
Mainland University Study Subsidy Scheme (MUSSS)

Electronic Application Platform

Frequently Asked Questions

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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.

Password



Captcha

Login

Create Account

Forget Password/ Username



Continue with iAM Smart

[More Info >](#)

Step 3: Fill in all mandatory fields (*) and click **Submit** (Renewal applicant **must** input Application Number)

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 “**MUSSF 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 MUSSF 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 MUSSF Electronic Application Platform account

<https://musss.edb.gov.hk/> [REDACTED]

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

A44C1A



A44C1A

Login

Create Account

Forget Password/ Username



Continue 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:

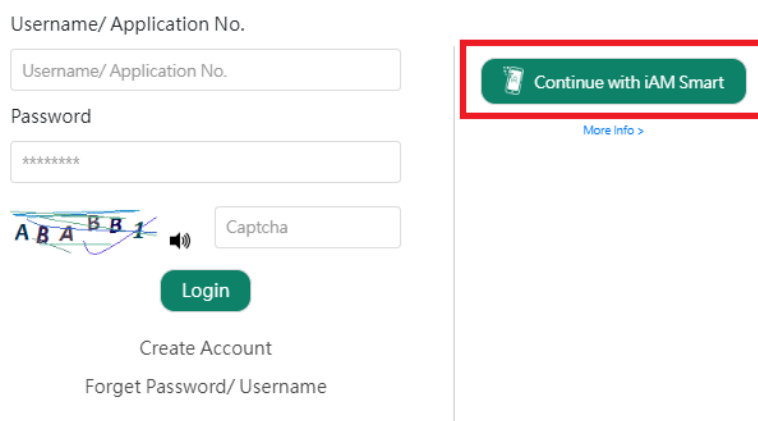
1.3 (i) Choose “Login with iAM Smart” on the webpage using your computer; or

1.3 (ii) Login through the iAM Smart App in 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 “Continue with iAM Smart”

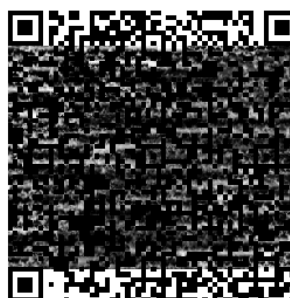


Step 3: Following the introduction to open **iAM Smart** App in your mobile device and scan the QR code displayed on the webpage using your phone.

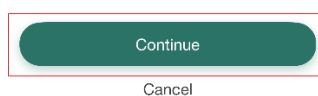
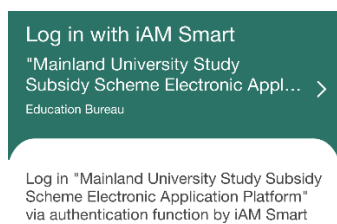


Log in with iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code



Step 4: Tap **Continue** in the **iAM Smart** App of your phone



Step 5: Please return to the webpage on your computer to continue using MUSSS Electronic Application Platform

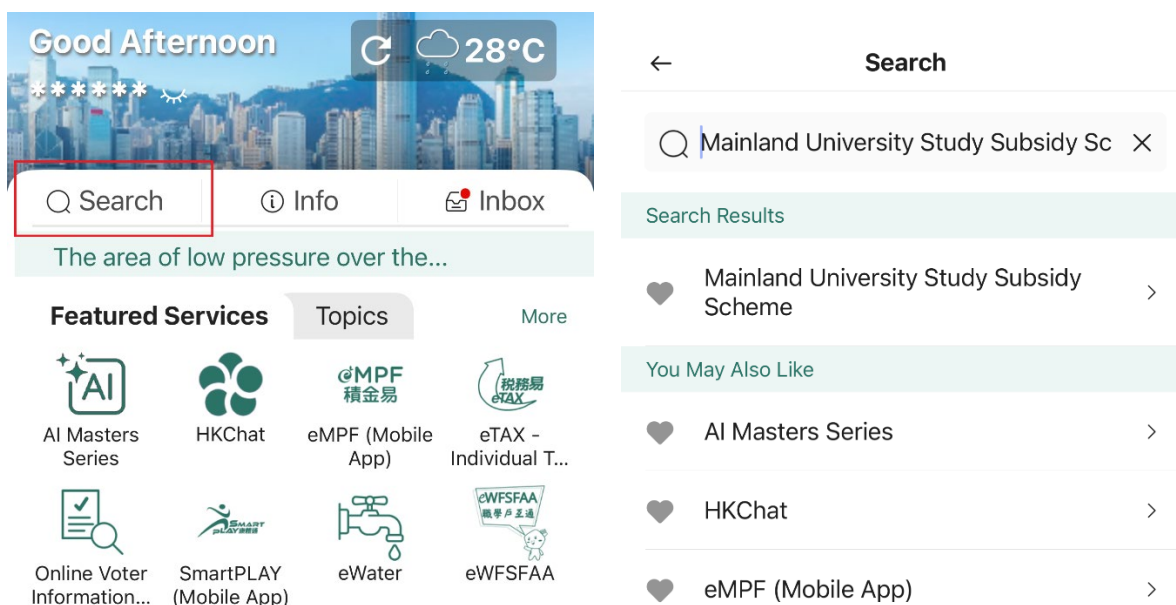
Step 5A: If you don't have an account, you will be redirected to the registration page. Please refer to 1.1 Steps 3 to 5 to complete your registration.

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

Step 1: Launch iAM Smart App in your mobile device

Step 2: Login iAM Smart

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



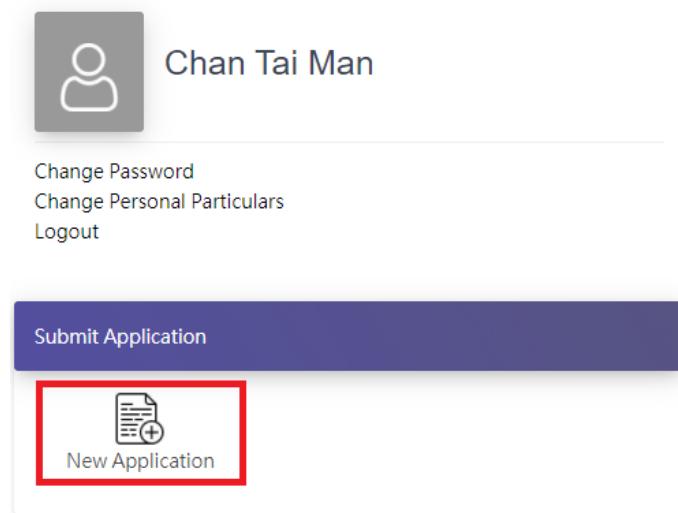
Step 3A: If you don't have an account, you will be redirected to the registration page. Please refer to 1.1 Steps 3 to 5 to complete your registration.

1.4 How can I submit an application of MUSSS via the Electronic Application Platform?

1.4.1 For new application

Step 1: Log in 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) :

Chan

Tai Man

Name of Student (Chinese) (if applicable) :

陳大文

Date of Birth*:

■■■■■■■■■■

HKID Card No.*:

■■■■■■■■■■ (■■■■■■■■■■)

Gender*:

☒ M ☐ F

Mainland Travel Permit for Hong Kong and Macao Residents No.*:

H12345678

Home Tel. No.

Hong Kong*:

98765432

Mainland China:

Mobile Tel. No.

Hong Kong*:

98765432

Mainland China:

WhatsApp (if applicable)^(Note 2):

WeChat (if applicable)^(Note 2):

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.: REF-453

確定

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

Type of Signature

Signature of Student	☐ True-copy signing ☐ "iAM Smart" digital signing	Save
Signature of Student's Father/Mother/Guardian	☐ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A	Save
Signature of Spouse of Student's Father/Mother/Guardian	☐ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A	Save

Exit

Step 9: Click Save

	Type of Signature	
Signature of Student	☐ True-copy signing ☐ "iAM Smart" digital signing	Save
Signature of Student's Father/Mother/Guardian	☐ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A	Save
Signature of Spouse of Student's Father/Mother/Guardian	☐ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A	Save
		Exit

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

	Type of Signature
Signature of Student	☒ True-copy signing ☐ "iAM Smart" digital signing
Signature of Student's Father/Mother/Guardian	☒ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A
Signature of Spouse of Student's Father/Mother/Guardian	☒ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A

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

Print Declaration form:

Print

Step 11: Select signed declaration form and click Upload and then submit

Upload Declaration form:

Select File

Upload

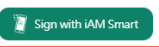
Upload

Submit

Step 12: (For iAM Smart digital signing only) Click Sign with iAM Smart

Type of Signature

Signature of Student ☐ True-copy signing ☒ "iAM Smart" digital signing

 [More info >](#)

Signature of Student's Father/Mother/Guardian ☒ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A

Signature of Spouse of Student's Father/Mother/Guardian ☒ True-copy signing ☐ "iAM Smart" digital signing ☐ N/A

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

Print Declaration form: 

Step 13: (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 **Sign with iAM Smart**

Please provide the following information of Student's Father/Mother/Guardian to sign with "iAM Smart".

Name:

HKID Card No.:

Please provide the following information of Spouse of Student's Father/Mother/Guardian to sign with "iAM Smart".

Name:

HKID Card No.:

Step 14: (For iAM Smart digital signing only) Click **Continue with iAM Smart**, and launch iAM Smart App in your mobile device

Sign your application with "iAM Smart"

****Note: Do not close the window before signing is complete****

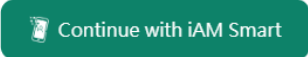
Service Name: Electronic Application Platform for Mainland University Study Subsidy Scheme

Document: Declaration Form for New Application for the "Means-tested subsidy" under the Mainland University Study Subsidy Scheme

Identification code: **1326**

Please follow the steps below:

1. Click the "Continue with iAM Smart" button below
2. Make sure the identification code shown in "iAM Smart" is the same
3. Tap on "Sign" to complete the digital signing



Step 15: **(For iAM Smart digital signing only)** Tap **Scan** in iAM Smart App in your phone and use your phone to scan the QR Code displayed on the webpage.

 iAM Smart English ▾

< Back to online service

Digital-signing via iAM Smart :

1. Please open iAM Smart App in your mobile
2. Tap the scan button in iAM Smart App
3. Scan the QR Code



Step 16: **(For iAM Smart digital signing only)** Confirm that the Document and Identification Code shown on both screens are identical and tap **Sign**

1.4.2 For renewal application

Step 1: Log in Electronic Application Platform

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

 Chan Tai Man

[Change Password](#)
[Change Personal Particulars](#)
[Logout](#)

Submit Application

**Renewal Application**
(Non-means-tested Subsidy)

**Ceasing to Receive Subsidy**
(Non-means-tested Subsidy)

Step 3: Select and fill in all mandatory fields (*)

Renewal Application for "Non-means-tested Subsidy" under the Mainland University Study Subsidy Scheme

Step 1

The student will continue to pursue undergraduate study at

Name of Mainland institution:

Shanghai University of Traditional Chinese Medicine

/ transfer to

☐ Name of Mainland institution transferred:

Select...

to pursue undergraduate study.

Language preference *:

Select...

Next Save Exit

Step 4: Fill in Captcha and click **Confirm & Submit**

Renewal Application for "Non-means-tested Subsidy" under the Mainland University Study Subsidy Scheme

Step 1

Please review if all filled information is correct.

The student will continue to pursue undergraduate study at

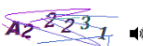
Name of Mainland institution: Shanghai University of Traditional Chinese Medicine

/ transfer to

☐ Name of Mainland institution transferred:

to pursue undergraduate study.

Language preference *: US English

Captcha: 

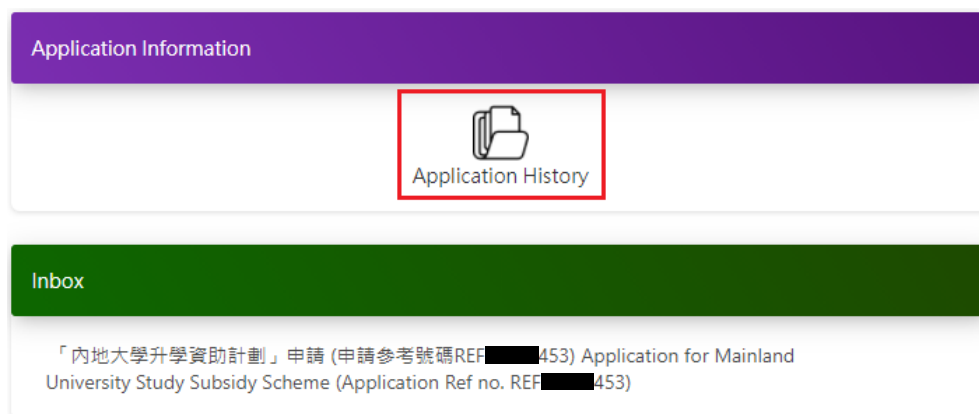
Previous Next **Confirm & Submit** Exit

Step 5: Follow the instructions in Steps 8 to 16 in Q1.4.1

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(\$)	
████	New Application	Non-means-tested Subsidy	████492	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 Signing Method**

Dashboard > [Application History](#)

Application History

Academic Year	Type of Application	Apply Subsidy Type	Application Number	Application Result	Subsidy Amount(\$)	
██████	New Application	Non-means-tested Subsidy	██████ 492	In-Progress	0	...

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

Step 4: Follow the instructions in Steps 8 to 16 in Q1.4.1

Method 2:

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

Step 2: Click **Change Signing 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 16 in Q1.4.1

Step 2: Click **Application History**

Application Information



Application History

Inbox

「內地大學升學資助計劃」申請 (申請參考號碼REF20200453) Application for Mainland University Study Subsidy Scheme (Application Ref no. REF20200453)

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(\$)
██████	New Application	Non-means-tested Subsidy	██████ 492	In-Progress	0

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

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

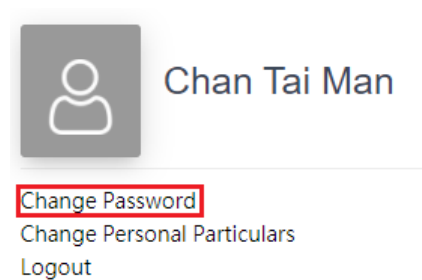
Saved

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:

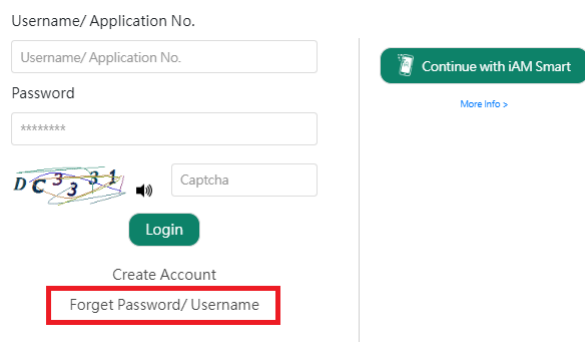
- Mixed case alphabetic characters (A-Z / a-z)
- Numerical digits (0-9)
- Special characters (for example: !, \$, #, or %)

Step 4: Click **Submit**

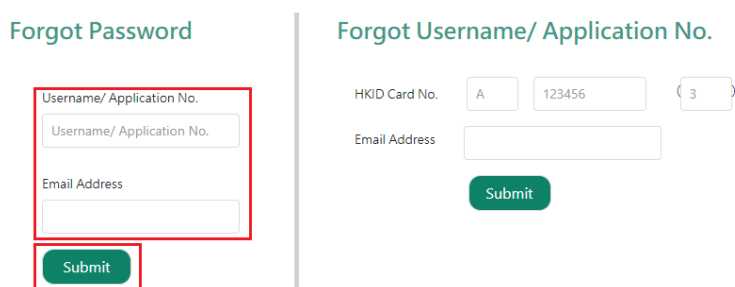
1.10 I forgot my account password. How can I reset it?

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

Step 2: Click “**Forget Password/Username**”



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



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

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/> [REDACTED]

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 to 3 in Q1.5

Step 2: Click **Supporting Doc.**

The screenshot shows the MUSSS application interface with the 'Supporting Doc.' tab selected. The interface is divided into two main sections: 'Part I. Particulars of the Student' and a list of documents to be uploaded.

Part I. Particulars of the Student

Name of Student (English)*:	First Name:	Name of Student (Chinese) (if applicable) *:
Surname: Chan	Tai Man	陳大文
Date of Birth*:	HKID Card No.*:	Gender*:
[Redacted]	[Redacted]	M
Home Tel. No.	Hong Kong *:	Mainland China:
	98765432	
Mobile Tel. No.*	Hong Kong *:	Mainland China:
	98765432	
	WhatsApp (if applicable) ^(Note 2) :	WeChat (if applicable) ^(Note 2) :

Step 3: Click **Submit Supplementary Documents**

The screenshot shows the MUSSS application interface with the 'Supporting Doc.' tab selected. The interface is divided into two main sections: 'Supporting Doc.' and a list of documents to be uploaded.

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

The screenshot shows the MUSSS application interface with the 'Supporting Doc.' tab selected. The interface is divided into two main sections: 'Supporting Doc.' and a list of documents to be uploaded.

Supporting Doc.

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

Upload

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:

