

**TECHNOLOGICAL AND HIGHER EDUCATION INSTITUTE
OF HONG KONG**

Department of Design and Architecture

**Professional Diploma in Landscape Architecture
(Programme Code: DS525105)**

QR Registration No.: 22/000001/L5 (Validity Period: 1 September 2022 – 31 August 2025)

Application Form

Notes for Applicants

- Please read the programme entrance requirements before completing the application form.

Admission is on a competitive basis where applicants are judged on their ability to meet the entrance requirements of the Programme. The minimum admission requirements of the Programme are as follows:

- Possession of a Bachelor’s degree in a relevant discipline; OR
- A non-related Bachelor’s degree with minimum one-year relevant working experiences in landscape architecture or related field; OR
- A Higher Diploma or Associate Degree in a relevant discipline with minimum two years of relevant working experiences in landscape architecture or related field.

- Please submit completed application form and copy(ies) of relevant documents including your Hong Kong ID card, academic transcript(s)/certificate(s), proof of employment and portfolio by one of the following methods. A passport size photo should also be stuck on the application form/sent by email. Printed versions are not accepted. Late submission of passport photo may lead to late collection of Student Identity Card.

Mail*	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Attn: Academic Service Team 2. Please state ‘Application for PDLA’ on the envelope) (Submission of application by mail will be at the applicant’s own risk in case of lost mail.)	
E-mail*	thei-reg@thei.edu.hk	
In-Person	Address	14/F, South Block, THEi, 133 Shing Tai Road, Chai Wan, Hong Kong (Please bring along the true copies of relevant documents for verification)
	Office Hours:	
	Monday – Friday	9:00 a.m. – 5:30 p.m.
	Saturday	On designated dates only
	Sunday & Public Holidays	Closed
Office hours may be adjusted subject to special arrangement. Please contact the Registry (3890 8000) for opening hours before submitting application in person.		

* Applicants who submit the application by mail or email are required to bring the true copies of supporting documents for verification at the Registry at a later time.

- Incomplete application forms will be regarded as unsuccessful applications.

Section 1 – Particulars of Applicant		
Full Name (English):	Mr/Ms/Miss	Please stick your recent passport photo here or send a soft copy by email. (Printed version is not accepted)
Full Name (Chinese):	先生/女士/小姐	
HKID / Passport No.:		
Date of Birth (DD/MM/YYYY):		
Mobile Phone No.:		
Home Telephone No.:		
Email Address:		
Correspondence Address:		

Section 2 – Academic and Professional Qualifications (highest qualification first) (Please attach copy(ies) of transcript(s)/certificate(s).)			
From / To (MM/YYYY)	School/Institution/ Examination Attended	Qualification Obtained	Date of Award (MM/YY)

Section 3 – Working Experience (most recent first) (Please add paper if required.)			
From / To (MM/YYYY)	Name of Company	Position	Full time / Part time

Section 4 – Source(s) of knowing this programme (You may select “✓” more than one.)		
<input type="checkbox"/> VTC Website	<input type="checkbox"/> THEi Website	<input type="checkbox"/> Email
<input type="checkbox"/> Leaflet	<input type="checkbox"/> Yahoo / Google	<input type="checkbox"/> Friends
<input type="checkbox"/> Others. Please specify: _____		

Section 5 – Applicant’s Declaration and Signature

1. I declare that the information given in this application is, to the best of my knowledge, accurate and complete. I understand that this information will be used in the admission process of the programmes offered by Vocational Training Council (VTC) and its member institutions.
2. I understand that, upon my registration in a programme in VTC/THEi, the data contained in this application will become part of my student record and may be used for all purposes relating to my study in VTC/THEi.
3. I understand that the VTC/THEi may use my application data for statistical purposes. The application form and other related personal information will be disposed of after the completion of this admission exercise. Nevertheless, if I have indicated in Section 6 of this application form that I wish to receive information about VTC/THEi, my application data will be retained.
4. I understand that provision of any false or misleading information therein shall lead to DISQUALIFICATION of my application without notice and cancellation of any resultant registration, and any fees paid will NOT be refunded.
5. I agree to abide by rules and regulations of THEi if I am admitted to the programme as a student.
6. I understand that all fees paid are non-refundable and non-transferrable.

Applicant’s Signature:

Date:

Section 6 – Use of Personal Data for Direct Marketing

VTC and its member institutions intend to use your personal data provided, including your name, phone number, mobile number, email address, correspondence address and education level, to provide direct marketing information in relation to any programmes, admission and events of VTC and its member institutions, but we cannot so use your personal data without your consent. For the Privacy Policy Statement of VTC, please visit <http://www.vtc.edu.hk/html/en/privacy.html>.

I agree that my personal data provided, including my name, phone number, mobile number, email address, correspondence address and education level, may be used by the VTC and its member institutions for providing direct marketing information in relation to any programmes, admission and event of VTC and its member institutions.

If you do not agree with the above arrangement, please tick the box.

If you would like to unsubscribe from receiving the said information or update your personal data, please send your request with registered name, phone number, mobile number, email address, correspondence address and education level to thei-reg@thei.edu.hk or by fax to 3890 8123.

Section 7 – For Office Use	
Application Received on:	(by)
Department Office	
Interview on:	
Application Successful:	Yes / No (by)
Registry	
Hong Kong Identity Card Verified:	Yes / No
Academic Transcripts and Employment Proof Verified and Copies Collected:	Yes / No
Payment of 1st Installment of tuition fee	Yes / No
Student Record Created on:	(by)