



## 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.

The ESF Kindergarten online application contains 7 sections, each designated by the following tabs:

- SECTION 1: PERSONAL DETAILS OF STUDENT
- SECTION 2: HOME ADDRESS
- SECTION 3: LANGUAGE BACKGROUND
- SECTION 4: PRESCHOOL HISTORY AND CLUBS ATTENDED
- SECTION 5A: PARENT INFORMATION
- SECTION 5B: OTHER CHILDREN IN THE FAMILY
- SECTION 6: ADDITIONAL INFORMATION
- SECTION 7: APPLICANT'S PHOTO

LAST STEP: APPLICATION FEE - ONLINE PAYMENT

### SITE NAVIGATION

You can move from section to section within the ESF Kindergarten online application by simply clicking one of the seven 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 Kindergartens 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 two copies, one to retain for your records, the second to forward to the Admissions Office for your related Kindergarten with the supporting documents (listed on the application checklist). Please refer to the list of Kindergartens on the website at [www.esf.org.hk](http://www.esf.org.hk) for individual Kindergarten addresses.

### **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 the Kindergarten. 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.

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

- a) Your child's Hong Kong ID, passport or birth certificate number and date of birth details.
- b) If your child has siblings, their Hong Kong ID or passport number and date of birth details.
- c) Details of your child's previous schooling history, if applicable.
- d) A digital photo of your child saved on your computer.
- e) Credit Card details for online payment of the application fee.

#### 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'.

**Digital Photo:** You will be requested to upload your child's digital photo to the application form. Please save a copy of the digital photo 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 **12-digit unique application reference number**.
2. Receive an acknowledgement email from the ESF Kindergarten 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\$300. This is a **non-refundable, non-transferable administration fee** which covers the cost of our administration. The collection of this fee does not constitute any assurance that a Kindergarten place will be offered. 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 forward a copy of together with the supporting documents required.

If your online payment fails, please write a cheque for HK\$300 payable to the **"ESF Educational Services Limited"** with your child's name and **application reference number** clearly printed on the back of the cheque. The cheque must be sent attached with the supporting documents.

**SUPPORTING DOCUMENTS**

In addition to the Kindergarten application form, submitted electronically, you are required to submit supporting documents as detailed in the **application checklist** on the Kindergarten website. An applicant can only be considered when the necessary documents have been received by the Kindergarten.

A copy of the completed "Online Application" form or application slip or email acknowledgement must be attached to your supporting documents with 2 photographs.

Please send a copy of your application form, two photos of your child and supporting documents to your selected Kindergarten. The addresses of the Kindergartens are on [www.esf.org.hk](http://www.esf.org.hk).

If you are applying for K1 (born in 2009) for academic year 2012-2013, we suggest that parents do not wait until the Central Admissions deadline of 31 October 2011 to submit online application. These supporting documents must be received by the Kindergarten by 3 November 2011.

## **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.