

## INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAM (Academic Year 2017/18)

### Contact Information

Name of university:	The Hong Kong Polytechnic University
University website:	<a href="http://www.polyu.edu.hk">www.polyu.edu.hk</a>
Website for inbound exchange student:	<a href="https://www.polyu.edu.hk/international/incoming-students">https://www.polyu.edu.hk/international/incoming-students</a>
Emails:	<b>General Enquiries</b> ( <a href="mailto:international.exchange@polyu.edu.hk">international.exchange@polyu.edu.hk</a> ) <b>Inbound Exchange</b> ( <a href="mailto:inbound.exchange@polyu.edu.hk">inbound.exchange@polyu.edu.hk</a> )
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Mailing & Visiting Address:	International Affairs Office, Room M1601, 16/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong

### Nomination and Application Deadlines

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Nomination:	<b>15 Mar</b> for School of Design <b>26 Mar</b> for all other discipline	<b>15 Sep</b> for School of Design <b>26 Sep</b> for all other discipline
Application:	<b>30 Mar</b> for School of Design <b>15 Apr</b> for all other discipline	<b>30 Sep</b> for School of Design <b>15 Oct</b> for all other discipline

### Nomination Procedure

Exchange coordinator of partner universities shall complete an online nomination form which will be sent to all partners by email. The online nomination form will require:

- Family Name (*as stated on passport*)
- Given Names (*as stated on passport*)
- Student email address
- Student's date of birth (*format: DD-MMM-YYYY*)
- Level of study at home university
- Semester applied for
- Academic programme applied for (*students applying for BA (Hons) Digital Media and BA (Hons) Interactive Media should be in Year 2 or above of their undergraduate studies at the time of nomination*)

### Application Procedure

A token will be sent to each nominated student for accessing the online application portal.

Students are required to upload the following documents to the portal:

- Curriculum Vitae
- Official transcript with grading scale
- Passport copy
- Visa application form
- Financial proof
- Passport photo
- Portfolio (*for students applying to School of Design only*) – can be a PDF file or a web link
- Letter of Intent (*for students applying for the Advertising scheme at School of Design only*)

In order to complete the online application, student is asked to pay an administrative fee of HK\$550. Such fee covers the visa application and courier of the visa. Administrative fee can be waived if the student possesses a HK Permanent Identity Card.

For details, please refer to our website at: <https://www.polyu.edu.hk/international/incoming-students>

### Academic Programmes and Courses available for Exchange Students

Website:	<a href="https://www.polyu.edu.hk/international/incoming-students">https://www.polyu.edu.hk/international/incoming-students</a>
Course load requirement:	<ul style="list-style-type: none"> <li>• Minimum study load for exchange students is 9 credits and maximum is 18.</li> <li>• Most subjects in PolyU carry 3 PolyU credits and are composed of 39 contact hours.</li> <li>• At least 50% of your course load should be from your host department.</li> </ul>
Medium of teaching	English (except language subjects)
English Language requirement	No proof of English is required for students from partner universities. Students should possess proficiency equivalent to IELTS 6.0.

**Visa Application Procedure**

Please upload a legible scan copy of the visa application form and the relevant documents to the online application portal. Subsequent to the uploading, students are required to send the following original documents to us **by post**.

1. Completed [ID995A](#) visa application form. Please sign on p.1-4 and affix photo on p.2. (See [Sample](#))
2. Two passport-sized photos for visa application and student ID. The photo must be a close up of head and shoulders, on a white background (no larger than 55mm x 45mm and not smaller than 50mm x 40mm) printed on proper photo paper.

The following supporting documents should be **uploaded on the online application portal**.

3. Copy of passport with validity of 6 months after the completion of the exchange. If the applicant has the right of abode or right to land in Hong Kong, a copy of Hong Kong I.D. Card is sufficient.
4. Proof of financial support which should be a bank document with evidence of HKD25,000 or more in holding per semester. The document has to be in English and contains:
  - the name of the bank
  - the name of the account holder
  - a balance equivalent to the minimum amount required
  - date of the bank document
  - If the applicant is not the account holder, the account holder must write a declaration with personal signature that s/he will financially support the applicant
5. Copy of official transcript with grading scale
6. Photocopy of household registration in Taiwan and Taiwan identity card (*for Taiwan students only*)

**For PRC passport holders**, please also upload the following documents to the online application portal:

1. A written declaration, which should outline:
  - the degree and subjects which you are currently pursuing
  - the country which you will depart from for Hong Kong (e.g. name of province in China to Hong Kong)
  - an explanation of why you have decided to embark on this exchange programme
  - a statement confirming that you understand the need to return to China and apply for your Exit Entry Permit (EEP) and the right type of Exit Endorsement in person
  - a statement confirming that you will depart Hong Kong after completing the exchange programme and return to e.g. the UK or province in China
2. A copy of your household register (戶口簿)

PRC passport holders must return to their home town in China once their student visa is approved. They should apply for an Exit-entry Permit (往來港澳通行證) for travelling to and from Hong Kong and Macao issued by the Mainland China authorities, and then arrange a relevant Exit Endorsement (出境赴港簽注) from the Public Security Bureau (內地公安局) office where their household registration is kept.

For detailed information, please refer to the [“Guidebook for Entry for Study in Hong Kong”](#).

For students attending clinical placements, please read [‘Guidebook for Entry for Training in Hong Kong’](#) and complete form [ID992A](#).

**Please note that fail to submit any document may result in a rejection or delay in the application.**

### Important Dates

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Hall check-in	29 Aug 2017	TBA (normally within the week before semester starts)
Registration & Orientation (Attendance is compulsory)	31 Aug 2017 (TBC)	TBA (normally within the week before semester starts)
Class begins:	4 Sep 2017	15 Jan 2018
Class ends:	2 Dec 2017	21 Apr 2018
Exam Period:	7-22 Dec 2017	27 Apr – 14 May 2018
Online academic calendar:	<a href="http://www.polyu.edu.hk/as/students/AC.pdf">www.polyu.edu.hk/as/students/AC.pdf</a>	

*Note: Student will be given their Student ID during Registration & Orientation.*

*Students are expected to stay until the exams are finished.*

### Accommodation

Is campus accommodation guaranteed?	Exchange students are guaranteed accommodation at the PolyU Student Halls of Residence for a twin-sharing room. No single room is available. Details can be found at <a href="http://www.polyu.edu.hk/hall/index.php">www.polyu.edu.hk/hall/index.php</a> .
Lodging fee (Subject to change in 2017/18):	HK\$44 per day (except Summer).
Application method & deadline:	Application details will be included in the admission email.
Estimated living expenses:	<a href="https://www.polyu.edu.hk/international/incoming-students">https://www.polyu.edu.hk/international/incoming-students</a>

### Insurance Requirement

In addition to the University Health Services (UHS) provided by PolyU and the public medical services, our University has also arranged a Group Personal Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by the University. Therefore all exchange students must enroll in an appropriate insurance plan to protect themselves in case of accidents and they will be requested to provide a copy of the Insurance certificate and policy before departure from home. The insurance plan should cover the entire exchange period with the start date and end date matching the student's flight departure/return arrival dates and the following items:

- 1) Medical expenses (including out-patient, hospital expenses and accident);
- 2) Personal accident (as the result of any illness, injury, disability or accident);
- 3) Personal liability covering the legal liability of causing the death of a third part or property damage due to negligence; and
- 4) Emergency medical evacuation and repatriation of remains (due to accident/illness/other causes).

### Working in Hong Kong

Students exchanged to HK PolyU will obtain a student visa sponsored by HK PolyU. According to the condition of stay, exchange students are not allowed to take up any employment, whether paid or unpaid; or establish or join in any business. Should any student want to take up an internship after the study, a training visa sponsored by the employer is required.