

# Application Form for Student Exchange Programme - Outbound Chinese Mainland & Taiwan (For Institutional Exchange only)

Please read the “Notes for Applicants (page 3)” carefully before completing this form.

## I. Personal Particulars

Name of Applicant: \_\_\_\_\_  
(English in BLOCK LETTERS) (Chinese)

Student I.D. No.: \_\_\_\_\_ Personal E-mail: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Mobile No: \_\_\_\_\_

Department: \_\_\_\_\_ Year of Study: \_\_\_\_\_

Programme Title: \_\_\_\_\_ Programme Code (& Stream): \_\_\_\_\_

Programme Type:  UCG-funded  Self-financed

Are you a local student?  Yes  No - ( Mainland Student  Oversea Student)

## II. Proposed Exchange Details

Period of Exchange		<input type="checkbox"/> First semester	<input type="checkbox"/> Second semester	20 ___ / 20 ___
Priority	Region (Mainland / Taiwan)	Host Institution		
1 <sup>st</sup>				
2 <sup>nd</sup>				
3 <sup>rd</sup>				
4 <sup>th</sup>				
5 <sup>th</sup>				

Have you ever attended the Student Exchange Programme (International or Chinese Mainland) before?

Yes (Please state details)

Period of Exchange	<input type="checkbox"/> First semester	<input type="checkbox"/> Second semester	20 ___ / 20 ___
Host Country			
Host University			

No

## III. Academic Information

	Result
Cumulative GPA	
Weighted GPA	
Others	

**IV. Extra-curricular activities / PolyU or Community Services**

1. Have you ever joined PolyU’s Buddy Programme?  
 Yes, in Semester \_\_\_\_\_ of 20 \_\_\_\_ / 20 \_\_\_\_  No

Please list at most **five** major extra-curricular activities / PolyU or community services other than those stated above.

Period	Name of Club / Organization	Position held	Are you an executive committee member or an organizer of the activity? (Y=Yes; N=No)

**V. Other information – short essay**

Please write a 300-word essay in English on the reasons why you want to join the Student Exchange Programme and why you consider yourself a suitable candidate for the exchange activity.

**VI. Documents to be submitted**

- Official Academic transcripts applied through Academic Secretariat at Room M101
- A copy of our curriculum vitae (CV)
- Other supporting document such as recommendation letter from academic supervisor or proof of participation in extra-curricular activities, etc.

**VII. Declaration of Applicant**

I \_\_\_\_\_ (name of applicant) declare that my application for the Student Exchange Programme and Sponsorship is in compliance with the conditions stated in the guidelines for Student Exchange Sponsorship. I also declare that the information given by me in this form is complete and true to the best of my knowledge. I understand PolyU has the right to verify the personal data provided by me in this application. Supply of false information in this application will result in the application being rejected.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

<b>How did you learn about this Student Exchange Programme?</b>	
<input type="checkbox"/> Induction showcase (e.g. Fiesta) <input type="checkbox"/> Information session <input type="checkbox"/> Brochures, poster, banner <input type="checkbox"/> PolyU-portal message <input type="checkbox"/> Referral by classmates	<input type="checkbox"/> Email from Academic Department <input type="checkbox"/> Other channels, please specify: _____ _____ _____

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**Endorsement by Home Department**

- The applicant has been recommended to participate in the above exchange programme based on the following reasons:
- The proposed exchange will be credit-transferable.
  - The applicant is competent in terms of academic performance.
  - The personality of the applicant is suitable to be an exchange student.
  - The applicant is proficient in English/Putonghua.
  - Other; please state: \_\_\_\_\_
- The applicant is recommended to apply for other exchange programme that is credit-transferable.
- This application is not supported by the home department.

\_\_\_\_\_  
Signature of Programme Leader /Director or Student Exchange Programme Officer

\_\_\_\_\_  
Name

\_\_\_\_\_  
Title

\_\_\_\_\_  
Date

## **\*Notes for Applicants\***

The information provided will be used for administrative purpose and will not be disclosed to any third party which is not related to the programme. For access to or correction of the above personal data, please approach the Chinese Mainland Affairs Office at 3400 2988.

### **A. General Information**

1. This application form is for Institutional Exchange Programmes arranged by the Chinese Mainland Affairs Office (CMAO) only. Students who wish to apply for Exchange Programmes arranged by Faculties/ Departments have to approach the relevant faculty/ school department offices for appropriate application form.
2. Student from Faculty of Business (FB), School of Design (SD) and School of Hotel and Tourism Management (SHTM) should apply for the institutional exchange programme via the Faculty or School. CMAO will then consider the nominees together with applicants from other departments and short-list successful candidates.

### **B. Application Procedures**

1. Identify which university you want to study at: ([http://www.polyu.edu.hk/cmao/docs/studentexchange/outbound/Choices\\_of\\_Universities.doc](http://www.polyu.edu.hk/cmao/docs/studentexchange/outbound/Choices_of_Universities.doc)) that fits your study plan.
2. Check courses offered by the host institution. You are strongly advised to consult the Programme Leader/Director or Student Exchange Programme Officer preliminarily for the possibility of transferring credits obtained from the subjects chosen.
3. Complete and return the application form to CMAO (Rm. R701, Core R, Shirley Chan Building, PolyU) together with the documents mentioned in part V and VI.
4. Attend an interview conducted by CMAO. Details will be announced at a later stage.
5. Students will be short-listed according to their information submitted and interview performance.
6. Results will be announced after CMAO has sought endorsement from the home department.
7. CMAO will then help successful applicants to submit application to the host institutions.