# INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAMME
## (Academic Year 2025/26)

**PolyU at a Glance**

PolyU was first established in 1937 as the Government Trade School and assumed full university status in 1994. The student population at PolyU is the largest among all publicly funded university in Hong Kong. English is the language of instruction (except language specific programmes) and courses are offered via seven faculties and three schools:

- Faculty of Business
- Faculty of Computer and Mathematical Sciences
- Faculty of Construction and Environment
- Faculty of Engineering
- Faculty of Health and Social Sciences
- Faculty of Humanities
- Faculty of Science
- School of Design
- School of Fashion and Textiles
- School of Hotel and Tourism Management

PolyU ranked 57th in the QS World University Rankings 2025 and 84th in the Times Higher Education World University Rankings 2025. PolyU also ranked 3rd place in the Times Higher Education World's Most International Universities 2025. Seven subjects ranked among the world's top 30 in QS World University Rankings by Subject 2025:

- 11th in Hospitality & Leisure Management
- 16th in Nursing
- 17th in Architecture & Built Environment
- 17th in Civil & Structural Engineering
- 22nd in Art & Design
- 22nd in Marketing

**Important Dates**

| | Semester 1 (Sep – Dec) | Semester 2 (Jan – May) |
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| Nomination Deadline | 15 Mar 2025 for School of Design<br>26 Mar 2025 for all other disciplines | 15 Sep 2025 for School of Design<br>26 Sep 2025 for all other disciplines |
| Application Deadline | 15 Apr 2025 | 15 Oct 2025 |
| Hall Check-in/out | 26 Aug 2025 – 4 Jan 2026 (tentative) | 7 Jan 2026 – 29 May 2026 (tentative) |
| Registration & Orientation | 27 Aug 2025 (tentative) | 8 Jan 2026 (tentative) |
| Class Begins | 1 Sep 2025 | 12 Jan 2026 |
| Class Ends | 29 Nov 2025 | 18 Apr 2026 |
| Exam Period | 4 – 19 Dec 2025 | 23 Apr – 9 May 2026 |
| Online Academic Calendar | https://www.polyu.edu.hk/ar/docdrive/polyu-students/AC.pdf | |

**Academic Programmes and Courses Available for Exchange Students**

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| Website | https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/ <br> *(Under "Subject List" section)* |
| Course load requirement | • Minimum study load is 9 credits and maximum is 18 credits (normally 3-6 subjects). <br> • Most subjects carry 3 PolyU credits and are composed of 39 contact hours. <br> • At least 50% of student's course load must come from student's host department. |
| Medium of teaching | English (except language subjects) |
| English Language requirement | Incoming Exchange students, nominated by PolyU Student Exchange partner institutions, should possess English proficiency equivalent to IELTS 6.0 or TOEFL 80 (internet-based). It is not required to submit proof of English proficiency at the time of application. However, students may be asked to provide such a document when needed. |
| GPA requirement | Recommend with at least 2.7/4.0 <br> *(Student is evaluated on case-by-case basis, respective Department has the right to reject application.)* |

**Accommodation**

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| Accommodation | Exchange students are guaranteed accommodation at the University-managed Accommodation (including the Student Halls and Off-campus Housing) for a twin-sharing room, no single room is available. <br> Details can be found at https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/ |
| Lodging fee (except Summer) | AY24/25 reference: HK$57.1 per day <br> *(Subject to change)* |
| Hall function fee | HK$200 per semester <br> *(Subject to change)* |
| Hall caution money | HK$600 <br> *(Subject to change)* |
| Application method & deadline | Application details will be included in the admission email. |
| Estimated living expenses | *https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/* <br> *(Under "Fees and Expenses" section)* |

**Insurance**

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.

**Working in Hong Kong**

Exchange students 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.

**Nomination Procedure**

Partner Universities shall complete the <u>online nomination form</u> which will be sent by email. The online nomination form will require:

- Family Name *(as stated on passport)*
- Given Names *(as stated on passport)*
- Student's email address
- Student's date of birth *(format: DD-MMM-YYYY)*
- Level of study at home university
- Semester applied for
- Academic programme applied for (*Not all School of Design disciplines are open to application every semester. Please contact the Global Engagement Office for information.*)

*Note:*

- *We only accept nominations via online e-submission.*
- *For students applying for programmes in School of Design, please send us students'*
  *1) portfolio (Portfolio guidelines: https://polyu.hk/eHzQa)*
  *2) transcript copy*
  *3) intended programme to be enrolled in*
  *4) proof / supporting documents as required*
  *to inbound.exchange@polyu.edu.hk right after the nomination. Delay in submission may result in rejection of application.*

**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:

- CV
- Official transcript with grading scale
- List of subjects currently enrolled (if not recorded on Official transcript)
- Copy of identity document
- Visa application form
- Copy of financial proof
- Recent identity photo
- English proficiency proof of IELTS 6.0 or TOEFL 80 internet-based (if applicable)

In order to complete the online application, students have to pay a non-refundable administrative fee of **HK$550**. Such fee covers visa application, courier service and courier of transcript etc.

*For details, please refer to our website at:* https://www.polyu.edu.hk/geo/exchange-and-study-abroad/

**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 documents to Global Engagement Office **by EXPRESS POST or COURIER SERVICE (documents submitted will NOT be returned) within 2 weeks after completed the online application**.

1. Completed ID995A visa application form with pen-signed signature on p.1-4 and photo affixed on p.2 top right corner. Original ID995A form is required.
2. Two identical passport photos. The photo must be a recent colour photograph showing full frontal face with clear facial features, on a white background (no larger than 55mm x 45mm and no smaller than 50mm x 40mm) printed on proper photo paper.
3. Official transcript with grading scale (translation into English is required should the transcript is in another language).

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

4. Copy of identity document
   a. **For international student:** Passport (with validity of at least 6 months after completion of the exchange); or
   b. **For student from Mainland China^**: Mainland ID Card and Mainland Residence Registration Card (常住人口登記卡副本); or
   c. **For Taiwan student**: The information page of Taiwan Passport (with validity of 6 months after completion of the exchange) and Taiwan ID Card and certified copy of Taiwan Household Registration Record (戶政事務所認證的戶籍謄本); or
   d. **For Macao student:** Macao ID Card and Visit Permit for Residents of Macao SAR to HKSAR; or
   e. **For Hong Kong student and student with the right of abode or right to land in Hong Kong:** Hong Kong ID Card and visa copy for non-permanent Hong Kong identity card
5. Copy of proof of financial support which should be a bank document with evidence of **HKD35,000 or more** (or equivalent amount in other currencies) in holding per semester. The document has to be in English and contains:
   a. the name of the bank
   b. the name of the account holder
   c. a balance equivalent to the minimum amount required
   d. date of the bank document
   e. 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
6. Curriculum Vitae in English

^Students from Mainland China / PRC passport holders should return to their home town to apply for Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) [往来港澳通行證] issued by the Mainland China authorities, and then arrange a relevant Exit Endorsement [逗留(D)簽注] from the Public Security Bureau office where the household registration is kept. EEP copy is not required for visa application, but student must present the EEP and Exit endorsement together with the relevant visa label for immigration arrival clearance.

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 rejection or delay in the visa application.**

**Contact Information**

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| University website: | https://www.polyu.edu.hk |
| Website for inbound exchange student: | https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/ |
| Inbound Exchange Enquiries: | **Inbound Exchange** (inbound.exchange@polyu.edu.hk) |
| Mailing & Visiting Address: | Global Engagement Office, ST305, 3/F, Ng Wing Hong Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong |



**PolyU Incoming Exchange**



**Information Sheet for Student Exchange**

Last updated: April 2025