

### Points to Note

- 1) No matter whether the applications are submitted in paper form or via the SSPA e-platform (eSSPA), each student may apply to **not more than two** participating secondary schools listed in the Handbook for Application for Secondary One Discretionary Places. Otherwise, the DP applications will be **rendered void**.
- 2) Please note that if parents have submitted an application via the eSSPA, they should not submit a duplicate application to a secondary school in paper Application Form, and vice versa. If parents submit duplicate applications (i.e. submitting applications bearing the same application number to the same secondary school in both paper form and via the eSSPA), these applications will be regarded as one application only. Hence, duplicate applications will not increase the chance of a student being allocated to the school.
- 3) Besides, parents should not submit applications bearing the same application number to two different secondary schools via the eSSPA and in paper form. Otherwise, the DP applications of their child will be **rendered void**.
- 4) To efficiently handle the large number of applications, each login to the eSSPA is limited to **30 minutes**. Please complete the application procedures within 30 minutes. If necessary, parents may use the **"Save as draft"** function and continue with submitting the application by retrieving the draft in a new login session.

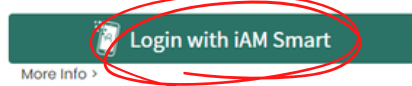
## Steps for Submitting DP Applications

01

### Log in to eSSPA

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

#### Current User



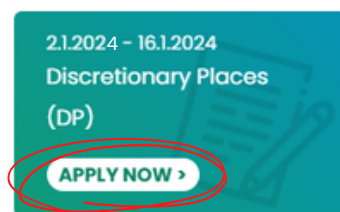
To ensure smooth operation of the SSPA e-Platform, each login is limited to 30 minutes. Please complete the application procedures before the session expires. If necessary, you may use the "Save as draft" function and continue with the application(s) at the next login.

02

Select "Apply Now" to enter the page for DP.

**eSSPA**  
SSPA e-Platform  
Secondary School Places  
Allocation (SSPA) 2022/2024

Student  
SHEUNG CHUN PO  
Student Reference No 80068629



"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



03

### Select the order of school preference.

(viz. Order of School Preference 1 or Order of School Preference 2 for the secondary schools intended to apply)

#### Application for Secondary One Discretionary Places



Secondary One Discretionary Place

**Order of School Preference 1 (First Choice)**

APPLY NOW



Secondary One Discretionary Place

**Order of School Preference 2 (Second Choice)**

APPLY NOW

04

Select/ input the "Name of Secondary School Applied to". The eSSPA would display the address of secondary school concerned to prevent parents from confusing secondary schools of similar names.

#### Order of School Preference 1 (First Choice)

Name of Secondary School Applied to

998 - KOWLOON CITY DISTRICT LUI KEE SECONDARY SCHOOL



School Address : KOWLOON TONG, KLN

05

### Fill in the contact information required by the school.

#### Contact information required by the school

Secondary school may contact parents on matters related to this DP application, e.g. interview arrangements (if applicable), notification for successful DP applicants (if applicable), etc.

Correspondence address

XXXXXX

Contact telephone number

00000000

Email address

xxxxxx@xxxxxx.com

06

**Upload documents required by the secondary school.**

### Upload Supporting Documents Required by the School

- ① Files size: The total file size of files uploaded for the two DP applications must be 25 MB or below, i.e. DP application for Order of School Preference 1 and Order of School Preference 2 each has a file size limit of 12.5MB. (0.00 MB used)
- ① The system supports PDF format and common image file formats (GIF, BMP, PNG and JPEG)

### Tips for the Uploading of supporting documents

- ① Since the supporting documents collected by secondary schools may vary, parents should upload the documents required by the secondary school to the corresponding folder(s). If parents have further enquiries about the required documents, please contact the secondary school(s) direct.
- ① If the file size of the uploaded file is too large, please consider reducing the image resolution or using software to compress the size of the photo or file.
- ① The e-Platform will merge and compress the supporting documents to be submitted to the secondary school applied to. Therefore, if parents need to submit more than one supporting document (i.e. uploading multiple documents to the same folder), please upload the documents in the order they should be merged, and the e-Platform will merge them accordingly.
- ① Parents may preview and review the supporting document(s) after they have been merged and compressed in the next step.

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**Upload a copy of the student's identity document(s).**  
(e.g. Hong Kong Identity Card, Hong Kong Birth Certificate or other identity documents).

### Student's Identity Document

Upload a copy of the student's identity document(s)

- ① Mandatory submission: Yes
- ① Maximum number of uploading files: 1

Choose File

No file selected

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Since the supporting documents collected by secondary schools may vary, parents should upload the documents required by the secondary school to the corresponding folder(s). If parents have further enquiries about the required documents, please contact the secondary school(s) direct.

### School-based Application Form

The duly completed admission form of the secondary school

- ① Mandatory submission: Yes
- ① Maximum number of uploading files: 1

Choose File

No file selected

### Report Cards

Copy of P5 and P6 Report Card

- ① Mandatory submission: No
- ① Maximum number of uploading files: 10

Choose File

No file selected

09

Please check that the "Name of Secondary School Applied to" and the order of school preference are accurate.

Order of School Preference 1 (First Choice)

Name of Secondary School Applied to999 – KOWLOON CITY DISTRICT – LUI KEE SECONDARY SCHOOL

School AddressKOWLOON TONG, KLN

Edit

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Before submitting the application, please ensure the uploaded documents are complete, correct and clear, so that the secondary school applied to could review the relevant supporting documents.

Upload Supporting Documents Required by the School

Uploaded files used in total: 0.06MB

Student's Identity Document

↓ IDENTITY\_20231214\_102841898.pdf File size: 0.01MB

Edit

School-based Application Form

↓ SCHAPPFOR\_20231214\_102841898.pdf File size: 0.05MB

Edit

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Check the checkbox regarding the "Points to Note on Application for DP and the relevant "Personal Information Collection Statement" of the EDB and the secondary school being applied to. Then click "Signing with iAM Smart" to start digital signing.

Declaration

I now submit the Application Form to the school for processing. I declare that the information contained in this Application Form is true and correct to the best of my knowledge and belief.

- ☒ I have read and fully understand the content of the Points to Note on Application for Secondary One Discretionary Places and Personal Information Collection Statement of this Application Form.
- ☒ I have read and fully understand the Personal Information Collection Statement on the website of the secondary school applied to.

Signature of Parent/Guardian

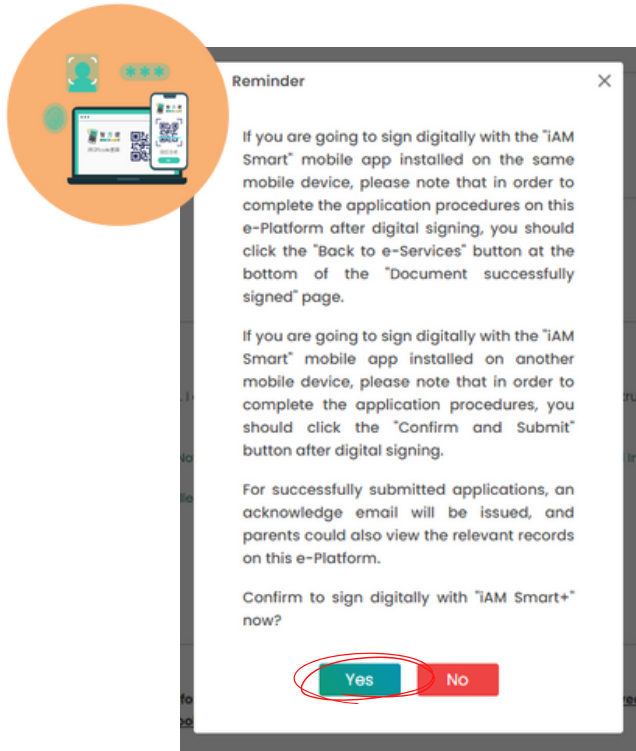
 Signing with iAM Smart

More Info >

## Submission of Discretionary Place (DP) Applications (For parents who bind their account to "iAM Smart+")

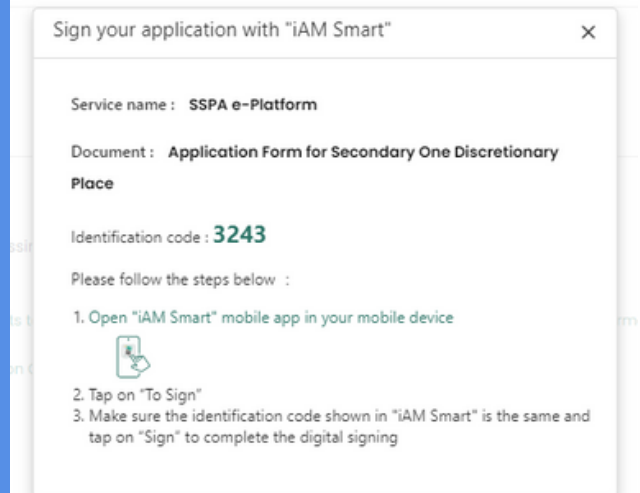
12

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



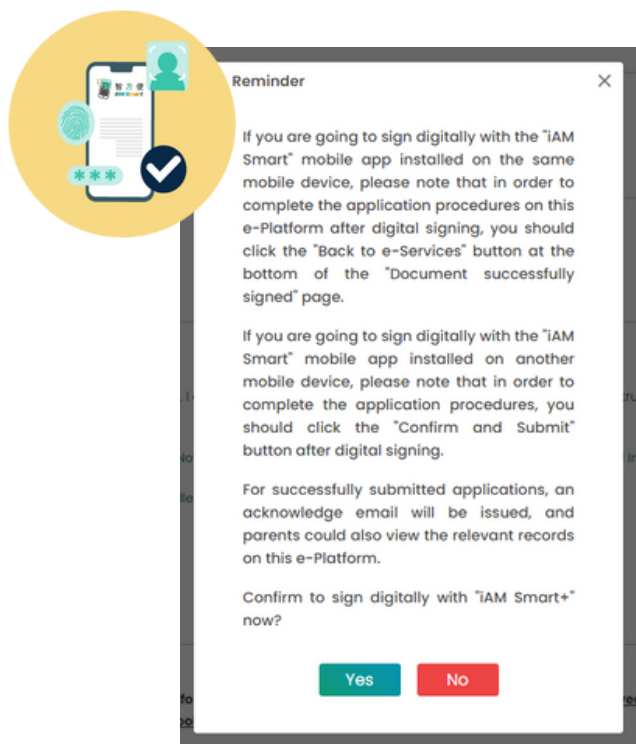
13

Sign digitally with "iAM Smart+".



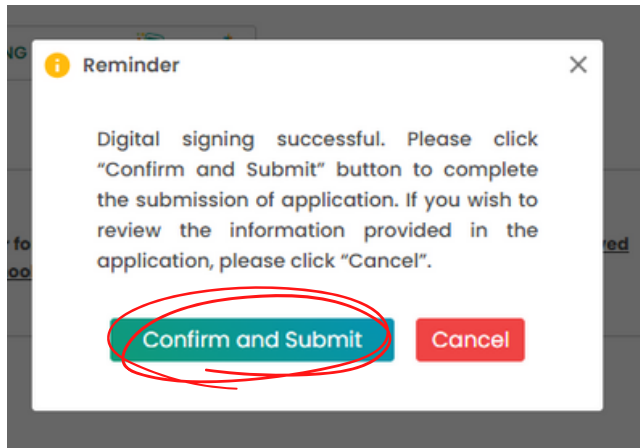
14

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 return to and complete the application procedures on the e-Platform after digital signing, you should click the **"Back to e-Services"** button at the bottom of the "Document successfully signed" page.

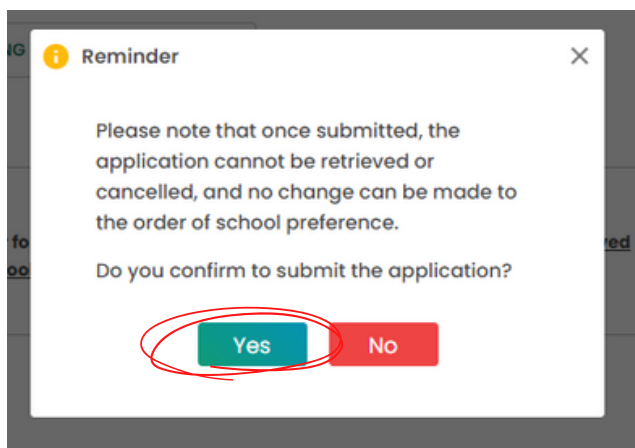


## Submission of Discretionary Place (DP) Applications (For parents who bind their account to "iAM Smart+")

- 15 Click the "**Confirm and Submit**" button after digital signing in order to continue with the application procedures.



- 16 Please note that once submitted, the application cannot be retrieved or cancelled, and no change can be made to the order of school preference. Please click "Yes" to confirm and complete the application procedures.



- 17 After the DP application has been successfully submitted, the following message will be displayed on the eSSPA.



Submission Time: 04.01.2024 12:22:34

You application for Order of School Preference (First Choice) is submitted. Disregard the applications are submitted in paper form or via the SSPA e-Platform, each student may apply to not more than two participating secondary schools listed in the Handbook for Application for Secondary One Discretionary Places (Handbook), otherwise his/her chance of acquiring a DP will be forfeited. All participating secondary schools (including Jockey Club Ti-I College) are required to, after processing DP applications, notify parents of all successful applicants of their children's inclusion in the Successful Lists for Discretionary Places by letter and phone on **27 March 2024**.

[Back to Discretionary Place main page >](#)

Submission of Discretionary Place (DP) Applications

(For parents who bind their account to "iAM Smart+")

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The application status should have changed to “Submitted” with a successful submission. If the application status remains to be “Apply Now” or “Draft”, that means the application **has not yet been submitted**.

Application Status

Order of School Preference	Status	Date Submitted
Order of School Preference 1 (First Choice)	SUBMITTED	04.01.2024 12:22:34



Secondary One Discretionary Place  
Order of School Preference 2 (Second Choice)

APPLY NOW

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Parents will also receive an email from the eSSPA confirming the successful submission of the application.

Dear SHEUNG FINE LOT

The Application for Secondary One Discretionary Places Order of School Preference 1 (First Choice) of the student SHEUNG CHUN PO is submitted via SSPA e-Platform.

For enquiries, please contact secondary school applied for or the School Places Allocation Section of the EDB at 2832 7740 or 2832 7700.

School Places Allocation Section, EDB

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

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Parents may also view/ print the application submission record.

Submitted Application Record

Date Submitted 04.01.2024 12:22:34

Print

Submission Date and Time	04.01.2024 2:22:34
SSPA Cycle	2022/2024
Applicant Information	
Student Reference No.	80068629
Application No.	686220ZH
Chinese Name of Student	常進步
English Name of Student	SHEUNG CHUN PO
Sex	MALE
Date of Birth (DD.MM.YYYY)	20.05.2012
Primary School Attending	LUI KEE SCHOOL
Order of School Preference 1 (First Choice)	
Name of Secondary School Applied to	999 - KOWLOON CITY DISTRICT - LUI KEE SECONDARY SCHOOL
School Address	KOWLOON TONG, KLN

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Parents have to repeat procedures (3) to (16) above to submit an application for the other order of school preference.

Application Status

Order of School Preference	Status	Date Submitted
Order of School Preference 1 (First Choice)	SUBMITTED	04.01.2024 12:22:34



Secondary One Discretionary Place  
Order of School Preference 2 (Second Choice)

APPLY NOW