



The Chinese University of Hong Kong

Office of Academic Links

Tel : (852) 3943 7597 Fax : (852) 2603 5045 Email : iasp@cuhk.edu.hk

APPLICATION INSTRUCTIONS FOR EXCHANGE STUDENTS

Students studying at a partner university of the Chinese University of Hong Kong (CUHK) are eligible to apply as an exchange student for the International Asian Studies Programme. All student exchange applications must be endorsed by home universities before they are submitted to the Office of Academic Links. Students should approach the Study Abroad Office of their home university for a nomination if they are interested in going on exchange at CUHK.

Application Steps

To apply as an exchange student, you should follow the steps below:

Step 1	Approach the Study Abroad Office of your home Institution to seek for a nomination for exchange in a particular semester or academic year
Step 2	Submit an online application form at http://www.oal.cuhk.edu.hk/index.php/study-abroad-a-exchanges-for-visiting-students/term-time-exchangestudy-abroad/application-visiting-students/application-procedures#how
Step 3	Print out copies of the following documents: (1) Completed online application form; and (2) Application Record Sheet
Step 4	Complete the Application Record Sheet and ask the Study Abroad Office of your home institution to complete the Endorsement part of the Application Record Sheet
Step 5	Submit the following documents to the Study Abroad Office of your home Institution for forwarding to Regional Programme Officer of the Office of Academic Links, CUHK by email before the application deadline: → Printout of your completed online application form; → Completed Application Record Sheet; and → Supporting documents

Application Deadline

	Application Deadline
For First Term Admission (September – December)	April 1
For Second Term Admission (January – May)	October 2

Application Record Sheet

Students must click the **Submit** button at the top right-hand corner of their online application form in order to get access to the Application Record Sheet in the My Application page of the online form.

Supporting Documents

All applicants should submit the following supporting documents for their application:

1. **An academic recommendation** (in either English or Chinese),
 - (a) If your cumulative GPA is 3.0 out of 4 or over (or minimum B in average or equivalent), you are not required to submit the academic recommendation.
 - (b) If your cumulative GPA is less than 3.0 out of 4 (or below B in average or equivalent), please submit one letter of recommendation from a professor. Ask the recommender to mail the completed form directly to The Chinese University of Hong Kong (CUHK). The recommendation form can be downloaded from <http://www.oal.cuhk.edu.hk/files/incoming/recommendation.pdf>.
2. **Official transcripts or official English translation of transcripts** (if transcripts are issued in any language other than English) from all institutions attended. **The grading scale (in English) must also be provided (usually appears on the back page of the transcript).**
3. **A photocopy of the identification/particular page of your national passport**

Additional documents (if applicable):

1. **Official TOEFL/IELTS score** (taken within two years of application). If their home institution does not use English as a primary language of instruction, applicants should provide a TOEFL/IELTS score report or a written support from the Study Abroad Office at their home institution.
2. **Scores from achievement tests** (e.g., SAT, GRE).
3. **A photocopy of your Hong Kong Permanent Identity (HKPID) Card**, if any. (Students who have a Hong Kong Permanent Identity Card do not need to apply for a student visa for their studies at CUHK. However, our office does not know that you are a HKPID Card holder, our staff will bill you a student visa application fee if your application is successful. You are strongly advised to provide a photocopy of your HKPID card in order to have the fees waived.)

Office of Academic Links

All exchange applicants should submit a copy of their completed online application form, application record sheet and supporting documents to the Study Abroad Office of their home Institution for forwarding to the following Regional Programme Officer of the Office of Academic Links (OAL), CUHK **by email** before the application deadline:

Regional Programme Officers (OAL, CUHK)

- Ms. Heidi O – Europe and South Africa: heidio@cuhk.edu.hk
- Ms. Joey SO – Asia and Oceania: joeyso@cuhk.edu.hk
- Mr. Louis WONG – Americas: louiswong@cuhk.edu.hk

A Note for Students Applying through International Student Exchange Program (ISEP)

Students apply as exchange student through ISEP must indicate the following in the Section 3 (Current or Latest Study) of the online application form:

Institution: International Student Exchange Program (ISEP)
 (Please specify the name of the home university in the next textbox)