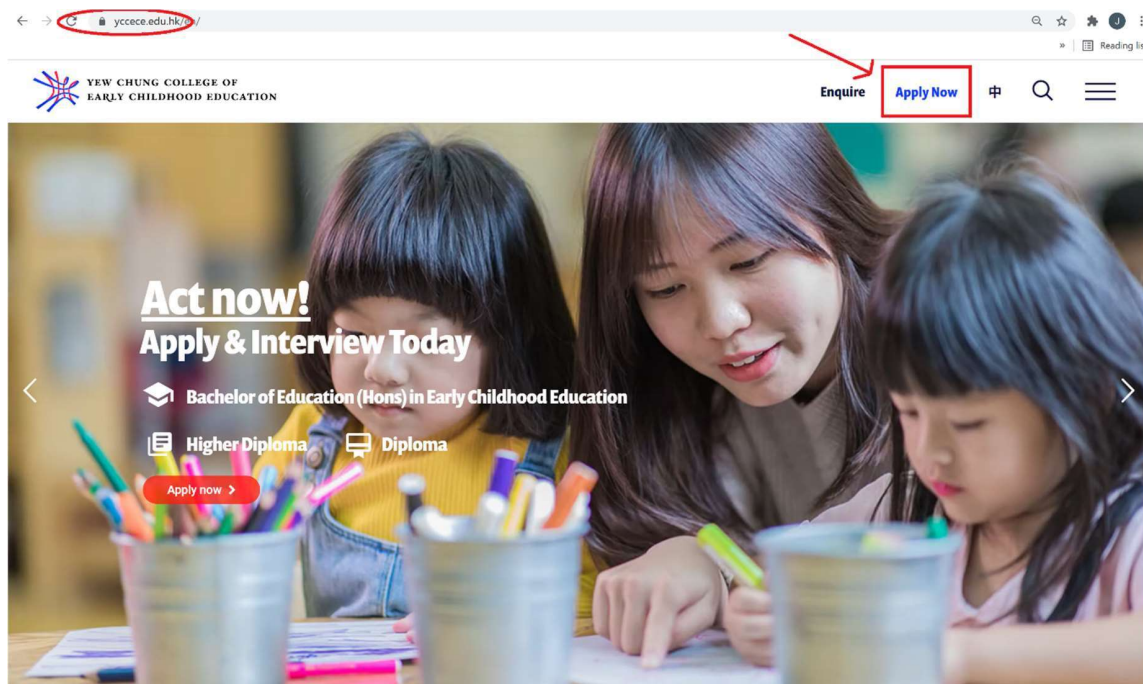**Applicant's User Guide on submitting an admission application to Yew Chung College of Early Childhood Education (YCCECE)**

Accessing Applicant Portal website

Access YCCECE's website at www.yccece.edu.hk and click on "Apply Now."

Complete New User Registration Process

For **first time user of this portal**, you are required to first register for a new account.

1. Click on "New User Registration" and proceed to the account registration process.

2. Please tick the mandatory checkbox to proceed to the registration page.

3. Complete the required information on this page. **Please check your email address carefully, it will be used as your Login ID during your whole programme application process.**
Note: all mandatory fields are marked with *.

4. Once you have checked the completed details, scroll to the bottom of the page. Check on the "Captcha" and click on "Activate Account".

Note: Your password must include 1 English character(英文字母), 1 number(數字) & 1 special character(標點符號)

5. To begin your application process, click on "Create New Application".

6. Check the **Year of Intake** to make sure that it is showing the intended academic year of study correctly.
   If you are going sit for HKDSE in 2023, please select "***Entry to 2023/24***"

7. Next, choose you need to select the programme path.
   Note: For HKDSE students, please select "***Year 1 entry***".

8. The system will automatically **highlight your chosen programme path to red** when you do a mouse over on the selected button.

1. Complete the section required on the application form.

Please note that **all mandatory fields are marked with** *.

Programme Choice – Use the "Add More" button to specify more than one programme choice

Click "Save & Next" to move to the next section and complete the next section. Repeat this step until you have reached the last section.

Public Exam Result

For HKDSE students, please select "Hong Kong Diploma in Secondary Education (HKDSE)" and select "2023" if you are going to sit for HKDSE in 2023.

Academic Result – For HKDSE students, you are NOT required to enter any information at this stage

Documents Upload – Click on the [upload icon] icon to upload document to relevant document type section.

Note: For HKDSE students, you are required to submit your **HKID Card** and **Student Card copy** in order to complete your application. You might send these documents via Whatsapp on 93120733.

Submit application – Read and click "Agree" to proceed. Click "Final Submit".

Login with your registered account

After you have submitted your application, you can visit the main portal login page at (https://apply.yccece.edu.hk) to check your application status and submit additional documents anytime.