

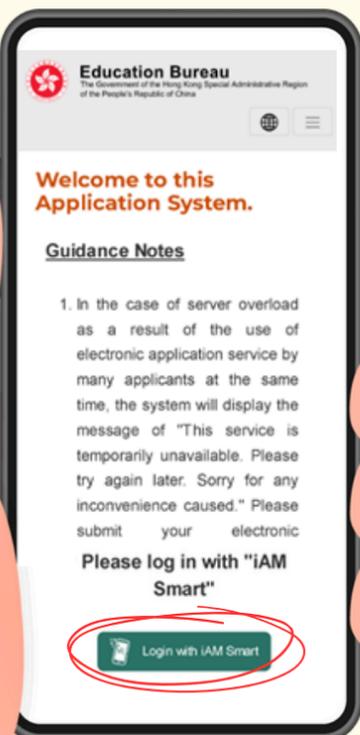
Education Bureau

Application Procedures for Student Grant e-Submission

\$2500

Concise Guide

1 Logging in to the Student Grant e-platform (stgsesweb.edb.gov.hk) by pressing "Login with iAM Smart".



Fill in or confirm contact information on "User Information" page.

Name in English :
Chan Tai Man

HK Mobile Phone No. :
9123 4567

Email Address :
abc@email.com

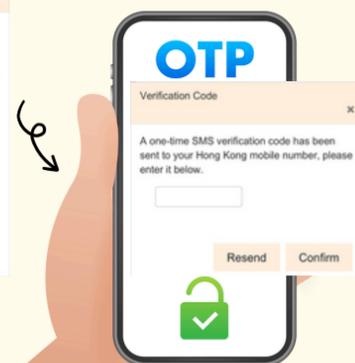
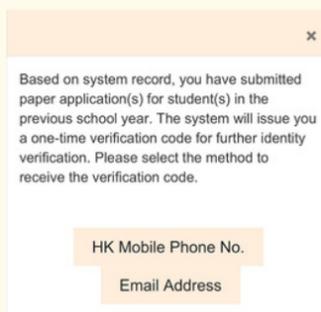
Preferred Language For SMS Notification of Application :

Chinese
 English

: Automatically filled in by "iAM Smart"

Back Next

Applicants will be given a pre-filled e-form upon identity confirmation.



If necessary, applicants may need to enter a one-time verification code, received via HK Mobile Phone No. or Email Address, for identity verification.

2 II. Student Information

Name in English :
Chan Mei Mei
(Surname) (Other Name)

(as shown on the HK Identity Card, HK Birth Certificate or other identity document, comma excluded. If student's name cannot be separated into "Surname" and "Other Name", please input student's full name in the "Surname" field.)

The student(s) specified above is/are Hong Kong resident(s) and **not** a holder/holders of student visa for entry

Back Next

II. Student Information

HK Identity Card No. / HK Birth Certificate No. :
s12***67
(Please leave it blank if the student does not have a HK Identity Card / Birth Certificate.)

*Class Name : eg: P6A
(For school to verify its student)

1 If the student holds a HKID card or Hong Kong Birth Certificate, the applicant must fill in the information.

2 Applicants MUST fill in the "Class Name" of the student, Enter "Nil" if not applicable.

3 Applicants can also click **+ Add Student info** to fill in the information of any other student(s), or click **- Remove Student** to remove the student not applicable.

Applicants must confirm that the student(s) is/are eligible and press "Next" to read the declaration on the next page.

4) Declaration

I confirm that I have read, understood and consented the above declaration.

Back Next

4 Press "Next" after you confirm the declaration.

If no pre-filled form is given, applicants can fill in a blank e-form directly, which is also convenient and efficient.

3

5) Confirm and sign

(Please note that your application is NOT yet completed)
Please ensure all information provided, the name of the student's attending school in particular, is ACCURATE. (All information CANNOT be edited once submitted.)

I. Applicant (parent/guardian) Information

Name in English :
Chan Tai Man
HK Mobile Phone No. :
9123 4567
Email Address :
abc@email.com

II. Student Information

II. Student Information

Name in English :
Chan Mei Mei
(Surname) (Other Name)

*Name of Day-School :
School Name (School Number : e.g. 512345)

School Address :
Unit 1001-3, 10/F,
Kwun Tong View,
410 Kwun Tong Road,
Kowloon

Applicants are required to **Confirm Again** all information provided is accurate, particularly the name of the student's attending school and the bank account number of applicant.

Note: Once the application is submitted, NO amendment can be made.

*Bank code and Bank Name :
004 -The Hongkong and Shanghai Banking Corporation Limited (HSBC)

*Bank Account Number :
(Applicant's name must be the same as the account holder name registered with the bank, otherwise autopay may be rejected. Bank Account Number must be a local Hong Kong dollar sole-name savings or current bank account number of the bank designated by the applicant. The account must not be a fixed deposit account, a credit card account, a foreign currency account or a loan account.)
004 - *****4478

Back

Signing with iAM Smart

Press **Signing with iAM Smart** after making sure all information is correct.

4

Sign your application with "iAM Smart"

Department Name:
Education Bureau

Service Name :
Student Grant System

Document :
Student Grant Application Form

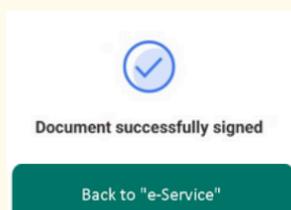
Identification code :
5451

Please follow the steps below:

1. Open "iAM Smart" 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

Open iAM Smart

Once you have signed, the e-submission is made successfully



Applicants can press **Back to "e-Service"** to get the Acknowledgement with Reference Number.

6) Confirmation notice

Acknowledgement

Digital Signing succeeded
Submission Details
Thank you for using our e-Form service. Your submission has been received. Please quote the reference number below for future communication related to this submission, including any enquiries or subsequent submission of supporting documents.

Print / Download Submitted e-Form

Submission Date and Time (YYYY-MM-DD HH:MM)
2024-05-31 15:22

Reference Number
E*****

Should you have any enquiries, please contact the
EDB
Student Special Support
Section Kwun Tong Office



If the e-submission is successful, you will receive an acknowledgement via SMS and /or email from the Education Bureau.



The submission date, time and reference number will be shown on the "Acknowledgement" page.

You are advised to click **Print / Download Submitted e-Form** for record.

Choose **Open iAM Smart** to sign your application with "iAM Smart".



Education Bureau

The Government of the Hong Kong Special Administrative Region of the People's Republic of China



For more details and related videos, please scan this QR code to browse the EDB website "Parent's Guide on e-Submission of Student Grant Applications"