

## Payment Machine

There are three payment machines located at Tai Po Campus (B2-G/F, D3-G/F and Learning Commons near Room C-LP-25) and one payment machine located at Tseung Kwan O Study Centre (Outside Room G02 on G/F).



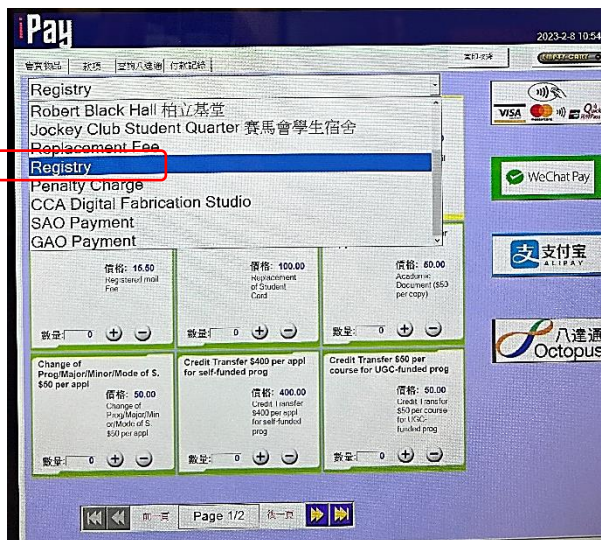
The following are the payment methods currently supported:

- Octopus
- Visa payWave
- Mastercard contactless
- UnionPay QuickPass
- Alipay
- WeChat Pay
- Apple Pay
- Google Pay
- Samsung Pay

(Note: The maximum amount of one single transaction is \$1,000.)

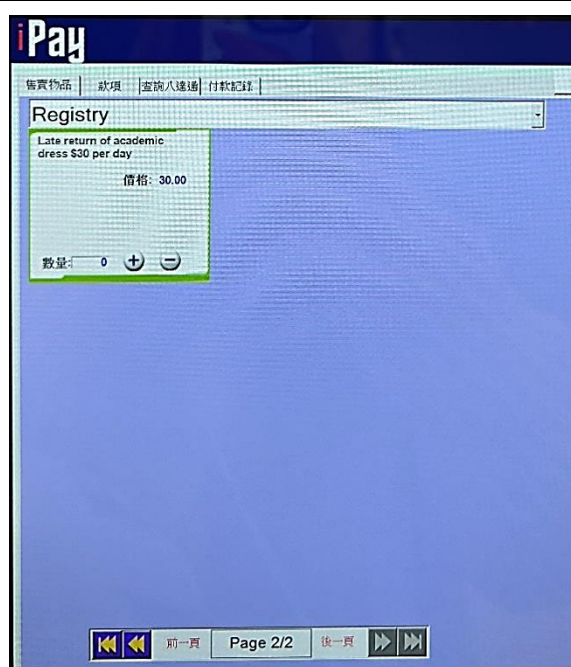
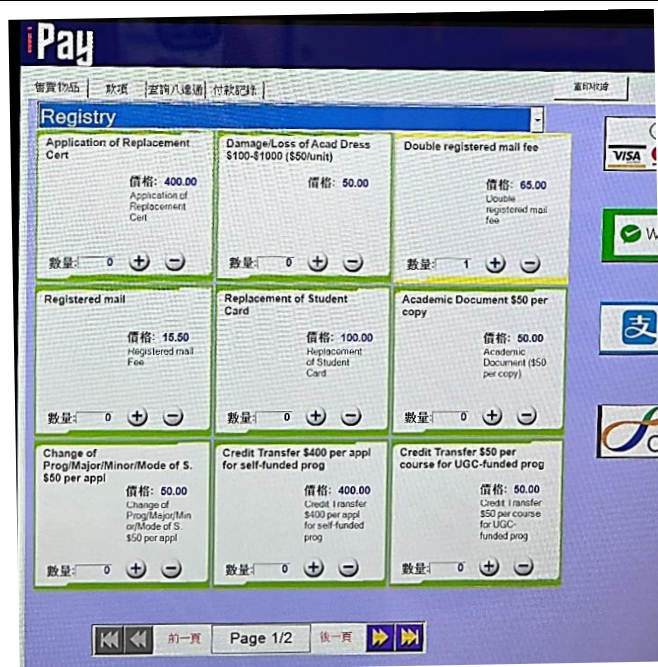
**Applicants can use Payment Machine to pay the variety types of fees of Registry by following the below steps:**

**Step 1. Select “Registry” from the "Item" drop-down menu.**



## Step 2. Select the appropriate item(s) in Category “Registry”

Item	Fee (HK\$)
Academic document	\$50 per copy
Registered mail	\$15.5
Change of Prog/Major/Minor/Mode of S.	\$50 per appl
Credit Transfer for self-funded prog	\$400 per appl
Credit Transfer for UGC-funded prog	\$50 per course
Replacement of Student Card	\$100
Application of Replacement Cert	\$400
Double registered mail	\$65
Damage/Loss of Acad Dress \$100-\$1000 per item	\$50 per unit
Late return of academic dress	\$30 per day



## Step 3. Select your payment method on the screen



## Step 4. Collect the receipt

(Please attach this original payment receipt to the application form)

