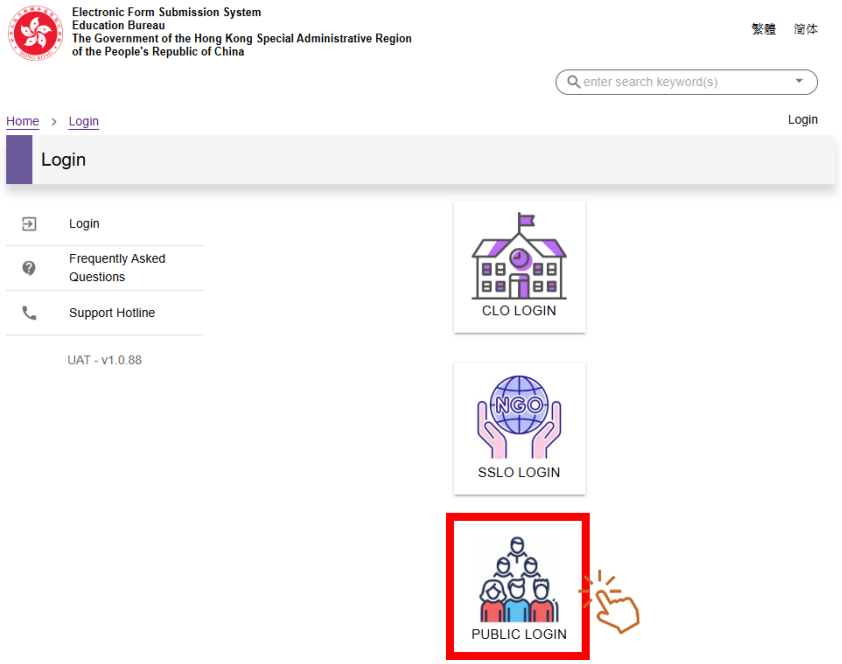
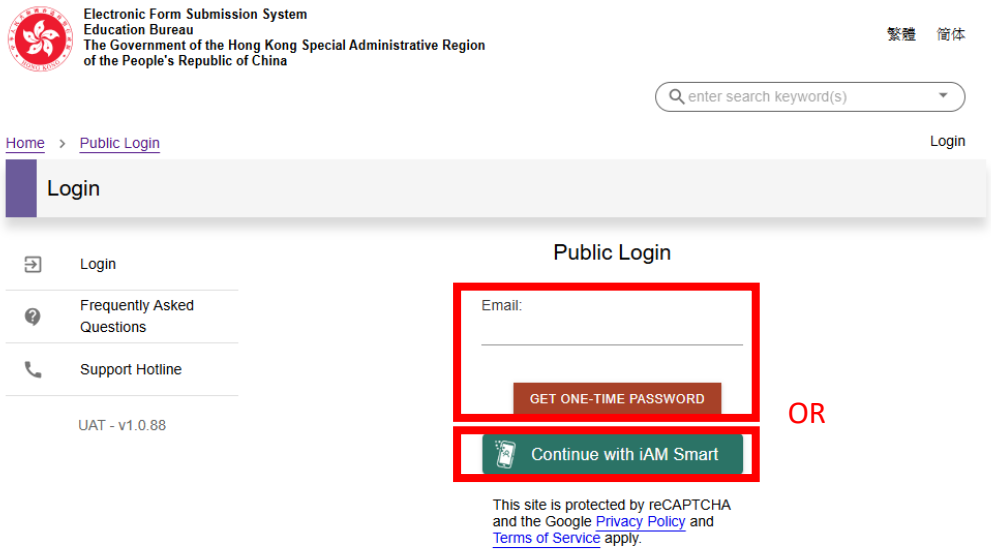
Steps on Submitting Application Form for Special School Admission (Newly-arrived Children) through eFormSS

A. Public Log in to eFormSS

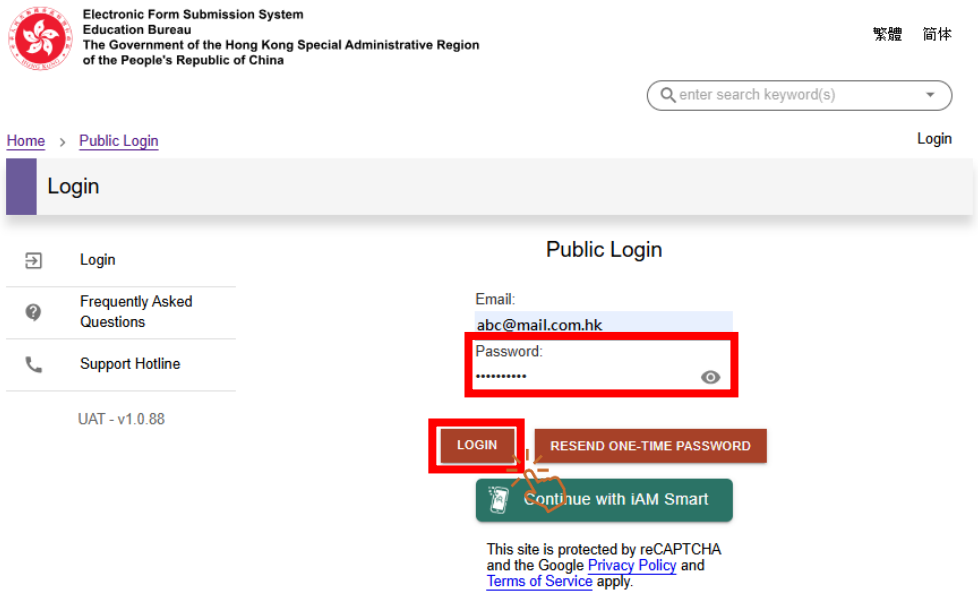
1. Click 'PUBLIC LOGIN' button.



2. Input an email address to get a one-time password or continue with iAM Smart.

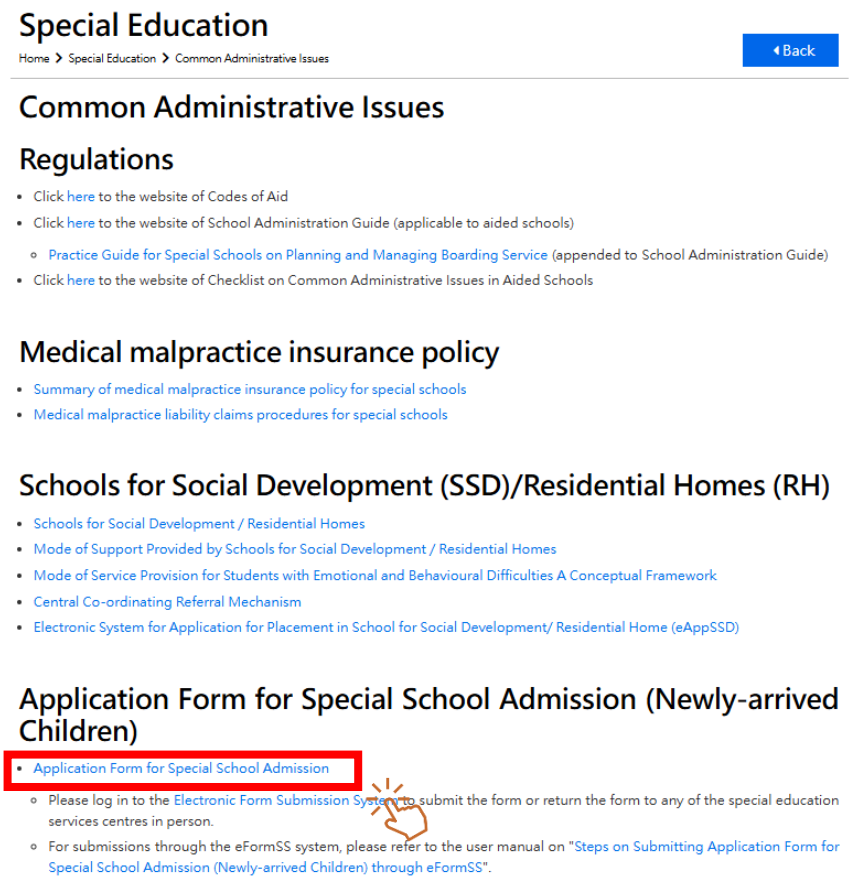


3. If using one-time password, check the email. Input the one-time password and click ‘LOGIN’.

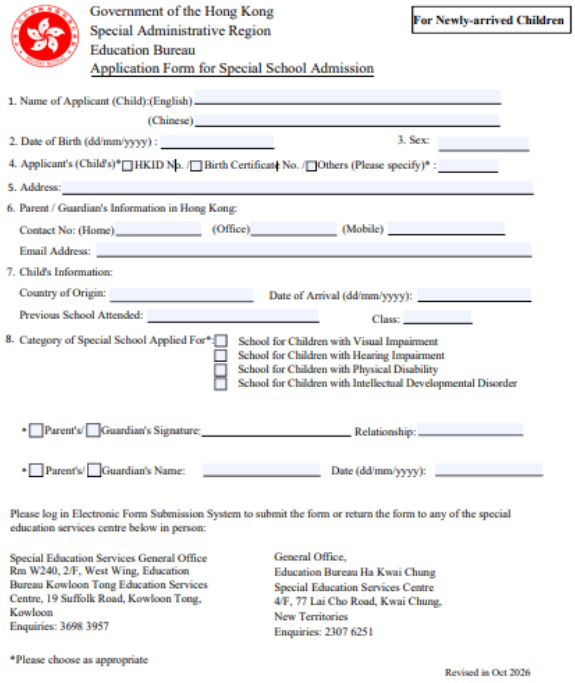


B. Submission of Data

1. Browse the Education Bureau’s SENSE webpage (https://sense.edb.gov.hk)and download ‘Application Form for Special School Admission (Newly-arrived Children)’.
   (Webpage path: Home Page > Special Education > Common Administrative Issues > Application Form for Special School Admission (Newly-arrived Children)



2. Fill in ‘Application Form for Special School Admission (Newly-arrived Children)’.



Government of the Hong Kong Special Administrative Region
Education Bureau
Application Form for Special School Admission

For Newly-arrived Children

1. Name of Applicant (Child):(English) _____
(Chinese) _____
2. Date of Birth (dd/mm/yyyy) : _____ 3. Sex: _____
4. Applicant's (Child's)* ☐HKID No. /☐Birth Certificate No. /☐Others (Please specify)* : _____
5. Address: _____
6. Parent / Guardian's Information in Hong Kong:
Contact No: (Home) _____ (Office) _____ (Mobile) _____
Email Address: _____
7. Child's Information:
Country of Origin: _____ Date of Arrival (dd/mm/yyyy): _____
Previous School Attended: _____ Class: _____
8. Category of Special School Applied For*: ☐ School for Children with Visual Impairment
☐ School for Children with Hearing Impairment
☐ School for Children with Physical Disability
☐ School for Children with Intellectual Developmental Disorder

*☐Parent's/ ☐Guardian's Signature: _____ Relationship: _____

*☐Parent's/ ☐Guardian's Name: _____ Date (dd/mm/yyyy): _____

Please log in Electronic Form Submission System to submit the form or return the form to any of the special education services centre below in person:

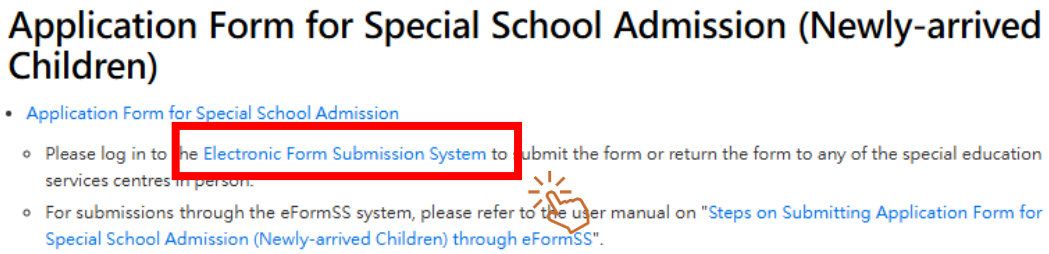
Special Education Services General Office
Rm W240, 2/F, West Wing, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon
Enquiries: 3698 3957

General Office,
Education Bureau Ha Kwai Chung Special Education Services Centre
4/F, 77 Lai Cho Road, Kwai Chung, New Territories
Enquiries: 2307 6251

*Please choose as appropriate

Revised in Oct 2026

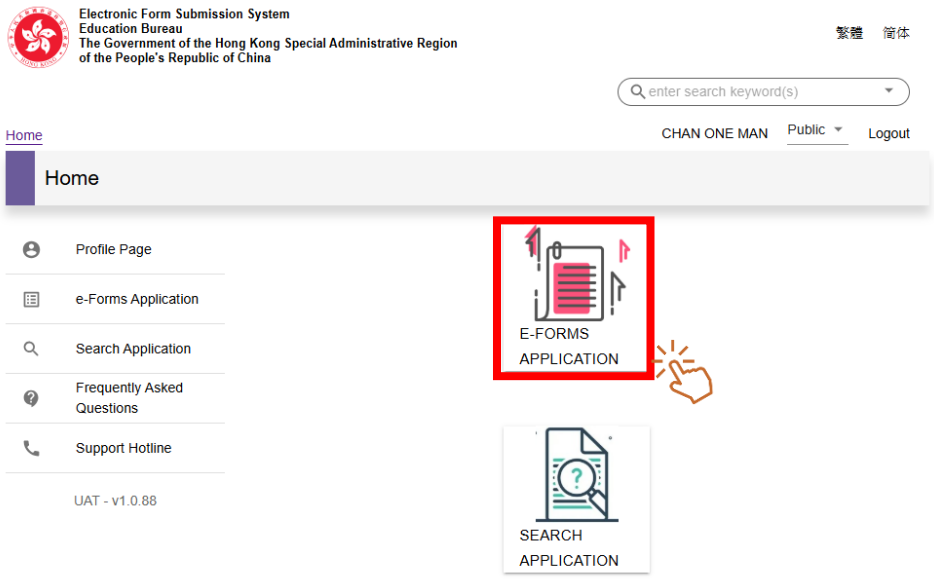
3. For submissions through ‘Electronic Form Submission System’, click ‘Electronic Form Submission System’ to enter the eFormSS system.



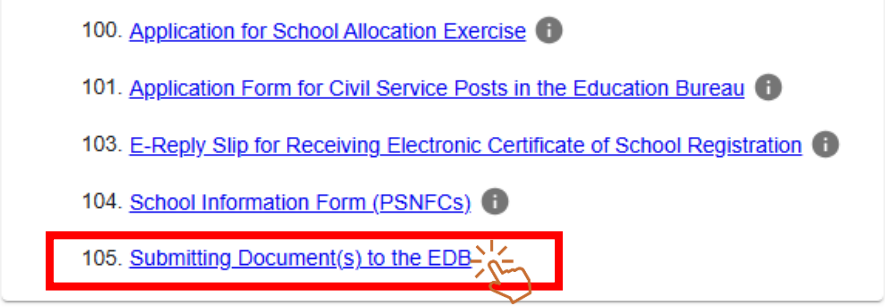
Application Form for Special School Admission (Newly-arrived Children)

- Application Form for Special School Admission
  - Please log in to the Electronic Form Submission System to submit the form or return the form to any of the special education services centres in person.
  - For submissions through the eFormSS system, please refer to the user manual on "Steps on Submitting Application Form for Special School Admission (Newly-arrived Children) through eFormSS".

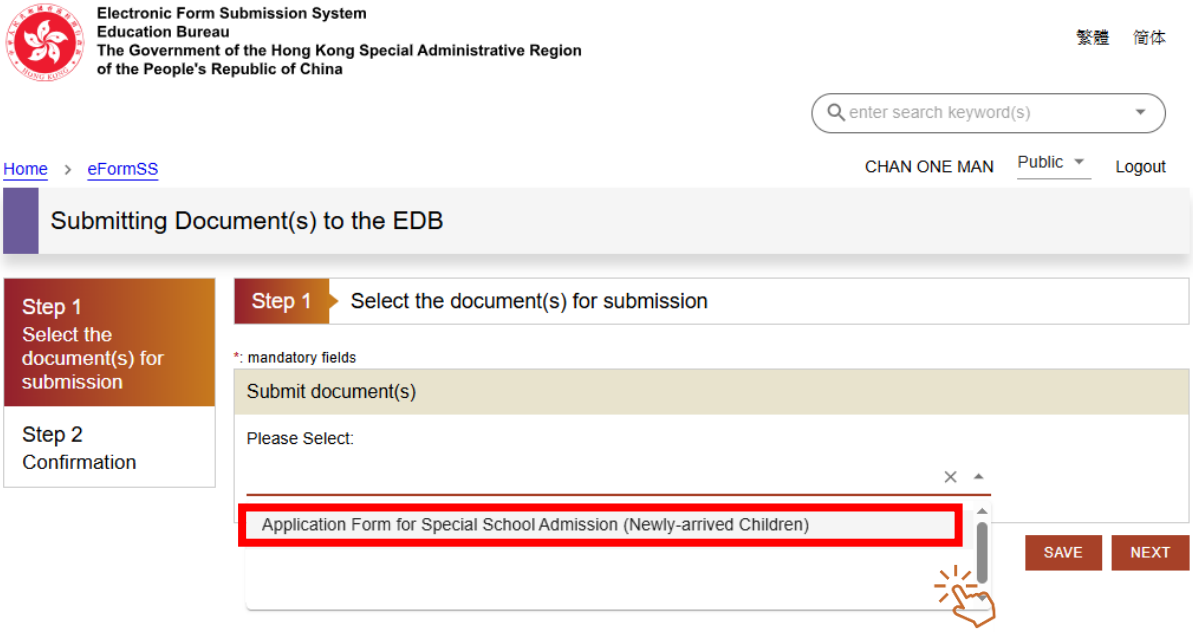
4. Click ‘E-FORMS APPLICATION’.



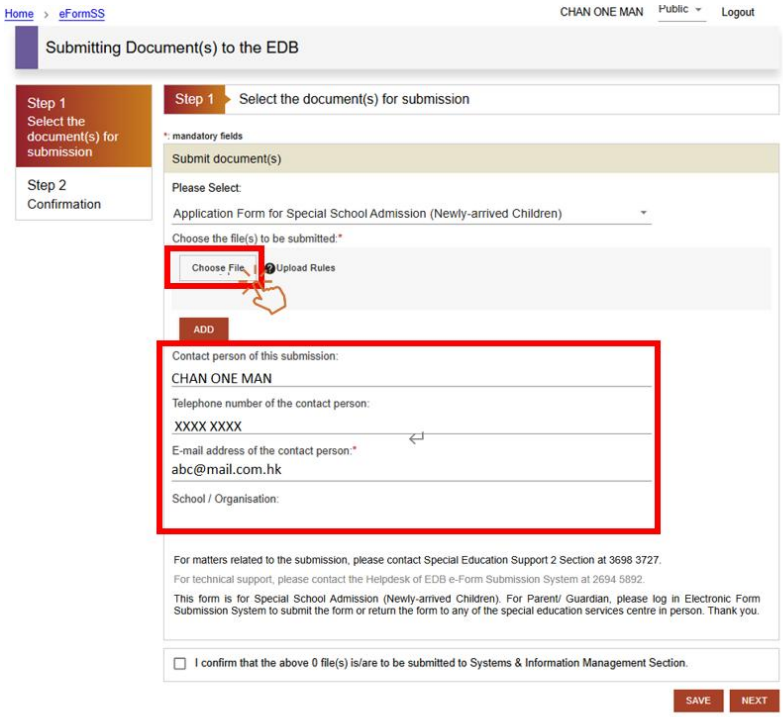
5. Move to the bottom of the webpage and select ‘Form 105’.



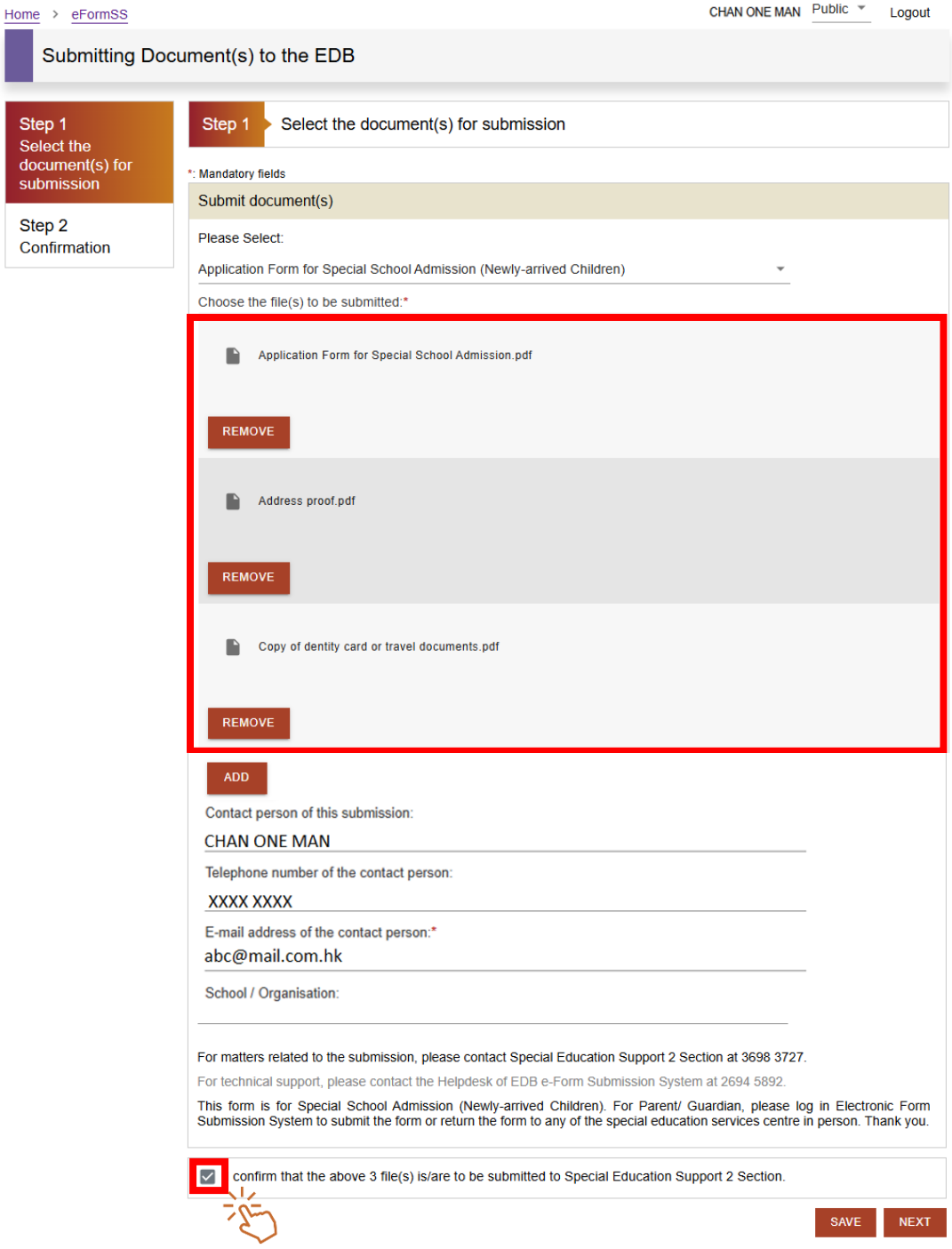
6. Select the form to be submitted.



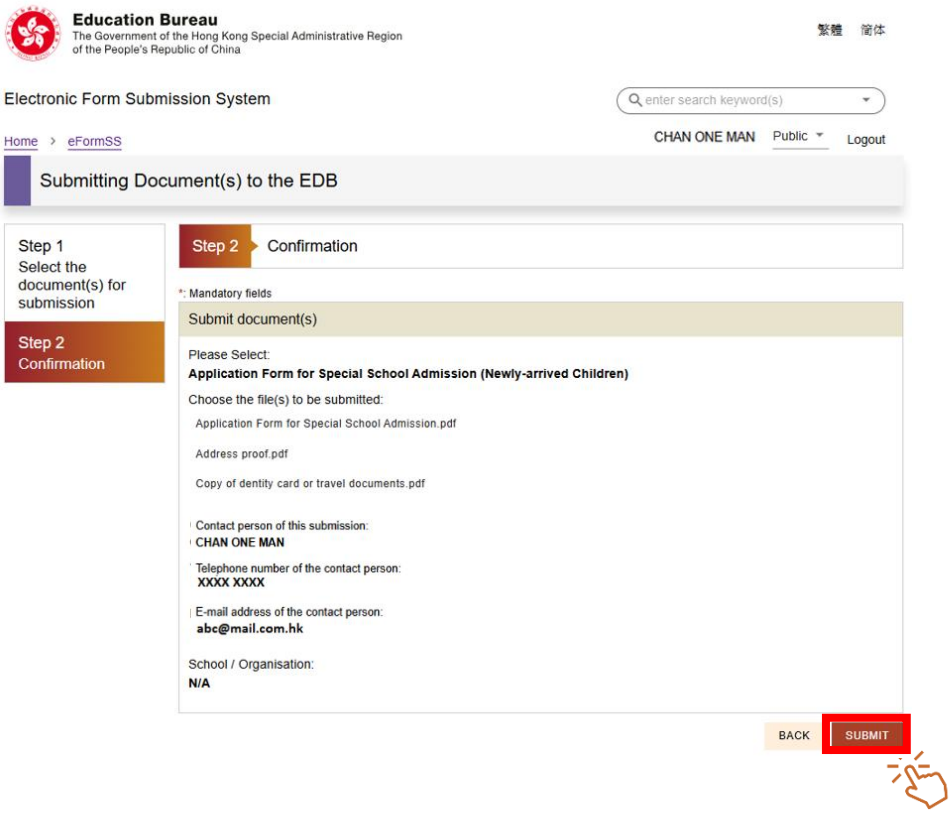
7. Choose the file(s) to be uploaded.



8. Check the uploaded files. Tick the check box as shown below.



9. Submit the form after checking.



10. The document is submitted to Special Education Support 2 Section successfully.

