



To complete the online application form ("iAM Smart+" is encouraged to be used)

I

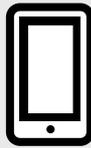
Applicants can **complete the online application form** through the "iAM Smart" mobile application or on the Education Bureau website:

(Generally, the applicant must be one of the child's parents. If not, please indicate in Part III and provide relevant supporting documents.)

Method 1



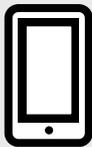
To complete the online application form through the "iAM Smart" mobile application



Method 2



To complete the online application form on the Education Bureau website

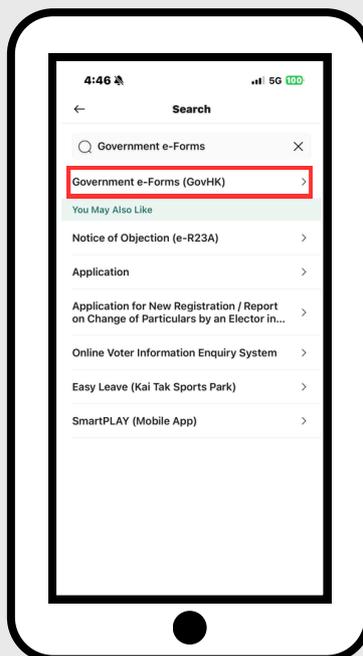


1. To complete the online application form through the "iAM Smart" mobile application

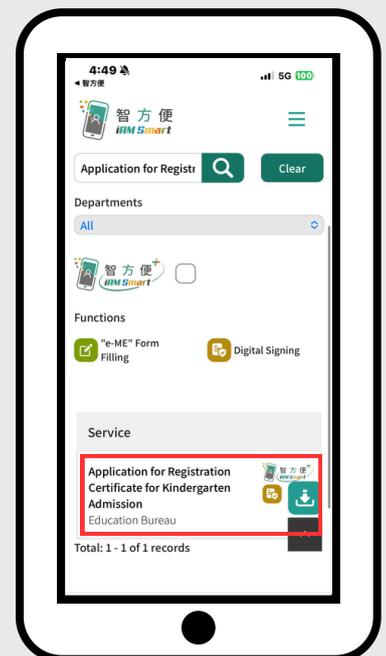
1.1 If the applicant holds an "iAM Smart" account, they can use their mobile devices to fill in the form through the  application:



Log in to the "iAM Smart" application

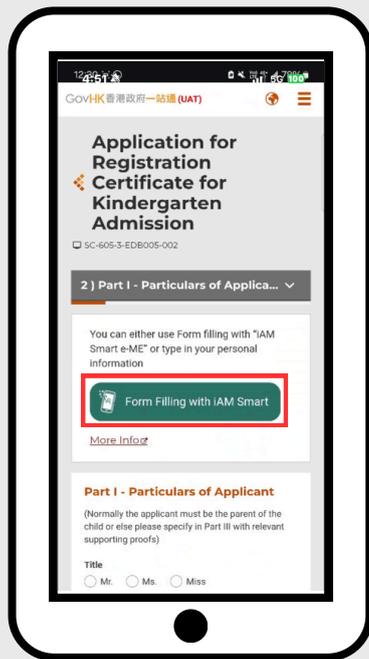


Search for "Government e-Forms (GovHK) "

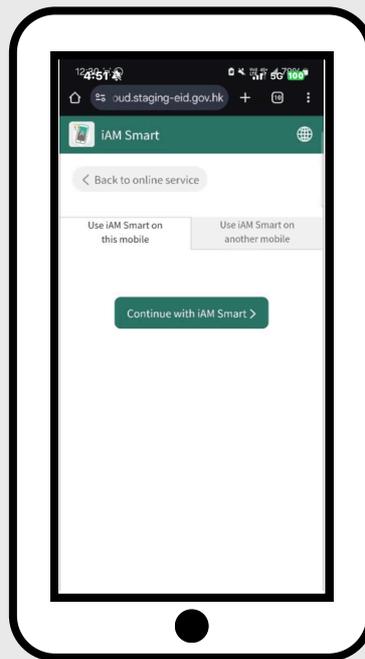


Search for and select "Application for Registration Certificate for Kindergarten Admission"

Use the "e-ME" Form Filling function



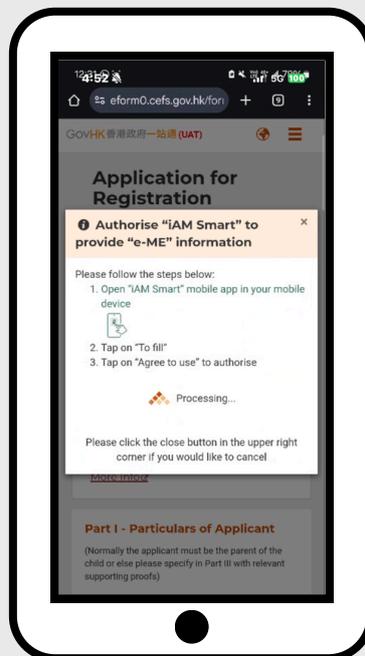
Press "Form filling with iAM Smart" in the application form



Press "Continue with iAM Smart"



Press "Continue"



Information will be filled in automatically

You may proceed to the next step "Information Verification" after completing the form



2. To complete the online application form on the Education Bureau website

After entering the website (<https://eform.cefs.gov.hk/form/edb005/tc/>), fill in your personal information:

The screenshot shows a computer monitor displaying the 'Part I - Particulars of Applicant' form. The form includes the following fields and options:

- Title:** Radio buttons for Mr., Ms., and Miss.
- Name in English:** Text input field.
- Name in Chinese:** Text input field.
- Identity Document Type:** Radio buttons for HKID Card, Travel Document, and Other.
- Year of Birth:** Text input field.
- Home Address:** Includes dropdown menus for Region and District, and text input fields for Street No., Street Name, Phase, and Estate Name.

When the form is completed, proceed to the next step "Information verification"

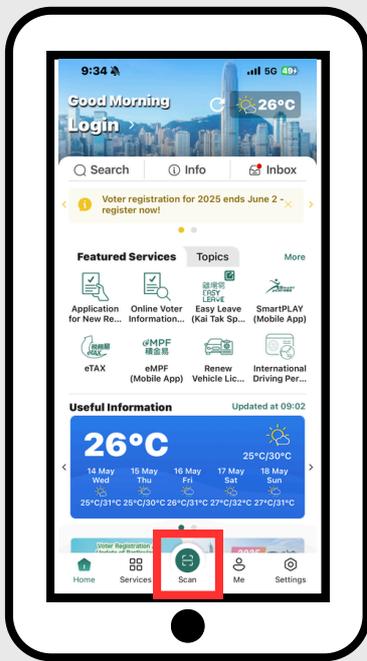
If the applicant has an "iAM Smart" account, they can use the "e-ME" form filling function to fill in the form:

- 2.1 Press "Form filling with iAM Smart", and the system will display instructions on how to login the "iAM Smart".

The screenshot shows a computer monitor displaying the 'Application for Registration Certificate for Kindergarten Admission' website. The 'Form Filling with iAM Smart' button is highlighted with a red box. The website header includes 'GovHK 香港政府一站通 (eAT)' and the page title 'Application for Registration Certificate for Kindergarten Admission'. The left sidebar shows a navigation menu with steps 1 through 8, and the main content area shows the 'Part I - Particulars of Applicant' form.



The screenshot shows a computer monitor displaying the iAM Smart app interface. A QR code is highlighted with a red box. The app interface includes a 'Log in with iAM Smart' section with instructions: '1. Please open iAM Smart App in your mobile', '2. Tap the scan button in iAM Smart App', and '3. Scan the QR Code'. The background shows the same website as the previous screenshot.



The applicant opens the "iAM Smart" mobile application on his/her smartphones/mobile devices and logs in to "iAM Smart". Then clicks the "Scan" button.



Scans the QR code on the computer browser.



After completing the verification of identity, the system will pre-fill the information for the applicant.

You may proceed to the next step "Information Verification" after completing the form

To verify Information

(If the applicant completes the form with iAM Smart, please check all the pre-filled information in the electronic form. Please update/revise the information, if necessary.)

Part I - Particulars of Applicant

(Normally the applicant must be the parent of the child or else please specify in Part III with relevant supporting proofs)

Title
 Mr. Ms. Miss
Data is provided by "iAM Smart".

Name in English * Name in Chinese
Data is provided by "iAM Smart".

Identity Document Type *
 HKID Card Travel Document Other
Data is provided by "iAM Smart".

HKID Card No *
 ()
Data is provided by "iAM Smart".

Year of Birth *

Data is provided by "iAM Smart".

Home Address *
Kowloon
Data is provided by "iAM Smart".

Data is provided by "iAM Smart".

Phase

Tower
Data is provided by "iAM Smart".

Data is provided by "iAM Smart".

Room
Data is provided by "iAM Smart".

Correspondence address in HK is different from home

Local Contact Telephone No

Mobile * Home
Data is provided by "iAM Smart".

To facilitate our further contact with you regarding the application, please provide your contact information.

field.applicantEmailAddress *

Data is provided by "iAM Smart".

field.applicantConfirmEmailAddress *

Data is provided by "iAM Smart".

* Mandatory fields

Save Back Next

If applicants do not reside in Hong Kong, please provide a correspondence address in Hong Kong in addition to the residential address.

Please provide a Hong Kong mobile phone number so that EDB can contact the applicant regarding the application.

If applicants need to change the Hong Kong mobile phone number, they can re-enter the relevant information.

Please provide a frequently used email address and re-enter the information for confirmation.

Applicants must enter a valid email address so that EDB can send the application result by email.

II

To complete Information of the Child(ren)

1. Applicants should provide the information of the child(ren) in this section.
2. To choose the suitable grade level according to the age of the child(ren), please refer to Section 2.1 under Part B of the "Kindergarten Admission Registration Certificate" application guidelines.
3. If the applicant is not the child's parent, please indicate this in Part III and provide relevant supporting documents (see Item IV).
4. If you would like to submit applications for more than one child, please click "[Add a Child](#)". Each application form accepts applications for two children at most.

The screenshot displays the 'Information of the Child' form on the GovHK website. The form is titled 'Information of the Child' and is part of the 'Kindergarten Admission Registration Certificate' application. It includes the following fields and options:

- Name in English ***: CHAN TAI MAN
- Name in Chinese**: (Empty field)
- Identity Document Type ***: HKID Card, Hong Kong Birth Certificate, Other
- HKID Card No ***: S123456 (2)
- Date of Birth ***: 2022-11-08
- Relationship with Applicant ***: Child, Other
- School Year Applying for ***: 2025/26 School Year, 2024/25 School Year
- Class Applying for ***: K1, K2, K3

At the bottom right of the form, there is a button labeled 'Add a child'. Below the form, there is a legend for mandatory fields: '* Mandatory fields'. At the bottom of the page, there are three buttons: 'Save', 'Back', and 'Next'.

III

Other Special Family Information (Applicable for child who is NOT a child of yours)

1. Please specify your relationship with the child who is NOT a child of yours. If you are the parent of the stated child / children in Part II, it is not necessary to complete this part.

The screenshot shows the 'Part III - Other Special Family Information' form. The form is titled 'Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)'. It includes the following text and fields:

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

Relationship with the child *

Please specify

Language of Correspondence

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

5) Part IV - Language of Correspondence ▼

Part IV - Language of Correspondence

Language of correspondence *

Chinese English

Supporting Documents

1. Applicants must upload copies of their personal identity documents as well as the child's.
2. If the child is NOT a child of yours, please submit copy of your identity document(s) AND identity document(s) of the child's father / mother, authorization letter and / or other relevant supporting proofs.

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)

Copy of Identity Document for Child 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)

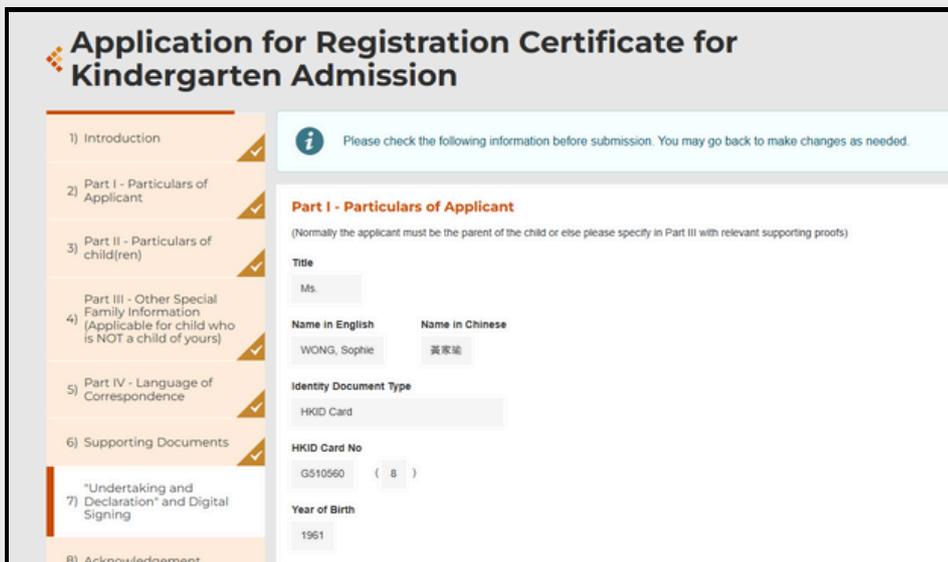
Copy of Identity Document and Authorisation Letter of the child's father / mother or relevant supporting proofs



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)

“Undertaking and Declaration” and Digital Signing

1. Please check all filled information before submission. You may click “Back” to make changes, if necessary.
2. If applicants submit e-applications with digital signing (e.g. “iAM Smart+”), and documents required for application are all available and valid, in normal condition, processing procedure for e-applications will be completed faster than paper-based applications.
3. Applicants who choose to use digital signing with “iAM Smart+”, please make sure you have successfully upgraded to “iAM Smart+” beforehand (For details, please refer to “iAM Smart” website: <https://www.iamsmart.gov.hk/en/reg.html>).



Method of Signing

Method of Signing *

- Digital signing with "iAM Smart+ / Digital Certificate"
- To submit the duly signed "Undertaking and Declaration" to the Education Bureau by post

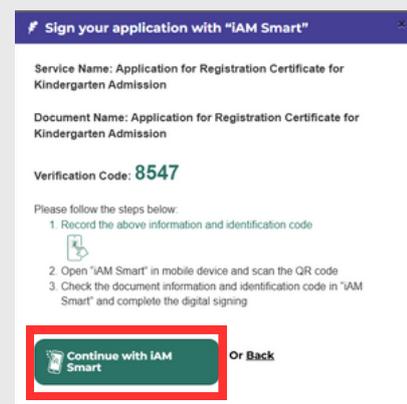
Method A

Method B

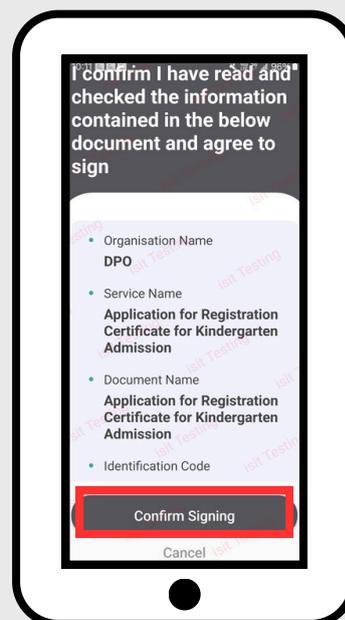
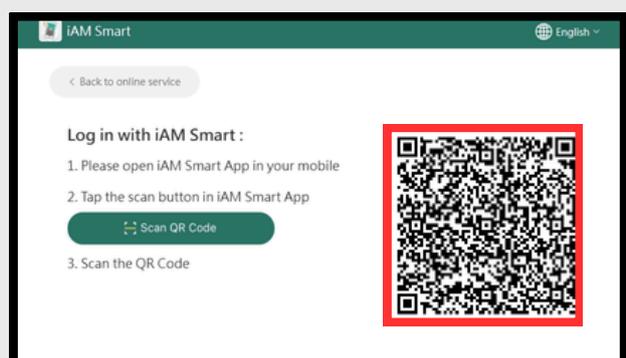
A. Digital signing with “iAM Smart+”

- Applicants who choose to use digital signing with “iAM Smart+”, please read the provisions of “Undertaking and Declaration” and then click “Sign Here”.





- The system will pop up a message box about digital signature. If you choose to use digital signing with “iAM Smart+”, the system will remind you to open the “iAM Smart” App in the mobile phone. If you are going to sign digitally with the “iAM Smart +” installed on the same mobile device, you are reminded to click the “Back to e-Service” at the bottom of the “Document successfully signed” page after digital signing in order to complete the application procedures.
- The system will prompt applicants that they have successfully signed and notifications will be sent to the email box applicants filled in Part I.



Digital signing with "iAM Smart+ / Digital Certificate"

 Sign using "iAM Smart" mobile app

Digitally signed by WONG Sophie

Date: 2025-05-14 10:12:20

Certificate

Cancel

Submission Acknowledgement

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

Email *

*****@yahoo.com.hk

B. To submit the signed "Undertaking and Declaration" to the Education Bureau by post

- If the applicant chooses to submit the signed "Undertaking and Declaration" to the Education Bureau by post, please send the original copy of the signed "Undertaking and Declaration" to Kindergarten Administration 2 Team, Education Bureau (Address: P.O. Box 23179, Wan Chai Post Office, Hong Kong) within ten working days after submitting the online application so that the Bureau can continue processing your application.

Method of Signing

Method of Signing *

Digital signing with "IAM Smart+ / Digital Certificate"

To submit the duly signed "Undertaking and Declaration" to the Education Bureau by post

Important Announcement

After submission of on-line application, applicant is required to submit the duly signed "Undertaking and Declaration" (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 *

VI

Acknowledgement

- If all the inputted information is correct, please press "Submit" to submit the online application to the Education Bureau.
- After your submission of online application, the system will generate a PDF file containing the "Acknowledge Slip" and "Undertaking and Declaration". You may set a password to protect that PDF file for future's reference. After the applicant successfully submits the online application, the "Confirmation Notice" page will appear immediately and display the words "Submission Details", and the submission date and time and reference number will be listed. Applicants can print or save this page for future reference. [Right-click and press "Print"]

Application for Registration Certificate for Kindergarten Admission

1) Introduction	✓
2) Part I - Particulars of Applicant	✓
3) Part II - Particulars of child(ren)	✓
4) Part III - Other Special Family Information (Applicable for child who is NOT a child of yours)	✓
5) Part IV - Language of Correspondence	✓
6) Supporting Documents	✓
7) "Undertaking and Declaration" and Digital Signing	✓
8) Acknowledgement	

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

Submission Date and Time (YYYY-MM-DD HH:MM)
2025-05-14 10:13

Transaction Reference Number
EDB0050BDATLGXCD

Should you have any enquiries, please contact the respective bureau, department or organisation -For enquiries on kindergarten admission arrangements

Kindergarten Administration 2 Section
- Education Bureau
Hotline: 3540 6808 / 3540 6811 (Working hours: Mondays to Fridays 8:30am – 1:00pm, 2:00pm – 6:00pm, closed on Saturdays, Sundays and Public holidays)

Last Update: 2025-05-12