

Kindergarten Education Scheme
Online submission of the “Registration Certificate for
Kindergarten Admission” electronic application form
<https://eform.one.gov.hk/form/edb005/en/>

Education Bureau
May 2020

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1. Important Announcement and Required Items

- 1.1 Please **refrain from** using public computer to submit electronic application form online for the sake of personal data protection.
- 1.2 In general, it takes 15-20 minutes to complete electronic application form.
- 1.3 Please make digital copy of identity documents (Format: jpg, jpeg, png or pdf; total size not more than 4.0mb) of applicant (i.e. parent/ guardian of student(s)) and student(s) ready before application.
- 1.4 For printing of “Acknowledge Slip” and the enclosed "Declaration and Undertaking" after on-line submission of electronic application form, please use computer device installed with a printer.
- 1.5 After on-line submission of the electronic application form, applicant is required **to submit the original copy of the duly signed “Declaration and Undertaking” to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days** to facilitate the processing of relevant application by the Education Bureau.
- 1.6 Please provide your email address if you want to receive acknowledgement email for future reference. (Note : “Declaration and Undertaking” will not be attached in the e-mail.)

2. Part I – Particulars of Applicant

The screenshot shows the online application form for a Kindergarten Admission Certificate. The main heading is 'Application for Registration Certificate for Kindergarten Admission'. The form is divided into five sections: 1) Introduction, 2) Part I - Particulars of Applicant, 3) Part II - Particulars of student(s), 4) Part III - Other Special Family Information, and 5) Part IV - Language of Correspondence. Section 2 is highlighted with a blue box. The 'Part I - Particulars of Applicant' section includes the following fields: Title (Mr. selected, Ms. and Miss unselected), Name in English (Chan Tai Man), Name in Chinese (empty), Identity Document Type (HKID Card selected, Travel Document and Other unselected), HKID Card No (A123456 and 3), Year of Birth (1980), and Home Address (empty). A note states: '(Normally the applicant must be the parent of the student or else please specify in Part III with relevant supporting proofs)'. The form also features a navigation menu on the left side.

- 2.1 Please complete relevant fields based on the information of your identity document.
- 2.2 If the applicant is not the parent of the student, please specify in Part III with relevant supporting proofs (See para 4.1).
- 2.3 If applicant does not live in Hong Kong, please provide an address in Hong Kong for

correspondence use in addition to the home address, or else this may result in delay in mailing of the result to the applicant.

3. Part II – Particulars of Student(s)

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II – Particulars of Student(s)

Part III - Other Special Family Information

4) (Applicable for student who is NOT a child of yours)

5) Part IV - Language of Correspondence

Part II - Particulars of student(s)
(Particulars of other students not applying for or already applied for Registration Certificate / Kindergarten Admission Pass NOT required)

1

Name in English *
Chan Siu Man

Name in Chinese

Identity Document Type *
 HKID Card
 Hong Kong Birth Certificate
 Other

HKID Card No *
S123456 (2)

Date of Birth *
2017-01-01

- 3.1 If you have already applied for Registration Certificate for Kindergarten Admission/ Kindergarten Admission Pass by post/on-line, please **do not submit duplicate applications**.
- 3.2 Please complete relevant fields based on the information of the identity document(s) of your child/children. Regarding the minimum age of children to be enrolled to corresponding kindergarten levels, please refer to para 2.1 under Part II of the “Guidance Notes on Application for Registration Certificate for Kindergarten Admission”.
- 3.3 If you would like to submit application for more than one student, please click “Add a student”. Each electronic application form accepts for two students’ applications at most.

4. Part III - Other Special Family Information (Applicable for student who is NOT a child of yours)

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of student(s)

4) Part III - Other Special Family Information (Applicable for student who is NOT a child of yours)

5) Part IV - Language of Correspondence

Part III - Other Special Family Information (Applicable for student who is NOT a child of yours)

If you have filled in Part II particulars of any student who is NOT a child of yours, please specify your relationship with the student. Please also provide copy of the identity document and authorisation letter of the student's father/mother. If such documents cannot be presented, and the student is now under your guardianship, please provide relevant supporting proofs.

Relationship with the student *

Required

* Mandatory fields

4.1 Please specify your relationship with the student who is NOT a child of yours. If the stated student(s) in Part II is/are your child/children, it is not necessary to complete this part.

5. Part IV – Language of Correspondence

Application for Registration Certificate for Kindergarten Admission

1) Introduction

2) Part I - Particulars of Applicant

3) Part II - Particulars of student(s)

4) Part III - Other Special Family Information (Applicable for student who is NOT a child of yours)

5) Part IV - Language of Correspondence

Part IV - Language of Correspondence

Language of correspondence *

Chinese English

Save Back Next

* Mandatory fields

Last Update: 2020-04-17

5.1 Please choose the language of correspondence (Chinese/ English).

6. Supporting Documents

Application for Registration Certificate for Kindergarten Admission

1) Introduction	Copy of Identity Document for Applicant Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 2 files)
2) Part I - Particulars of Applicant	
3) Part II - Particulars of student(s)	
4) Part III - Other Special Family Information (Applicable for student who is NOT a child of yours)	Copy of Identity Document for Student 1 Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 2 files)
5) Part IV - Language of Correspondence	
6) Supporting Documents	Copy of Identity Document and Authorisation Letter of the student's father / mother or relevant supporting proofs Choose files or drag them here Accept file format: JPG, JPEG, PNG, PDF Total size up to 4.0 MB (Could choose up to 3 files)
7) Important Announcement	
8) Review & Confirm	
9) Acknowledgement	

6.1 If the student is NOT a child of yours, please submit copy of your identity document(s) **AND** identity document(s) of the student's father/mother, authorization letter and/or other relevant supporting proofs.

7. Important Announcement

1) Introduction ✓

2) Part I - Particulars of Applicant ✓

3) Part II - Particulars of student(s) ✓

4) Part III - Other Special Family Information (Applicable for student who is NOT a child of yours) ✓

5) Part IV - Language of Correspondence ✓

6) Supporting Documents ✓

Important Announcement

After submission of on-line application, applicant is required to submit the duly signed "Declaration and Undertaking" (the said document is enclosed in the acknowledgement slip and please download/ print it out) to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days to facilitate the Education Bureau in processing your applications.

I confirm and understand the above *

* Mandatory fields

Save Back Next

Last Update: 2020-04-17

7) Important Announcement

- 7.1 Please tick "I confirm and understand the above" to declare that you understand the Important Announcement.

8. Review and Confirm

Submission Acknowledgement

Please provide your email address if you want to receive acknowledgement email for future reference:

Email

Filled Form Record

After submission, an acknowledgement file in PDF format with transaction reference number and your filled information will be available for download. You may provide a password to protect that file:

Password (Optional)

Confirm Password

- 8.1 Please provide an e-mail address for receiving an acknowledgement.
- 8.2 After your submission of electronic application form on-line, the system will generate a PDF file containing the "Acknowledge Slip" and "Declaration and Undertaking". You may set a password to protect that PDF file if necessary.
- 8.3 You may print/save the current webpage for your future reference. [right click your

mouse and select “Print”]

- 8.4 Please check the inputted information before submission, then press the button “Submit” for submitting electronic application form to the Education Bureau.

9. Acknowledgement

Application for Registration Certificate for Kindergarten Admission

1) Introduction	✓
2) Part I - Particulars of Applicant	✓
3) Part II - Particulars of student(s)	✓
4) Part III - Other Special Family Information (Applicable for student who is NOT a child of yours)	✓
5) Part IV - Language of Correspondence	✓
6) Supporting Documents	✓
7) Important Announcement	✓
8) Review & Confirm	✓

Submission Details

Thank you for using our e-Form service. Your submission has been received and will be forwarded to the concerned bureau, department or organisation for processing. Please quote the transaction reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download "Acknowledge Slip" and "Declaration and Undertaking"
Please **refrain from** using public computer for downloading the "Acknowledge Slip" and "Declaration and Undertaking" for the sake of personal data protection.

Applicant is required to submit the duly signed "Declaration and Undertaking" to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days

Submission Date and Time (YYYY-MM-DD HH:MM)
2020-04-20 12:08

Transaction Reference Number
EDB00553CQSTLPPM

Should you have any enquiries, please contact the respective bureau, department or organisation -For enquiries on technical support of eForm

OGCIO eForm Support Team
Hotline: 138 500

For enquiries on kindergarten admission arrangements

Kindergarten Administration 2 Section
– Education Bureau
Hotline: 35406808 / 3540 6811 (Working hours: Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays)

9) Acknowledgement

Last Update: 2020-04-17

- 9.1 Please click 'Print/Download "Acknowledge Slip" and "Declaration and Undertaking"' to obtain relevant documents. **Applicant is required to submit the original copy of the duly signed “Declaration and Undertaking” to the Kindergarten Administration 2 Section of Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within 10 working days** to facilitate the processing of your application by the Education Bureau, or else your application will not be processed further owing to the lack of supporting information/document.

10. Enquiry

If you have any enquiries, please contact the following supporting hotlines during working hours*:

Enquiry Type	Responsible Unit	Contact Number
Technical Support on eForm	OGCIO eForm Support Team	183 5500
Kindergarten Admission Matters	Kindergarten Administration 2 Section, Education Bureau	3540 6808 3540 6811 2892 6676(hotline for parents of NCS children)

*Working hours : Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays