



## The Hong Kong Psychological Society Ltd.

### Application form for Society-based Professional Registration of Psychologists

(Revised: May 2020)



**IMPORTANT!** This form is used to apply for Professional Registration of Psychologists by Member of The Hong Kong Psychological Society (HKPS). It is important that you refer to the **By-Laws** of HKPS about professional registration and the **Code of Professional Conduct** stipulated by HKPS. These can be found at [www.hkps.org.hk](http://www.hkps.org.hk)



**IMPORTANT!** Application for Professional Registration of Psychologists has stricter requirements than application for HKPS membership. Supporting documents must be certified in accordance with the guidelines in **Appendix A**. Your application will only be processed upon receipt of a completed application form with all required supporting documents. Failure to provide any of the required information or certified documents will result in a significant delay in application vetting. Please refer to **Appendix B** for cross-check before you submit your application.

According to the *By-Laws* of HKPS (s.21), an applicant for professional registration must:

- (a) be a Member other than an Honourary Fellow of the Society, must be in **good standing**, and
- (b) possess a **higher degree in psychology** obtained from an institution recognized by the Society, and
- (c) have at least one year of **post-qualification experience in a discipline of psychology** deemed acceptable to the Council.

No application fee is required. Please send this form together with a complete set of supporting documents **BY POST or BY COURIER** to:

Secretary of Registration Board,  
The Hong Kong Psychological Society,  
Unit 1211, The Metropolis Tower  
10 Metropolis Drive, Hung Hom  
Kowloon, Hong Kong

#### I. PERSONAL PARTICULARS OF APPLICANT

Name (in English) which should be the same as the name registered with HKPS:		(Name in Chinese, if any):	
Please note your name(s) given here will be displayed on HKPS website for public checking. You must not change or add another name to represent yourself as Registered Psychologist of HKPS unless endorsed by HKPS Council.			
Postal address:      Residential address      Business or registered office address			
Phone:		Fax:	
E-mail address:			
I am a      Graduate Member of HKPS      /      Associate Fellow of HKPS      /      Fellow of HKPS.			
I am a full member of the HKPS Division of:			
I am not a full member of any Division of HKPS.			

**II. ACADEMIC DEGREES IN PSYCHOLOGY**

Name of applicant:

Education history from **1st degree in psychology** to the **highest degree in psychology**. Non-psychology degree or qualification will not be counted; do not supply non-psychology degree information. HKPS member with only one degree in psychology will not be considered for professional registration. Member who was admitted to HKPS based on combination of two psychology degrees will need another higher degree in psychology to qualify for professional registration.

Date (MM/YYYY)		Name of degree	Name of awarding university or institution	Mode of study
From	To			
				Full-time Part-time
				Full-time Part-time
				Full-time Part-time

✖ if space is not enough, please copy this page to add information. Extra page(s) must be attached to this form



**NOTICE TO APPLICANT ABOUT COLLECTION OF PERSONAL DATA IN COMPLIANCE WITH THE PERSONAL DATA (PRIVACY) ORDINANCE, CHAPTER 486 OF THE LAWS OF HONG KONG**

1. Purpose of collection: The personal data you voluntarily provided through this application form and attachments will be used by the Hong Kong Psychological Society ("HKPS") for the purposes approved by the HKPS Council including but not limited to HKPS membership consideration, HKPS professional registration, HKPS activity planning, and communication between you and HKPS. The name of Registered Psychologist will be displayed in HKPS website for public checking.

2. Consequences of failure to supply personal data: Your truthful information is necessary for the purposes mentioned in paragraph 1 above, failure to provide as required may result in the delay or decline of your application and/or disruption of HKPS communication with you about HKPS matters.

3. Classes of transferees: The personal data you provided through this application form may be disclosed to statutory authorities when lawfully required and/or other persons for the purposes mentioned in paragraph 1 above.

4. Access to and amendment of personal data: You have a right to request access to and to request correction of the personal data you provided to HKPS. To access or to amend the data, you should write to the General Secretary, Hong Kong Psychological Society, at the electronic or the registered address specified in [www.hkps.org.hk](http://www.hkps.org.hk).

**IV. DECLARATION**

Please read the following carefully and if you agree with the statement, complete it and sign below.

I, \_\_\_\_\_ (full name), wish to apply for inclusion in the Register of Professional Psychologists of The Hong Kong Psychological Society and agree to abide by the Society's Code of Professional Conduct. I solemnly and sincerely declare that I have not been charged in any place for any criminal offence or subject to any allegation of professional malpractice in connection with psychology in any place. I also agree to disclose immediately to the Registration Board of HKPS any criminal offence charged against me or any professional malpractice allegation filed against me if I wish to be included in the HKPS Professional Register.

I have read the above notice about collection of personal data.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**For Office Use Only**

\*Recommended    Not recommended    On hold for inclusion in the Register of Professional Psychologists of HKPS.

Remarks \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Returned Acknowledgement of Receipt on \_\_\_\_\_

## Appendix A

### TRUE COPY of documents deemed acceptable to the HKPS Registration Board

#### • **CERTIFIED TRUE COPY**

To certify a copy of document as true, you may bring the original document to one of the following people who can make a copy of the original for you and stamp as "Certified True Copy":

1. a notary public practising in Hong Kong;
2. a solicitor practising in Hong Kong;
3. a certified public accountant (practising) within the meaning of section 2 of the Professional Accountants Ordinance (Chapter 50 of the Laws of Hong Kong);
4. an officer of the court in Hong Kong who is authorised by law to certify documents for any judicial or other legal purpose;
5. a professional company secretary practising in Hong Kong; or
6. a consular officer of user's home country, in the case of a non-Hong Kong resident.

You may be charged a fee for such service.

#### • **DECLARATION OF A DOCUMENT AS TRUE COPY OF THE ORIGINAL or**

#### • **DECLARATION OF INFORMATION PROVIDED AS TRUE**

As an alternative to receiving certified true copy of documents or work supervisor's verification of work experience, the Registration Board of HKPS accepts legal declaration by the applicant at a Home Affairs Enquiry Office of the HKSAR Government. Please refer to "Administration of Declaration/Oath for Private Use" on the Home Affairs Department website: [https://www.had.gov.hk/en/public\\_services/public\\_enquiry\\_services/provided.htm](https://www.had.gov.hk/en/public_services/public_enquiry_services/provided.htm)

- This public service is free of charge.
- Please submit the Declaration along with the copied documents to the Registration Board.
- Documents which are not personally declared by the applicant will not be accepted.

- **ORIGINAL CERTIFICATES OR DOCUMENTS** are acceptable but applicant will send them at his / her own risk. HKPS will not hold responsibility for any loss or damage of the original.

**Appendix B**  
**Submission Checklist**

CHECKLIST FOR APPLICANT		CHECKLIST FOR HKPS	
	Please check box on LEFT	OK	Missing items (if any)
	p.1 Personal particulars of applicant complete	<input type="checkbox"/>	
	p.2 Academic degrees in psychology complete	<input type="checkbox"/>	
	p.3 Post-qualification experience complete	<input type="checkbox"/>	
	p.3 Work supervisor information complete	<input type="checkbox"/>	
	p.3 Work supervisor's signature complete	<input type="checkbox"/>	
	p.3 Work supervisor's company chop complete	<input type="checkbox"/>	
	Legal declaration of truth of p.3 if no work supervisor's verification	<input type="checkbox"/>	
	p.4 Declaration complete	<input type="checkbox"/>	
	True copy of 1 <sup>st</sup> psychology degree certificate	<input type="checkbox"/>	
	True copy of 1 <sup>st</sup> psychology degree transcript	<input type="checkbox"/>	
	True copy of 2 <sup>nd</sup> psychology degree certificate	<input type="checkbox"/>	
	True copy of 2 <sup>nd</sup> psychology degree transcript	<input type="checkbox"/>	
	True copy of 3 <sup>rd</sup> psychology degree certificate (if any)	<input type="checkbox"/>	
	True copy of 3 <sup>rd</sup> psychology degree transcript (if any)	<input type="checkbox"/>	
	Acknowledgement receipt envelope affixed with sufficient HK postage stamp	<input type="checkbox"/>	
	Sufficient postage stamp on mailing envelope (HKPS cannot accept any mail with insufficient postage)		

*If applicant is sending any other document as evidence to support academic qualifications or post-qualification experience, please list them out on another sheet and attach to this page. Thank you.*

Secretary of Registration Board,  
The Hong Kong Psychological Society,  
Unit 1211, The Metropolis Tower  
10 Metropolis Drive, Hung Hom  
Kowloon, Hong Kong

Applicant  
should affix  
sufficient HK  
postage stamp

7

Name of Applicant:

Address:

---

*If you need an Acknowledgement of Receipt, please complete your name and address,  
affix postage stamp and attach this page to your application package.*

From: HKPS Administration – Registration Board

**Acknowledgement of Receipt**

Dear Applicant,

This is to acknowledge your application for Professional Registration of Psychologists under The Hong Kong Psychological Society (HKPS) was received on \_\_\_\_\_.

\* Please submit missing information indicated in the checklist attached.

The next meeting of the Registration Board of the Hong Kong Psychological Society is scheduled on \_\_\_\_\_ in which your application will be considered. However, all applicants recommended for professional registration have to be ordered in a subsequent Council Meeting before they receive our letter of acceptance.

If you do not hear from us again three months after the date of this letter, please contact us

[www.hkps.org.hk](http://www.hkps.org.hk)

[admin@hkps.org.hk](mailto:admin@hkps.org.hk)

Fax: (852) 2852 1776