

Points to Note

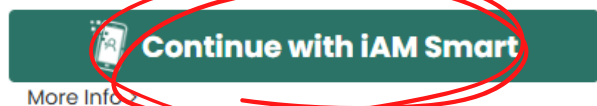
- 1) No matter whether the applications for discretionary places (DP) are submitted via the SSPA e-platform (eSSPA) or in paper Application Form, each student may apply to **not more than two** participating secondary schools listed in the "Handbook for Application for Secondary One Discretionary Places". Otherwise, the DP applications will be **rendered void**.
- 2) Please note that if parents/ guardians 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/ guardians submit duplicate applications (i.e. submitting applications bearing the same application number to the same secondary school via both the eSSPA and in paper Application Form), 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/ guardians should not submit applications bearing the same application number to two different secondary schools via the eSSPA and in paper Application 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/ guardians 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 the 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.

02**Select "Apply Now" to enter the page for DP.****eSSPA**SSPA e-Platform
Secondary School Places
Allocation (SSPA) 2023/2025

Student

SHEUNG CHUN PO

Student Reference No 80068629

DD.MM.YYYY

Discretionary Places
(DP)**APPLY NOW >**

"iAM Smart" Homepage
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 to)

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/ guardians from confusing secondary schools of similar names.

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

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 supporting 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/ guardians should upload the documents required by the secondary school to the corresponding folder(s). If there are 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

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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 to 999 – KOWLOON CITY DISTRICT – LUI KEE SECONDARY SCHOOL

School Address KOWLOON 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_20241212_102841898.pdf File size: 0.01MB

Edit

School-based Application Form

↓ SCHAPFOR_20241212_102841898.pdf File size: 0.05MB

Edit

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Check the checkbox regarding the “Points to Note on Application for S1 DP” and the relevant “Personal Information Collection Statement” of EDB and the secondary school being applied to. Then click “Sign with iAM Smart” for 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 understood 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 understood the [Personal Information Collection Statement](#) on the website of the secondary school applied to.

Signature of Parent/Guardian

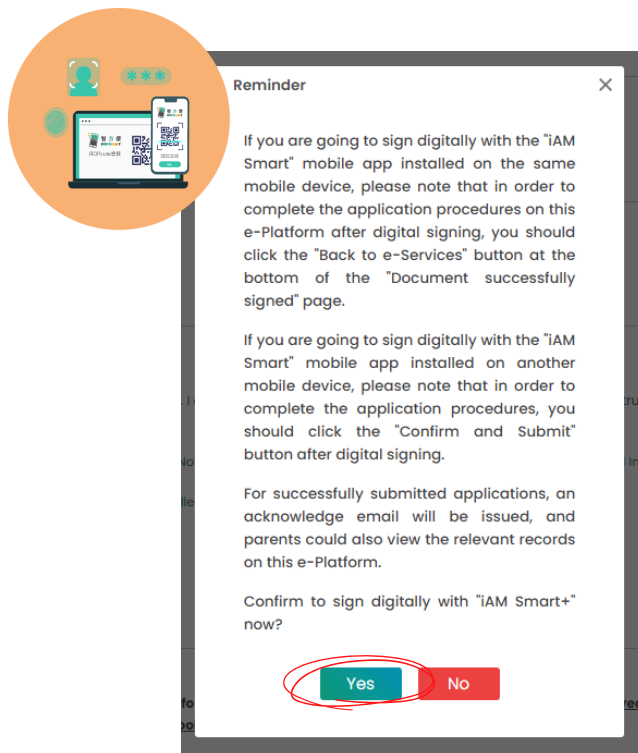


Sign with iAM Smart

[More Info >](#)

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



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.

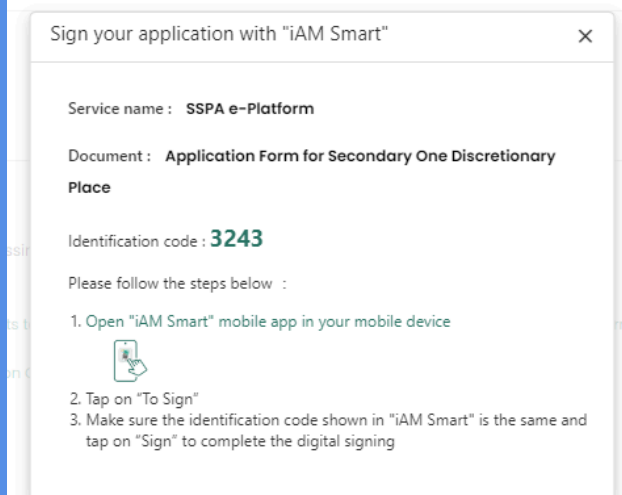
For successfully submitted applications, an acknowledge email will be issued, and parents could also view the relevant records on this e-Platform.

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

Yes **No**

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Sign digitally with "iAM Smart+".



Sign your application with "iAM Smart"

Service name : **SSPA e-Platform**

Document : **Application Form for Secondary One Discretionary Place**

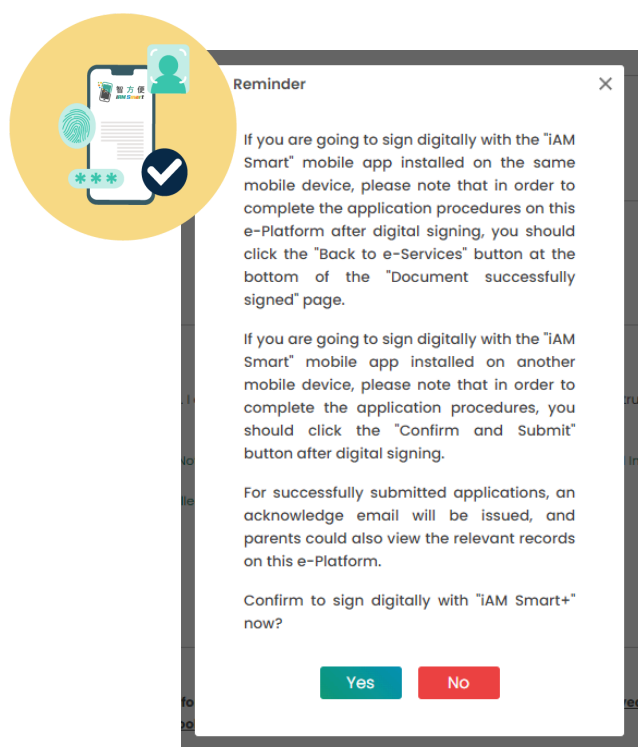
Identification code : **3243**

Please follow the steps below :

1. Open "iAM Smart" mobile app in your mobile device
2. Tap on "To Sign"
3. Make sure the identification code shown in "iAM Smart" is the same and tap on "Sign" to complete the digital signing

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If parents/ guardians 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 the eSSPA to complete the application procedures after digital signing, you should click **"OK"** at the bottom of the "Document successfully signed" page.



Reminder

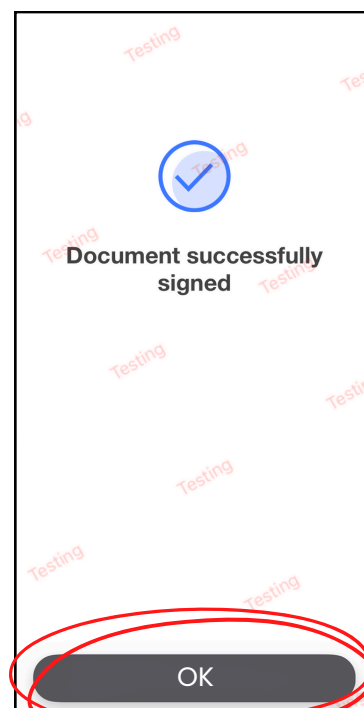
If you are going to sign digitally with the "iAM Smart" mobile app installed on the same mobile device, please note that in order to complete the application procedures on this e-Platform after digital signing, you should click the "Back to e-Services" button at the bottom of the "Document successfully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

Yes **No**

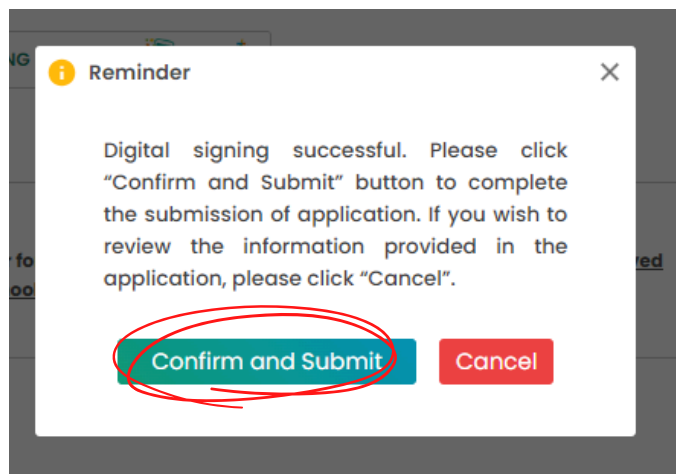
Document successfully signed

OK

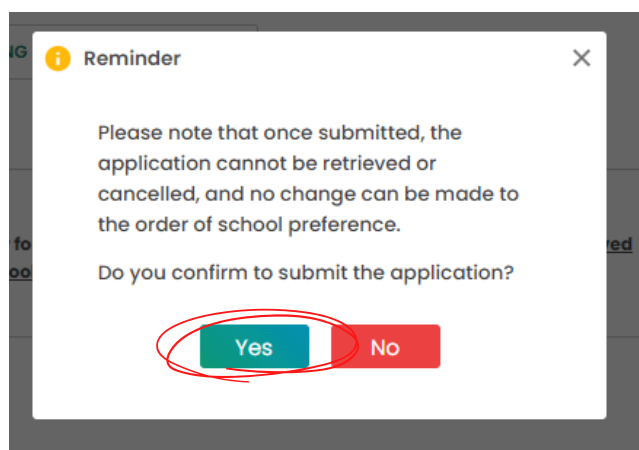
Submission of Discretionary Place (DP) Applications

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

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



- 16 Please note that once submitted, the applications 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 S1 DP application has been successfully submitted, the following message will be displayed on the eSSPA.



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

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 **31 March 2025**.

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

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The application status should be **"Submitted"** for 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	School Supporting Document
Order of School Preference 1 (First Choice)	SUBMITTED	DD.MM.YYYY HH:MM:SS	Uploaded to secondary school



Secondary One Discretionary Place

Order of School Preference 2 (Second Choice)

APPLY NOW

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Parents/ Guardians 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. Parents may also view and print the application submission record on 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/ Guardians may also view/ print the application submission record.

Submitted Application Record

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

Print

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

SSPA Cycle 2023/2025

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) DD.MM.YYYY

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/ Guardians have to repeat Steps (3) to (16) above to submit an application for the other order of school preference.

Application Status

Order of School Preference	Status	Date Submitted	School Supporting Document
Order of School Preference 1 (First Choice)	SUBMITTED	DD.MM.YYYY HH:MM:SS	Uploaded to secondary school



Secondary One Discretionary Place

Order of School Preference 2 (Second Choice)

APPLY NOW