## Steps for submitting Application for Cross-Net Allocation

01

**Log in to the eSSPA.**  
(Please refer to "Parent's Guide (I) – Account Creation and Login Procedures" for details)



To ensure smooth operation of the SSPA e-Platform, each login is limited to 30 minutes.

02

**Under "Other Applications", select "Application for Cross-Net Allocation" to access the Cross-Net Form page.**

DD.MM.YYYY – DD.MM.YYYY

Application for Central Allocation (CA)

DD.MM.YYYY – DD.MM.YYYY

SSPA Allocation Results

Other Applications **OPEN**  
Application for Cross-Net Allocation

03

**Then click "Apply Now".**

**eSSPA**  
SSPA e-Platform  
Secondary School Places  
Allocation (SSPA) 2023/2025

Student  
SHEUNG CHUN PO  
Student Reference No 80068629

DD.MM.YYYY – DD.MM.YYYY  
Application for  
Discretionary Places (DP)

DD.MM.YYYY – DD.MM.YYYY  
Notifications for  
Successful DP Applicants

### Application for Cross-Net Allocation

If your child would like to change his/her school net, you may apply for cross-net allocation via his/her primary school by completing the application form below.

Please read the "Notes on How to Complete the Application Form" before completing the application form.

Application Period:

– 1<sup>st</sup> Batch: 5.December.2024 to 02.January.2025  
– Final Batch: 27.January.2025 to 28.February.2025

**APPLY NOW**

04

**Fill in parent's/ guardian's information, then click "Next".**

Other Applications **OPEN**  
Application for Cross-Net Allocation

### Applicant Information

Name of Parent or Guardian (Applicant)

SHEUNG FINE LOT

Relationship

Please Select

Contact Tel. No.

**Next**

05

Fill in "Reason for applying Cross-Net Allocation", "Residential Address of Student when studying at S1" and "District applied for (Central Allocation)".

Student Reference No 80068629

DD.MM.YYYY - DD.MM.YYYY

Application for  
Discretionary Places (DP)

DD.MM.YYYY - DD.MM.YYYY

Notifications for  
Successful DP Applicants

DD.MM.YYYY - DD.MM.YYYY

Application for Central  
Allocation (CA)

DD.MM.YYYY - DD.MM.YYYY

SSPA Allocation Results

Reason for applying cross-net allocation

Residential Address of Student when studying at S1

District applied for (Central Allocation) ⓘ

06

Choose whether to cancel the discretionary place application(s) that the student has submitted. If you select "No"/ "Not Applicable", please proceed to Step 07. If you select "Yes", please proceed to Step 06a.\*\*

Application for Cross-  
Net Allocation



Whether to cancel the discretionary place application(s) that the student has applied.

☐ Yes

☐ No

☐ Not Applicable

06a

**\*\* If parents wish to cancel the discretionary place application(s) submitted earlier, please input/ select the School Name(s) of the secondary school(s) concerned, and tick the discretionary place application(s) that you wish to cancel. Then upload a copy of the cancellation letter(s) for the discretionary place application(s) you submitted to the secondary school(s) concerned in Step 07.**

Please cancel the discretionary place application(s) that the student has made to the secondary school(s) before.

Cancellation letter(s) has/have been sent to relevant secondary school(s). I attach herewith copies of the cancellation letter(s) for your onward transmission to the Education Bureau for processing.

☒ 1st choice of School

999 - KOWLOON CITY DISTRICT- LUI KEE SECO... ✕

List of Schools  
Participating in the  
SSPA System 2023/2025 >

☐ 2nd choice of School

List of Schools  
Participating in the  
SSPA System 2023/2025 >



Please add "✓" under the school to which you have submitted the letter of cancellation of application for discretionary place.

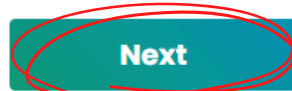
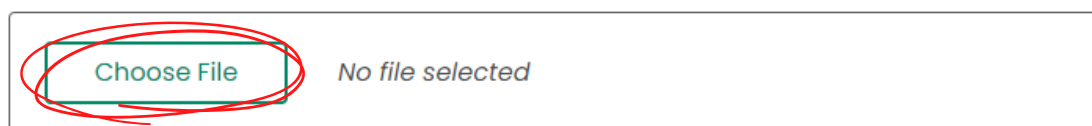
07

**Upload the supporting documents.** Please note that the total file size limit for all Cross-Net Application documents is 5MB. Only PDF and common image files (GIF, BMP, PNG and JPEG) will be accepted. Then click "Next".

#### Upload Supporting Documents

Upload soft copy of any Hong Kong residential address proof, and other related documents (including discretionary place application cancellation letter(s), if any) for school's verification.

-  The total file size limit for all Cross-net Application documents is 5MB
-  Accept PDF and Image file (GIF, BMP, PNG and JPEG) only



#### Tips for Uploading Files

- If the uploaded file is too large, please consider reducing the image resolution or using software to compress the size of the photo or file.
- Parents should make sure the uploaded documents are correct and clear before submission to ensure the primary school could review the relevant supporting documents.

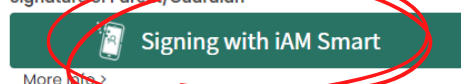
08

**Please review the information on the "Application Form for Cross-Net Allocation" before submission.** Tick "I have read and understood the Notes on How to Complete the Application Form and Personal Information Collection Statement", then click "Signing with iAM Smart" for digital signing.

#### Declaration

I now submit the application form with copies of relevant proof documents to the school for onward transmission to the Education Bureau for processing. To the best of my knowledge and belief, the information contained in this form is true and correct

Signature of Parent/Guardian



[More Info?](#)

☒ I have read and understood the [Notes on How to Complete the Application Form and Personal Information Collection Statement](#)

09

Select "Yes" to sign digitally with "iAM Smart+".

The screenshot shows the application form with fields for Residential Address, District applied for (SHATIN DISTRICT), and Whether to cancel the discretionary place application(s). Below these is the 'Uploaded Supporting Documents' section with 'Address.jpg' and an 'Edit' button. The 'Declaration' section includes a checkbox for 'I have read and acknowledged the Notes on How' and a 'Confirm and Submit' button. A 'Reminder' dialog box is overlaid on the form, containing the following text:

**Reminder**

If you are going to sign digitally with the "iAM Smart" mobile app installed on the same mobile device, please note that in order to complete the application procedures on this e-Platform after digital signing, you should click the "Back to e-Services" button at the bottom of the "Document successfully signed" page.

If you are going to sign digitally with the "iAM Smart" mobile app installed on another mobile device, please note that in order to complete the application procedures, you should click the "Confirm and Submit" button after digital signing.

For successfully submitted applications, an acknowledge email will be issued, and parents could also view the relevant records on this e-Platform.

Confirm to sign digitally with "iAM Smart+" now?

The dialog box has two buttons: 'Yes' (highlighted with a red circle) and 'No'.

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After signing digitally, please click "Confirm and Submit" to submit Cross-Net Form. However, if you wish to review the information provided in the application again, please click "Cancel".

The screenshot shows the application form with fields for Whether to cancel the discretionary place application(s), Uploaded Supporting Documents (Address.jpg), and the Declaration section. A 'Reminder' dialog box is overlaid on the form, containing the following text:

**Reminder**

Digital signing successful. Please click "Confirm and Submit" button to complete the submission of application. If you wish to review the information provided in the application, please click "Cancel".

The dialog box has two buttons: 'Confirm and Submit' (highlighted with a red circle) and 'Cancel'.

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After the Cross-Net Form has been successfully submitted, the following message will be displayed.

**eSSPA**

SSPA e-Platform  
Secondary School Places  
Allocation (SSPA) 2023/2025

Student  
SHEUNG CHUN PO  
Student Reference No 80068629

DD.MM.YYYY - DD.MM.YYYY  
Application for  
Discretionary Places (DP)

DD.MM.YYYY - DD.MM.YYYY  
Notifications for  
Successful DP Applicants

DD.MM.YYYY - DD.MM.YYYY  
Application for Central  
Allocation (CA)

DD.MM.YYYY - DD.MM.YYYY  
SSPA Allocation Results



**Submitted Successfully**

Submission Time: DD.MM.YYYY HH:MM:SS

Your application for cross-net allocation is submitted.

The application result will be informed by your child's primary school on the following schedule:

- 1<sup>st</sup> Batch: Late January to Early February 2025
- Final Batch: Early April 2025

Please contact your child's primary school if you do not receive any information regarding your Cross-Net Allocation application after the dates stated above.

[Back to Cross-Net Allocation main page >](#)

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The application status should be "Submitted" if the application has been successfully submitted. If the application status is "Apply Now", it indicates that the application has **not yet been submitted**.

**eSSPA**

SSPA e-Platform  
Secondary School Places  
Allocation (SSPA) 2023/2025

Student  
SHEUNG CHUN PO  
Student Reference No 80068629

DD.MM.YYYY - DD.MM.YYYY  
Application for  
Discretionary Places (DP)

DD.MM.YYYY - DD.MM.YYYY  
Notifications for  
Successful DP Applicants

DD.MM.YYYY - DD.MM.YYYY  
Application for Central  
Allocation (CA)

### Application for Cross-Net Allocation

#### Application History

Form Name	Status	Date Submitted
Application for Cross-Net Allocation	SUBMITTED	DD.MM.YYYY HH:MM:SS

If your child would like to change his/her school net, you may apply for cross-net allocation via his/her primary school by completing the application form below.

Please read the "Notes on How to Complete the Application Form" before completing the application form.

Application Period:

- 1<sup>st</sup> Batch: 5.December.2024 to 02.January.2025

- Final Batch: 27.January.2025 to 28.February.2025



### 13 Parents/ Guardians may view/ print the submission record of the application.

**eSSPA**  
SSPA e-Platform  
Secondary School Places  
Allocation (SSPA) 2023/2025

Student  
SHEUNG CHUN PO  
Student Reference No 80068629

DD.MM.YYYY - DD.MM.YYYY  
Application for  
Discretionary Places (DP)

DD.MM.YYYY - DD.MM.YYYY  
Notifications for  
Successful DP Applicants

DD.MM.YYYY - DD.MM.YYYY  
Application for Central  
Allocation (CA)

DD.MM.YYYY - DD.MM.YYYY  
SSPA Allocation Results

Other Applications **OPEN**

**Application for Cross-  
Net Allocation**

### Application for Cross-Net Allocation

#### Submission Record

Date Submitted DD.MM.YYYY HH:MM:SS

 **Print**

#### To: Headmaster / Headmistress

##### Student Information

Student Reference No	80068629
Name of Student	SHEUNG CHUN PO
學生姓名	常進步
Sex	MALE
Primary School Attending	LUI KEE SCHOOL
Class	6A

##### Applicant Information

Name of Parent or Guardian (Applicant)	SHEUNG FINE LOT
Relationship	Mother
Contact Tel. No.	XXXXXXX

##### Cross-Net Information

Reason for applying cross-net allocation  
XXXXXXX

Residential Address of Student when studying at S1  
XXXXXXXXXXXXXXXX

District applied for (Central Allocation)  
SHATIN DISTRICT

Whether to cancel the discretionary place application(s) that the student has applied.  
Not Applicable

##### Upload Supporting Documents

 Address.jpg

### 14 Parents/ Guardians will also receive an email from the eSSPA confirming that your application has been successfully submitted. You may also view/print the application submission record on the eSSPA.

Dear SHEUNG FINE LOT

The Application for Cross-Net Allocation of the student SHEUNG CHUN PO is submitted via SSPA e-Platform. Parents may also view and print the application submission record on SSPA e-Platform.

For enquiries, please contact your child's attending primary school.

School Places Allocation Section, EDB

(This is an automated email, please do not reply.)