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# **Mainland University Study Subsidy Scheme (MUSSS)**

## **Electronic Application Platform**

### **Frequently Asked Questions**

- 1.1 How to create an account in the MUSSS Electronic Application Platform?**
- 1.2 How to login in the MUSSS Electronic Application Platform after registering an account?**
- 1.3 I have already registered for “iAM Smart”. How can I login the MUSSS Electronic Application Platform with iAM Smart?**
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- 1.5 How can I view the details of my submitted application?**
- 1.6 I would like to change the signing method of my declaration form after submitting my MUSSS application. How can I do that?**
- 1.7 I forgot to print the declaration form after submitting my MUSSS application, how can I reprint it?**
- 1.8 I would like to change my personal particulars after submitting my MUSSS application. What should I do?**
- 1.9 I would like to change password of my account. What should I do?**
- 1.10 I forgot my account password. How can I reset it?**
- 1.11 I would like to upload supplementary supporting documents after submitting my MUSSS application. What should I do?**

## 1.1 How to create an account in the MUSSS Electronic Application Platform?

Step 1: Go to web site of MUSSS Electronic Application Platform

Step 2: Click “Create Account”

Username/ Application No.

Username/ Application No.

Password

\*\*\*\*\*



Captcha

Login

Create Account

Forget Password/ Username



Login with iAM Smart

[More Info >](#)

Step 3: Fill in all mandatory fields (\*) and click **Submit**

### Create Account

Username\*:

Only accepts numeric and/or alphabetic characters in 6-12 length

Full name as appears on your  
HKID Card (English)\*:

Surname

First Name

Or

(Chinese)\*:

Chinese Name

HKID Card No.\*:

A

123456

( 3 )

Email Address\*:

Application No.:

Please provide the application no. if you have been granted subsidy under the MUSSS before

Please enter the characters  
shown in the image\*:



☐ I have read and agreed the "Personal Information Collection Statement"

Submit

Reset

Step 4: Click the link at the email titled “**MUSSS Electronic Application Platform Account Activation**” in your mailbox

musss-noreply@edb.gov.hk

「內地大學升學資助計劃」網上申請平台啟動帳戶 MUSSS Electronic Application Platform Account Activation

收件者 田 [REDACTED]

請點擊以下連結以啟動你的「內地大學升學資助計劃」網上申請平台帳戶 Please click the link below to activate your MUSSS Electronic Application Platform account

<https://musss.edb.gov.hk/activate-account?code=83c5e80e82076245d299ac683c46bf974ce8ec60d11e30d112fb474bbf39857f>

Step 5: Fill in Password and Re-confirm Password and click **Submit**

### Activate Account

Username: chantaiman

Password:

\*\*\*\*\*

*The password should contain 10-50 characters composed of following categories:*

- Mixed case alphabetic characters (A-Z / a-z)
- Numerical digits (0-9)
- Special characters (for example: !, \$, #, or %)

Re-confirm Password:

\*\*\*\*\*

Submit

Reset

## 1.2 How to login in the MUSSS Electronic Application Platform after registering an account?

Step 1: Go to web site of MUSSS Electronic Application Platform

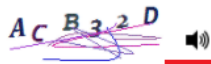
Step 2: Fill in Username or Application No., Password and Captcha and click **Login**

Username/ Application No.

chantaiman

Password

.....



ACB32D

Login

Create Account

Forget Password/ Username



Login with iAM Smart

[More Info >](#)

### 1.3 I have already registered for “iAM Smart”. How can I login the MUSSS Electronic Application Platform with iAM Smart?

There are two ways that you could login the MUSSS Electronic Application Platform with iAM Smart:

1.3 (i) Choose “Login with iAM Smart” on the webpage using your computer; or

1.3 (ii) Login through the iAM Smart App on your phone

#### 1.3 (i) Choose “Login with iAM Smart” on the webpage using your computer

Step 1: Go to web site of MUSSS Electronic Application Platform

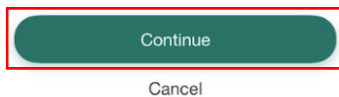
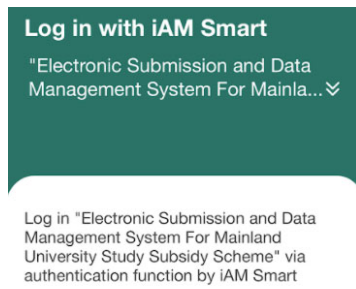
Step 2: Click “**Login with iAM Smart**”

Step 3: Launch **iAM Smart** App on your mobile device

Step 4: (iAM Smart App on your phone) **Login iAM Smart on your phone**

Step 5: (iAM Smart App on your phone) Click **QR code scanner** in the iAM Smart App and scan the QR code displayed on the webpage using your phone.

**Step 6: (iAM Smart App on your phone) Click Continue**



Step 7: (iAM Smart App on your phone) Click **OK**.

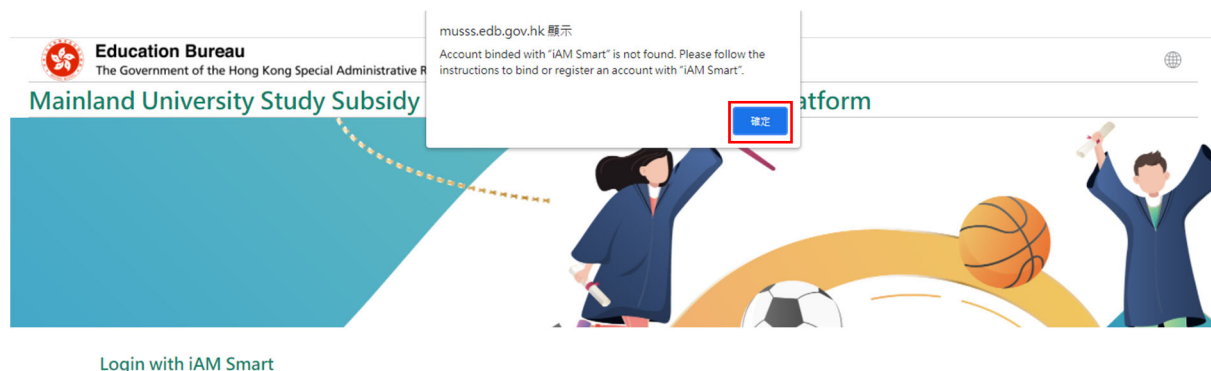


Successfully logged in  
"Electronic Submission and  
Data Management System  
For Mainland University  
Study Subsidy Scheme"

Please return to "Electronic Submission  
and Data Management System For  
Mainland University Study Subsidy  
Scheme" to continue.



**Step 7A: (iAM Smart App on your phone)** If it is your first time to register for MUSSS Electronic Application Platform and iAM Smart, click **OK**



**Step 8: Click Providing Data with iAM Smart.**


**Provide Personal Information**

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Welcome to login with "iAM Smart"

This is your first time to login with "iAM Smart". Please provide the following personal information to bind account or register new account:

- HKID Card No.
- Name (English)
- Name (Chinese)

 Providing Personal Data with "iAM Smart"

Cancel

**Provide Personal Information**

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Welcome to login with "iAM Smart"

This is your first time to login with "iAM Smart". Please provide the following personal information to bind account or register new account:

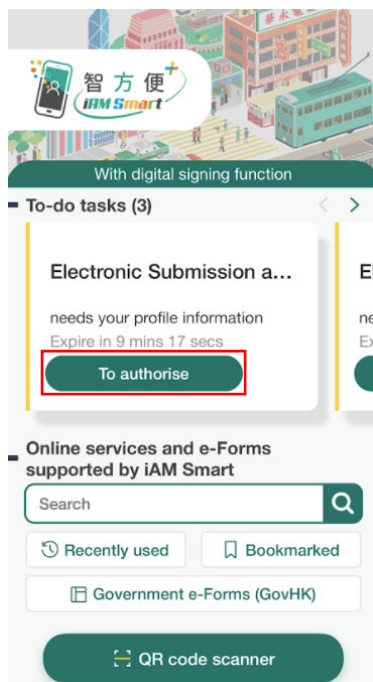
- HKID Card No.
- Name (English)
- Name (Chinese)

**Authorize "iAM Smart" to provide personal information** ×

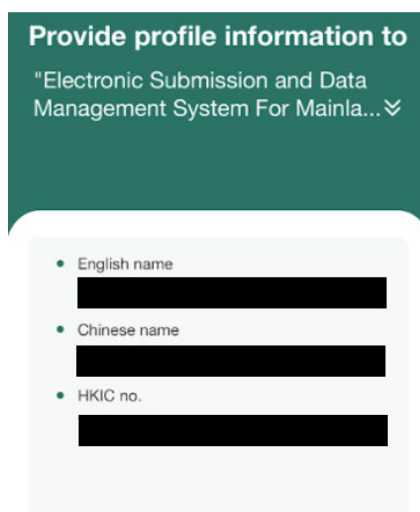
Please follow the steps below:

1. Open "iAM Smart" app in your mobile device  

2. Tap on "To authorise"
3. Tap on "OK" to confirm the authorisation

**Step 9: (iAM Smart App on your phone)** Click **To authorise**



Step 10: (iAM Smart App on your phone) Click **OK**



Cancel



Step 11: (iAM Smart App on your phone) Click **OK**



### Successfully provided

Please return to "Electronic Submission and Data Management System For Mainland University Study Subsidy Scheme" to continue.

OK

Step 12: Click **OK**

musss.edb.gov.hk 顯示

Login with "iAM Smart" Successful. Your account has been binded with "iAM Smart".

確定

## 1.3 (ii) Login through the iAM Smart App on your phone

Step 1: Launch iAM Smart App on your mobile device

Step 2: Login iAM Smart

Step 3: Search and select "Electronic Submission for Mainland University Study Subsidy Scheme"

Search Subsidy Cancel

All Recently used Bookmarked

Education & Training

Electronic Submission for  
Mainland University Study  
Subsidy Scheme

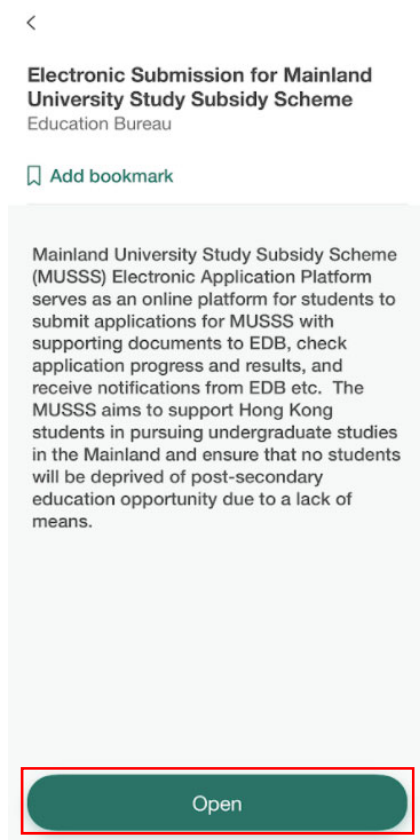


Education Bureau

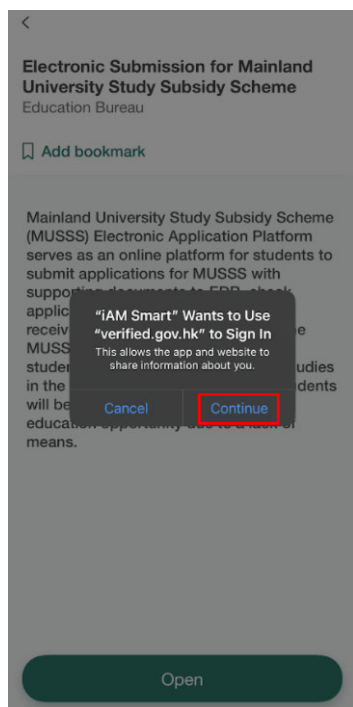


More online services  
and forms  
Contact Bonny

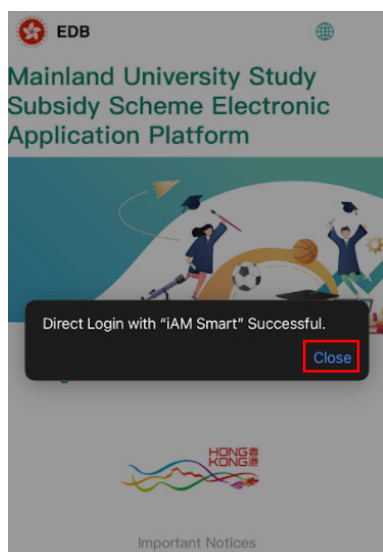
## Step 4: Click **Open**



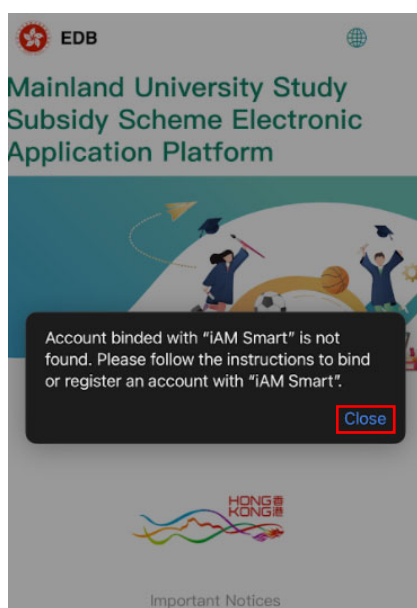
## Step 5: Click **Continue**



## Step 6: Click **Close**



Step 6A: If it is your first time to register for MUSSS Electronic Application Platform and iAM Smart, click **Close**



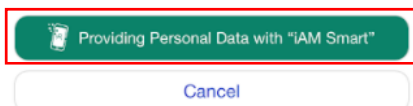
Step 7: Click **Providing Personal Data with "iAM Smart"**

### Provide Personal Information

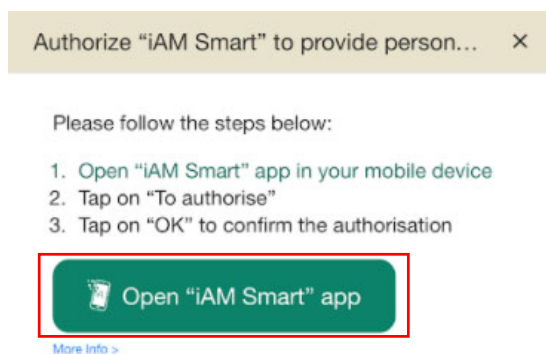
Welcome to login with "iAM Smart"

This is your first time to login with "iAM Smart". Please provide the following personal information to bind account or register new account:

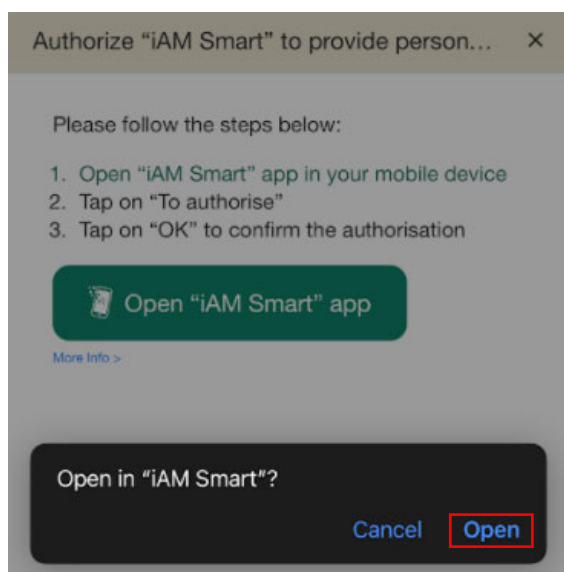
- HKID Card No.
- Name (English)
- Name (Chinese)



Step 8: Click **Open "iAM Smart" app**



Step 9: Click **Open**



Step 10: Click **OK**

**Provide profile information to**  
"Electronic Submission and Data Management System For Mainla... ⌵

- English name  
[Redacted]
- Chinese name  
[Redacted]
- HKIC no.  
[Redacted]

**OK**


Cancel

Step 11: Click **Close**

Authorize "iAM Smart" to provide person... ✕

Please follow the steps below:

1. Open "iAM Smart" app in your mobile device
2. Tap on "To authorise"
3. Tap on "OK" to confirm the authorisation

 **Open "iAM Smart" app**

[More info >](#)

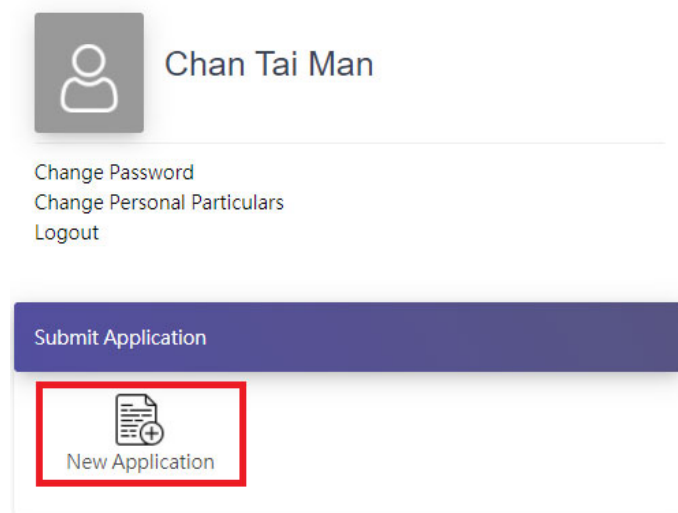
**Login with "iAM Smart" Successful. Your account has been binded with "iAM Smart".**

**Close**

## 1.4 How can I submit a new application of MUSSS via the Electronic Application Platform?

Step 1: Log in MUSSS Electronic Application Platform

Step 2: Click **New Application** under “Submit Application”



Step 3: Read and accept the terms in the Guidance Notes on Application

Step 4: Select and fill in all mandatory fields (\*)

### Part I. Particulars of the Student

Name of Student (English) :	<input type="text" value="Chan"/>	<input type="text" value="Tai Man"/>	Name of Student (Chinese) (if applicable) :	<input type="text" value="陳大文"/>	
Date of Birth*:	<input type="text" value="01-01-2000"/>	HKID Card No.*:	<input type="text" value="E"/> <input type="text" value="678458"/> <input type="text" value="( 9 )"/>	Gender*:	<input checked="" type="radio"/> M <input type="radio"/> F
Home Tel. No.	<input type="text"/>	Hong Kong*:	<input type="text" value="98765432"/>	Mainland China:	<input type="text"/>
Mobile Tel. No.	<input type="text"/>	Hong Kong*:	<input type="text" value="98765432"/>	Mainland China:	<input type="text"/>
		WhatsApp (if applicable) <sup>(Note 2)</sup> :	<input type="text"/>	WeChat (if applicable) <sup>(Note 2)</sup> :	<input type="text"/>

## Step 5: Select files from your device and click **Upload** to submit supporting documents

Upload Supporting Document:

Please note that the maximum file size of documents to be uploaded is 5Mb. The system only accepts files in ".jpg", ".jpeg", ".pdf", ".doc" and ".docx" format.

Copy of Student's HKID card

Select File

Upload

*Saved*

## Step 6: Fill in Captcha and click **Confirm & Submit**

Captcha:



[Previous](#) [Next](#) **[Confirm & Submit](#)** [Exit](#)

## Step 7: Your reference no. will be shown on the pop-up window

musss-uat.edb.gov.hk 顯示  
Application Reference No.: REF20200453

[確定](#)

## Step 8: Select type of signature: **True-copy signing** or **iAM Smart digital signing**

Type of Signature

Signature of Student	<input type="radio"/> True-copy signing and send by post <input type="radio"/> "iAM Smart" digital signing	<a href="#">Save</a>
Signature of Student's Father/Mother/Guardian	<input type="radio"/> True-copy signing and send by post <input type="radio"/> "iAM Smart" digital signing <input type="radio"/> N/A	<a href="#">Save</a>
Signature of Spouse of Student's Father/Mother/Guardian	<input type="radio"/> True-copy signing and send by post <input type="radio"/> "iAM Smart" digital signing <input type="radio"/> N/A	<a href="#">Save</a>

[Exit](#)

## Step 9: Click Save

Type of Signature

Signature of Student	<input type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input type="button" value="Save"/>
Signature of Student's Father/Mother/Guardian	<input type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input type="radio"/> N/A
Signature of Spouse of Student's Father/Mother/Guardian	<input type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input type="radio"/> N/A

## Step 10: (For True-copy signing only) Click Print

Type of Signature

Signature of Student	<input checked="" type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	
Signature of Student's Father/Mother/Guardian	<input checked="" type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input type="radio"/> N/A
Signature of Spouse of Student's Father/Mother/Guardian	<input checked="" type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input type="radio"/> N/A

For true-copy signing, please be reminded to print and return the signed Declaration Form to the Education Bureau within 10 working days after your submission of the application via Internet. Otherwise, the application will not be processed.

Print Declaration form:

## Step 11: (For iAM Smart digital signing only) Click Signing with iAM Smart

Type of Signature

Signature of Student	<input type="radio"/> True-copy signing and send by post	<input checked="" type="radio"/> "iAM Smart" digital signing	<input type="button" value="Signing with iAM Smart"/>
Signature of Student's Father/Mother/Guardian	<input type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input checked="" type="radio"/> N/A
Signature of Spouse of Student's Father/Mother/Guardian	<input type="radio"/> True-copy signing and send by post	<input type="radio"/> "iAM Smart" digital signing	<input checked="" type="radio"/> N/A



**Step 12: (For iAM Smart digital signing only)** If Student's Father/Mother/Guardian and Spouse of Student's Father/Mother/Guardian choose to sign with iAM Smart digital signing and their information is not provided in the application form, their **Name** and **HKID Card No.** should be filled in and click **Signing with iAM Smart**

Two side-by-side digital signing forms for iAM Smart. The left form is for the Student's Father/Mother/Guardian and the right form is for the Spouse. Both forms have fields for Name and HKID Card No. (with sub-fields for A, 123456, and 1) and buttons for 'Sign with iAM Smart' and 'Cancel'.

**Step 13: (For iAM Smart digital signing only)** Click **Open iAM Smart**, and launch **iAM Smart** App on your mobile device

Sign your application with "iAM Smart"

**Service Name: MUSSS System**

**Document: Declaration Form for New Application under Means-tested subsidy**

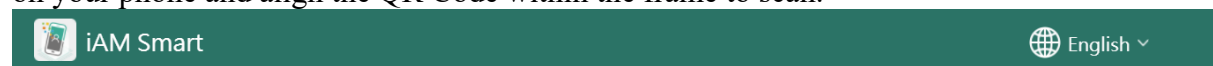
**Identification code: 6257**

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

**Step 14: (For iAM Smart digital signing only)** Click **QR code scanner** in iAM Smart App on your phone and align the QR Code within the frame to scan.



#### Digital-signing via iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App

 Scan QR Code

3. Scan the QR Code

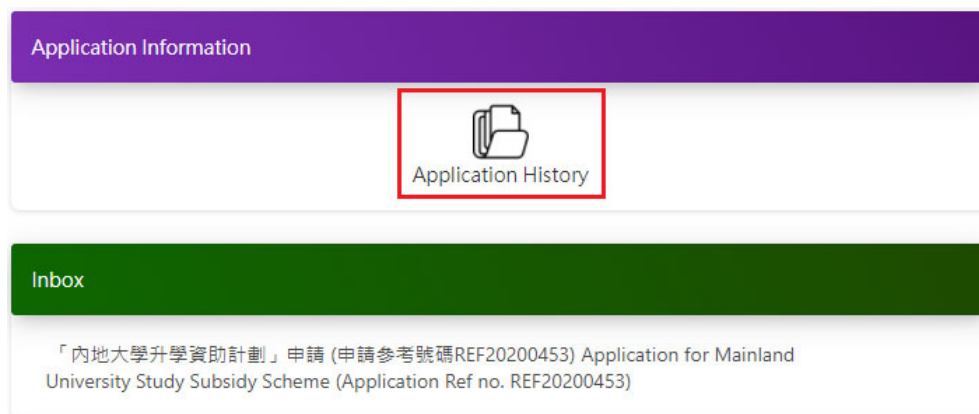


**Step 15: (For iAM Smart digital signing only)** Confirm that the Document and Identification Code shown on both screens are identical and click **Sign**

## 1.5 How can I view the details of my submitted application?

Step 1: Log in MUSSS Electronic Application Platform

Step 2: Click **Application History**



Step 3: Click your Application Number

Dashboard > [Application History](#)

### Application History

Academic Year	Type of Application	Apply Subsidy Type	Application Number	Application Result	Subsidy Amount(\$)	
2020/21	New Application	Non-means-tested Subsidy	<a href="#">20201492</a>	In-Progress	0	...

## 1.6 I would like to change the signing method of my declaration form after submitting my MUSSS application. How can I do that?

### Method 1:

Step 1: Log in MUSSS Electronic Application Platform

Step 2: Click **Application History**

Step 3: Click **Change Singing Method**

Dashboard > [Application History](#)

### Application History

Academic Year	Type of Application	Apply Subsidy Type	Application Number	Application Result	Subsidy Amount(\$)	
2020/21	New Application	Non-means-tested Subsidy	<a href="#">20201492</a>	In-Progress	0	...

Declaration Form:
Print
Change Signing Method

Step 4: Follow the instructions in Steps 8 to 15 in Q1.4

### Method 2:

Step 1: Follow the instructions in Step 1-3 in Q1.5

Step 2: Click **Change Singing Method**

#### Notes:

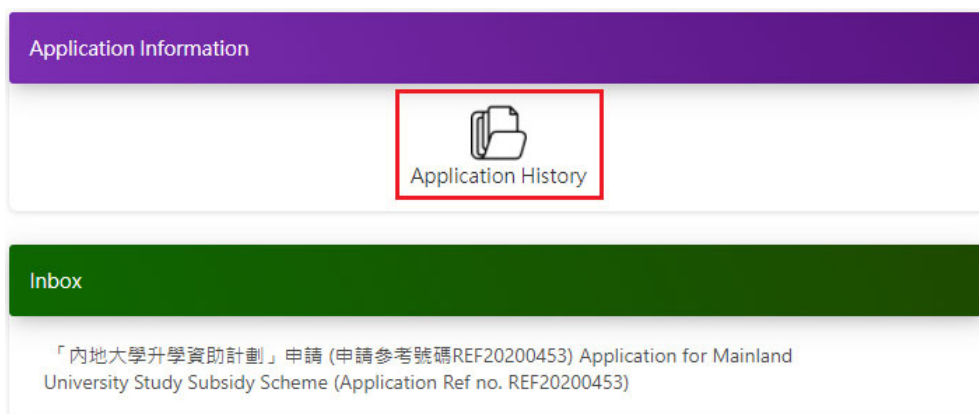
- (2) The EDB and its appointed agency will disseminate information related to the MUSSS to students by e-mail, WhatsApps and/or WeChat will also be used to disseminate information where necessary.
- (3) The collection of information about ethnicity is for statistical and research purposes and will not accessment of the MUSSS application.

[Change Signing Method](#)

[Return](#)

Step 3: Follow the instructions in Steps 8 to 15 in Q1.4

### Step 2: Click **Application History**



**Step 3: Click Print Declaration Form for True-copy signature**

## Application History

Academic Year	Type of Application	Apply Subsidy Type	Application Number	Application Result	Subsidy Amount(\$)
2020/21	New Application	Non-means-tested Subsidy	<a href="#">20201492</a>	In-Progress	0

Declaration Form: [Print](#) [Change Signing Method](#)

S

## 1.8 I would like to change my personal particulars after submitting my MUSSS application. What should I do?

Step 1: Log in MUSSS Electronic Application Platform

Step 2: Click **Change Personal Particulars**



Step 3: Update the information in the appropriate fields

Step 4: If you need to update your name or bank account no., you must also click **Select File** and **Upload** supporting document(s)

Note:

1. Applicant must be the sole bank account holder.
2. Joint account, credit card account, loan account, fixed-deposit account and foreign currency account are not accepted.
3. Please attach a copy of passbook page or card of the bank account as documentary proof. The applicant's name and bank account number must be shown in the copy. (This Bank account will replace the bank account number filed under your Mainland University Study Subsidy Scheme application)

**Part III: Upload Supporting Documents (if applicable)**

Please upload supporting documents for change of name or bank account number

Supporting Document:

File(s) of supporting document

Select File

Upload

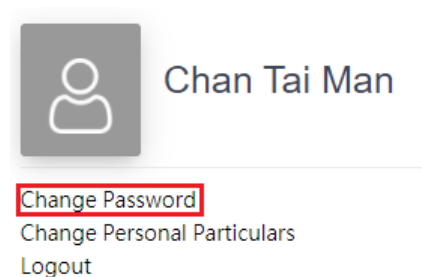
*Saved*

Step 5: Click **Submit**

## 1.9 I would like to change password of my account. What should I do?

Step 1: Log in MUSSS Electronic Application Platform

Step 2: Click **Change Password**



Step 3: Fill in Existing Password, New Password and Re-confirm New Password

Dashboard > [Change Password](#)

### Change Password

Current Password \*:

New Password \*:

Confirm New Password \*:

*The password should contain 10-50 characters composed of following categories:*

- Mixed case alphabetic characters (A-Z / a-z)
- Numerical digits (0-9)
- Special characters (for example: !, \$, #, or %)

Step 4: Click **Submit**


## 1.10 I forgot my account password. How can I reset it?

Step 1: Go to web site of MUSSS Electronic Application Platform

Step 2: Click “Forget Password/Username”

Username/ Application No.

Password

 Captcha

[Create Account](#)

[Forget Password/ Username](#)

[More Info >](#)

Step 3: Fill in Username/Application No. and Email Address then click **Submit**

### Forgot Password

Username/ Application No.

Email Address

### Forgot Username/ Application No.

HKID Card No.

Email Address

Step 4: Click the link at the email titled “MUSSS Electronic Application Platform - Account Password Reset” in your mailbox.

[musss-noreply@edb.gov.hk](mailto:musss-noreply@edb.gov.hk)

「內地大學升學資助計劃」網上申請平台重設帳戶密碼 MUSSS Electronic Application Platform - Account Password Reset  
收件者 [REDACTED]

請點擊以下連結以重設你的「內地大學升學資助計劃」網上申請平台帳戶密碼 Please click the link below to reset your account password

<https://musss.edb.gov.hk/reset-password?code=27601aee08802bad4f791e14b6123a6a3f3185811176a2c7aea44ad03ec81ae1>



## Step 5: Fill in New Password and Re-confirm New Password and click **Submit**.

### Reset Password

Username:

New Password:

*The password should contain 10-50 characters composed of following categories:*

- Mixed case alphabetic characters (A-Z / a-z)
- Numerical digits (0-9)
- Special characters (for example: !, \$, #, or %)

Re-confirm New Password:

## 1.11 I would like to upload supplementary supporting documents after submitting my MUSSS application. What should I do?

Step 1: Follow the instructions in Steps 1-3 in Q1.5

Step 2: Click **Supporting Doc.**

M1		Supporting Doc.
Step 1	Step 2	Step 3
Step 4	Supporting Doc.	

**Part I. Particulars of the Student**

Name of Student (English)*:		
Surname: Chan	First Name: Tai Man	Name of Student (Chinese) (if applicable) *: 陳大文
Date of Birth*: 01-01-2000	HKID Card No.*: E 678458 (9)	Gender*: M
Home Tel. No.	Hong Kong *: 98765432	Mainland China:
Mobile Tel. No. *	Hong Kong *: 98765432	Mainland China:
	WhatsApp (if applicable) <sup>(Note 2)</sup> :	WeChat (if applicable) <sup>(Note 2)</sup> :

Step 3: Click **Submit Supplementary Documents**

M1	Supporting Doc.
Step 1	Step 2
Step 3	Step 4
	Supporting Doc.

**Supporting Doc.**

- Copy of Student's HKID card
- Copies of HKID Cards of father/mother/guardian of the student
- Copies of HKID Cards of other family member(s) of the student

**Submit Supplementary Documents**

Step 4: **Select files** from your device and click **Upload**

Applicable to "non-means-tested subsidy" applications

Copy of the student's Hong Kong Diploma of Secondary Education Examination results notice/certificate or other certification documents of examination results<sup>(Note 2)</sup>

Select File

Upload

*Saved*

Remark:

Submit Cancel

## Step 5: Click **Submit**

Applicable to "non-means-tested subsidy" applications

Copy of the student's Hong Kong Diploma of Secondary Education Examination results notice/certificate or other certification documents of examination results

Select File

Upload

*Saved*

Remarks:

