



ENGLISH SCHOOLS  
FOUNDATION  
英基學校協會

## Online Application Instructions

### GENERAL INSTRUCTIONS (for General and Central Applications):

Welcome to the online version of the ESF application for kindergartens.

**To get you started with the online application process, please read the instructions below.** It has been our experience that applicants most successfully complete the application if they read the entire set of instructions before beginning.

### SITE NAVIGATION

You can move from section to section within the ESF Kindergarten online application by simply clicking one of the tabs. In addition, there are a number of quick links, which can help you navigate through the OAS form.

'Modify' button – This function is available on the Preview Application page. If you wish to edit your application, you may go back to the application and make changes before submitting the application.

'Submit' button – This function is available after you have previewed the application and are ready to submit the application form.

'Print' button – This function is available after you submit your application. You should print a copy of the application for your records.

Privacy Policy – View our Privacy Policy on data collection and security.



## MANAGING YOUR APPLICATION

Before you start completing your application, you will be asked the required Admissions Date. Please note this date is for our reference and is not a guarantee of placement.

ESF will determine the Year Group for admission according to your child's date of birth. The Year Group may be adjusted to ensure your child's date of birth matches the ESF system age requirements. See the ESF website under policy and procedures for Age to Year group table.

Once you have completed the application, you may preview the form before it is submitted. There is an 'edit' button to make any changes before submission. Once you hit the 'submit' button, the application is saved to the database and you will not be able to electronically edit any part of the application.

After submission if there are changes required to your application, you will need to email the ESF Kindergarten (refer to the Kindergarten website) quoting your 'application reference number', your child's name and details of changes required.

After successful submission, you will be asked to 'print' your application form. You should print one to retain for your records. Supporting documents (listed on the application checklist) should be submitted online.

### One Online Form for ESF Kindergarten

Effective from the 2018/19 academic year, all admissions will be a '**one form**' application system for ESF Kindergartens.

Parents may only submit **one** online application per child with their selected preference of kindergartens. Parents may choose up to three selected schools; the options are ESF Hillside / Abacus / Tsing Yi / Wu Kai Sha / Tung Chung Kindergarten.

### Important to note when selecting your preference of school(s):

1. Parents must indicate minimum of one school, maximum of three. **Once the form is completed, options cannot be altered** and processing will be according to availability for one school only.
2. If there is no availability for any of your preferred schools, the application will be placed on a waitlist according to the first preferred school only.

## COMPLETING THE APPLICATION FORM

The online application form will take approximately 30-40 minutes to complete; suggested maximum time for online form is 60 minutes. Please allow yourself enough time before you start.

Be sure to check your email address and make sure it is accurate; otherwise, you will not receive any confirmations or updates from the Kindergarten.

In addition, please make sure your email account will not block correspondence from our school. Some Internet Service Providers have very sensitive security settings.

Please note: all correspondence will bear the exact name you enter in your application and will be sent to the contact address (email or post) provided. Please make sure this information is correct.



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Before you begin the online application, please have ready the following:

1. Your child's Hong Kong ID, passport and birth certificate number and date of birth details.
2. If your child has siblings, their Hong Kong ID or passport number and date of birth details.
3. Details of your child's previous school history.
4. A digital photo of your child saved on your computer.
5. Credit Card details for application fee online payment
6. Supporting documents (listed on the application checklist) in PDF format

#### **Data Fields**

Mandatory fields are identified with a red asterisk \*. If no information is available for input to a mandatory field, you should 'click' the 'N/A' (not applicable) button next to the field or type 'NA'.



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### **Digital Photo and Supporting Documents:**

You should upload your child's digital photo in JPEG and supporting documents in PDF format to the application form. Please save a copy on your computer before you start the online application.

After completing your application, click the submit button. The Online Admission System will verify all necessary data is entered correctly. There will be a delay of approximately 30-60 seconds before you view the next screen.

### **On submission of the online application form, you will:**

1. See on screen the 'application slip' with your 13-digit unique application reference number.
2. Receive an acknowledgement email from the Online Admissions System. (Please note you may not receive this email if your email address is incorrect or the security of your provider has blocked our email.)

Please print the application slip or the acknowledgement email for your records. This reference number along with your child's name should be used for enquiry and in correspondence with the Kindergarten.

### **APPLICATION FEE - ONLINE PAYMENT**

The final step to complete an application is payment of the application fee. The ESF Kindergarten application fee is HK\$500. The fee is a non-refundable, non-transferable administration fee for each application and that the collection of fee constitutes no assurance that a Kindergarten place or interview will be offered. The fee does not provide any priority over the allocation of a morning or afternoon session, which are randomly allocated in order to ensure equal opportunities for all successful applicants. Income from applications fees, as a whole is intended to cover the administrative cost of the online application system as well as the staff cost of the admission assessment purposes. The method of payment is by VISA/MasterCard through PayDollar, our online payment service provider.

You will be redirected to PayDollar.com for online payment. PayDollar is a leading, secure and reliable international payment service provider to banks and online merchants providing payment services since 2000. Your payment details will be securely transmitted to the acquiring bank. ESF will not have access to or keep any of your credit card information.

PayDollar supports CVV/CVC check. You will be requested to enter the 3 or 4 digit code found on the back of your credit card. If you decide to use a VISA card issued by a bank which has launched the "Verified BY VISA", or MasterCard Secure Code, you will be required by the bank to provide details for verification.

After payment is complete, you will be prompted to print the payment result. You should save a copy of the payment receipt for your own reference.



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## SUPPORTING DOCUMENTS

In addition to the application form, you are required to submit supporting documents **according to the** application checklist on the ESF website electronically. An applicant can only be considered when the necessary documents are received. You may upload the supporting documents later if you do not have them on hand at the point of application.

If you are applying for K1 (born in 2017) for academic year 2020-2021, we suggest that parents do not to wait until the Central Admissions deadline of 30 September 2019 to submit online application.

## FINAL THOUGHTS

Before you begin work on your Kindergarten application form, please be aware of the following:

Check the information and items to have ready to ensure you know exactly what needs to be submitted in order for you to be considered for admission.

If you are using a computer which is not your own, when you have completed application, be sure to close your browser for security reasons to protect your personal data.

Your child's application will be placed on the Kindergarten waiting list. The Kindergarten will contact you for any admissions assessment when there is place availability for your child.

If you are not sure that your application was successfully submitted, it is your responsibility to contact the Kindergarten to ensure your application was sent successfully.

If you have any enquiry or questions regarding completing the Kindergarten 'online application' please email or call the specific Kindergarten.