

香港知專設計學院及香港專業教育學院（李惠利）

新生註冊注意事項**1. 網上「新生註冊系統」及「Computer Network Account」(CNA 賬戶)**

- 當你於網上遞交學費收據後，你仍需於註冊限期內登入「新生註冊系統」(<https://admission.vtc.edu.hk/nsrs/>)填寫新生註冊表。如你未能於限期內辦妥入學註冊手續，你所獲派之學位，即屬無效。
- 完成所有註冊程序後，你將派有一個 CNA 賬戶的密碼，用戶名稱即你的申請編號。
- 你的 CNA 會於完成註冊後 48 小時內自動啟動，以便你於 8 月中以後登入 MyPortal (<https://myportal.vtc.edu.hk>)查閱上課時間表及學院資訊等。

2. 「疫苗通行證」

- 職業訓練局已於 2022 年 3 月 25 日起實施學生「疫苗通行證」，詳情請瀏覽「[COVID-19 資訊坊](#)」。本局會適時按階段更新進入轄下院校的疫苗接種最低要求。請同學瀏覽「[COVID-19 資訊坊](#)」留意最新防疫措施及安排。查詢請聯絡 3928 2488。

3. 開課日期

- 新學年暫定於 **2022 年 9 月 1 日**開課。同學可於開課前約一星期登入 MyPortal 查閱上課時間表。

4. 繳交第一期學費

- 學生需於繳費限期前繳交有關費用。否則，學院會取消你的學籍而不另行通知。

5. 學生證

- 學生證將於迎新日派發。若未能領取，可於開課後一星期內前往學院秘書處(B001)取回學生證。

6. 學生手冊

- 學生手冊會上載於 **MyPortal>最新消息**。

7. 學院資訊

- 學院一般會透過 **MyPortal** 與學生聯絡及發出學業成績證明書、學院通告及學費繳費通知書等。學生應定期瀏覽有關網頁，查閱最新資料。

8. 申請豁免修讀部分單元/學分轉移

- 同學可於 8 月中以後於 **MyPortal>最新消息**申請 2022/23 學年豁免修讀部分單元/學分轉移。在未收到學系通知結果前，學生仍須照常上課。

9. 查詢電話及電郵

學院	學系/部門	地點	電話	電郵
香港知專設計學院 (HKDI)	建築、室內及產品設計學系	C936	3928-2800	hkdi-aip@vtc.edu.hk
	傳意設計學系	C1041	3928-2929	hkdi-dcd@vtc.edu.hk
	數碼媒體學系	C1038	3928-2700	digitalmedia@vtc.edu.hk
	時裝及形象設計學系	D938	3928-2900	hkdi-fid@vtc.edu.hk
香港專業教育學院 (李惠利) (LWL)	工程系	LW6M74	3928-2500	lwl-eng@vtc.edu.hk
	資訊科技系	LW896	3928-2600	lw-it@vtc.edu.hk
香港知專設計學院及香港專業教育學院(李惠利)	語文中心	B940	3928-2100	
	學生發展處[經濟援助]	LW113	3928-2200	dilwl-sdo@vtc.edu.hk
	學院秘書處	B001	3928-2488	cs-dilwl@vtc.edu.hk

Hong Kong Design Institute and Hong Kong Institute of Vocational Education (Lee Wai Lee)

Registration Notes for New Student**1. E-registration & Computer Network Account (CNA)**

- You have to complete the e-registration form via the "New Student Registration System" (<https://admission.vtc.edu.hk/nsrs/>) within the registration period after uploading your payment receipt. **Failure to complete the registration procedures before the specified deadline will be regarded as the decline of offer.**
- You will have a password of CNA and your application number will be the User Name.
- After completion of the e-registration, your CNA will be activated within 48 hours. You may login MyPortal (<https://myportal.vtc.edu.hk>) to download documents such as timetable and campus information etc., around mid-August.

2. "Vaccine Pass"

- With effect from 25 March 2022, VTC has implemented "Vaccine Pass" for students. Please visit "[COVID-19 Corner](#)" for details. Requirement on the minimum number of vaccine dose(s) for gaining access to VTC campuses/premises will be stepped up by stages. Students are advised to pay attention to the latest anti-pandemic measures and arrangements and check out the latest information from the "[COVID-19 Corner](#)". Please contact 3928 2488 for enquiries.

3. Date of Class Commencement

- All Classes will be commenced on 1 September 2022 (tentative) for AY2022/23. Students may visit MyPortal for details of the timetable about one week before the commencement of class.

4. Payment of 1st installment of tuition fee

- Students should settle the required tuition fee before the specified deadline; otherwise, they would be de-registered from the programme without further notice.

5. Student Card

- Students may collect their student cards on Orientation Day. Uncollected student cards will be distributed in the first week of class commencement at Campus Secretariat (B001).

6. Student Handbook

- Student Handbook will be uploaded to **MyPortal>News**.

7. Dissemination of Campus Information

- Campuses normally use **MyPortal** as a communication channel with students, including the release of transcript of study, Campus Circular, tuition fee payment advice, etc. Students should therefore visit MyPortal at regular intervals for updated news and downloading documents.

8. Application for Module Exemption / Credit Transfer

- You may visit **MyPortal>News** for the application of Module Exemption/Credit Transfer after mid-August 2022. You are required to attend class until exemption is granted.

9. List of Contacts

Campus	Department/Other Unit	Location	Tel.	Email
Hong Kong Design Institute (HKDI)	Architecture, Interior and Product Design	C936	3928-2800	hkdi-aip@vtc.edu.hk
	Communication Design	C1041	3928-2929	hkdi-dcd@vtc.edu.hk
	Digital Media	C1038	3928-2700	digitalmedia@vtc.edu.hk
	Fashion and Image Design	D938	3928-2900	hkdi-fid@vtc.edu.hk
	Engineering	LW6M74	3928-2500	lwl-eng@vtc.edu.hk

IVE(Lee Wai Lee) (LWL)	Information Technology	LW896	3928-2600	lw-it@vtc.edu.hk
HKDI&LWL (DILWL)	Language Centre	B940	3928-2100	
	Student Development Office [financial assistance)	LW113	3928-2200	dilwl-sdo@vtc.edu.hk
	Campus Secretariat	B001	3928-2488	cs-dilwl@vtc.edu.hk



致各位新同學：

學院迎新日2022/2023

歡迎你們加入香港知專設計學院及香港專業教育學院（李惠利）的大家庭。

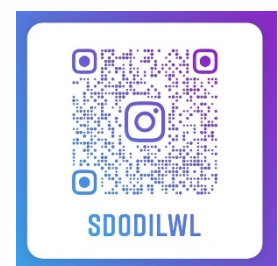
學院各部門將在二零二二年八月舉行迎新日，內容包括介紹各學系及課程導師、校園設施、學習資源中心服務、學生發展服務及政府助學金及貸款計劃/VTC學費減免計劃/學生車船津貼等。

有關迎新日的安排，請於二零二二年八月中旬留意學生發展處 IG (<https://www.instagram.com/sdodilwl/>)。

此外，學院將於二零二二年八月十六日為有特殊教育需要同學安排迎新日。如有任何查詢，可致電3928 2200（學生發展處）或3928 2222（學院秘書處）。

香港知專設計學院及香港專業教育學院（李惠利）
學生發展處啟

二零二二年五月三十一日





31 May 2022

Dear New Students,

New Student Orientation 2022/2023

Welcome to Hong Kong Design Institute and Hong Kong Institute of Vocational Education (Lee Wai Lee).

Orientation sessions will be held at late-August by different departments at the campus. Students would be able to know teachers and key staffs of academic department, obtain important information regarding campus facilities and services provided by Learning Resources Centre, Student Development Office and student financial assistance (such as Government Grant and Loan Scheme, VTC Fee Remission Scheme and student travel subsidy) etc.

Please refer to the information on Student Development Office's IG (<https://www.instagram.com/sdodilwl/>) in mid-August for the arrangement of New Student Orientation.

Orientation session for students with special educational needs will be held on 16 August 2022. For enquiries, please contact Student Development Office at 3928 2200 or Campus Secretariat at 3928 2222.

Student Development Office
Hong Kong Design Institute and
Hong Kong Institute of Vocational Education (Lee Wai Lee)

