

# Application Guideline for PolyU International Summer School 2024

## Student Application Note

### Step 1: Activating your online application account

An e-invitation link to access the PolyU online application system is sent to the email address provided by your home university. Click on the e-invitation link and follow the online screen instructions to verify and activate your account with your Date of Birth. Please be reminded to change your own password.

We suggest you to activate your account immediately once you receive the link to make sure it works fine for you.

E-Invitation to PolyU Student Exchange / Study Abroad Programme

To [redacted]

Dear ISS Two Four ISS,

Welcome to PolyU Student Exchange / Study Abroad Programme online application.

Semester: Summer Programme  
Academic Year: 2023/24

Please submit your application within the application period (2024-07-11 - 2024-07-31). You shall verify your account and complete the application by clicking the following link:  
[https://www40.polyu.edu.hk/iaowas/jsp/verify.jsp?key=\[redacted\]](https://www40.polyu.edu.hk/iaowas/jsp/verify.jsp?key=[redacted])

Please read carefully the application instructions below before you fill out the online application:  
(1) Regular semester / clinical placement: [https://www.polyu.edu.hk/geo/docdrive/addinfo/Student\\_Exchange\\_Application\\_Guideline.pdf](https://www.polyu.edu.hk/geo/docdrive/addinfo/Student_Exchange_Application_Guideline.pdf)  
(2) International Summer School: [https://www.polyu.edu.hk/geo/docdrive/addinfo/Summer\\_School\\_Application\\_Guideline.pdf](https://www.polyu.edu.hk/geo/docdrive/addinfo/Summer_School_Application_Guideline.pdf)

Yours sincerely,  
Global Engagement Office (GEO)  
The Hong Kong Polytechnic University

If you require assistance, please contact us at: [inbound.exchange@polyu.edu.hk](mailto:inbound.exchange@polyu.edu.hk)

**Complete the online application and settle the admin fee (Step 5) before the deadline.**

### Step 2: Input Personal Particulars

Input your personal data

**Student Exchange / Study Abroad Application**

My Application | Change Password | Logout

Home | Application Instruction | Contact Us

Application | Enrolment | Subject Registration | Pre Departure

Welcome, ISS TEST TwoO two Three Save | Next

Student ID no.: Pending Exchange Period: Summer programme 2022/23 Application Status: Saved

[Personal Particular](#) > [Exchange Details](#) > [Required Documents](#) > [Payment and Submit](#)

**Personal Particulars**

Full name in English (same as printed on passport)

Surname: ISS TEST **Please be reminded to input your full name as shown on your identity document.**

Other names: TwoO two Three

Full Name in Chinese: [redacted]

(Same as printed on your identity document. Leave this BLANK if you do NOT have a Chinese name.)

Passport/Chinese Mainland I.D./Hong Kong I.D. Card No.

Passport Expiry Date: [dropdown] [dropdown] [dropdown] (dd/mm/yyyy)

Chinese Mainland I.D. [dropdown]

Hong Kong I.D. Card No. [dropdown]

\*Your passport must be valid for at least 6 months after the end of your exchange period

Gender: [dropdown] Date of birth: [dropdown] [dropdown] [dropdown] (dd/mm/yyyy) Place of birth (country): [dropdown] Nationality (Country/Region): [dropdown]

Province: [dropdown]

### Step 3: Select Subjects

Check the course details:

- **Courses on offer:** <https://www.polyu.edu.hk/summerschool/programme/subjects-on-offer-2024/>
- **Class timetable:** click [here](#)
- **Study Load:** Students can choose to take ONE subject from the 14 subjects. Each subject carries 3 credits with 39 contact hours in total.



## Student Exchange / Study Abroad Application

Application | Enrolment | Subject Registration | Pre Departure

Welcome, ISS Two Four ISS Save Back Next

Student ID no.: Pending Exchange Period: Summer programme 2023/24 Application Status: Saved

[Personal Particular](#) > [Exchange Details](#) > [Required Documents](#) > [Payment and Submit](#)

### Exchange Details

Optional Study Tour:  ← There is no Study Tour for ISS24. Select "Not attended".

Summer Session:  Prioritize Your Preference - (Please choose at least 5 preferred subjects according to your preference.)

to choose subjects.

Subject

1.  ⌵
2.  ⌵
3.  ⌵
4.  ⌵
5.  ⌵
6.  ⌵
7.  ⌵
8.  ⌵

Drop down to prioritize your subject preference.


Save Back Next

#### Step 4: Completing the online application and preparing the requested original documents

Once you have logged into the online system, please follow this guideline to complete and submit the form. You will need to fill in the information accordingly and upload the following documents and send the original (as indicated below) by express post or courier service.

\*Kindly note that each uploaded document should be less than 3MB and the documents should not be password locked. All documents should be in English.

Required Documents	Upload Online	Submit by Express Post/ Courier
<b>Curriculum Vitae in English</b>	✓	✓ Copy
<p><b>Official Academic Transcript</b></p> <ul style="list-style-type: none"> <li>○ Official or certified copies of all your academic transcripts of completed subjects at post-secondary level, including those you are currently enrolled in. All transcripts must be               <ul style="list-style-type: none"> <li>(1) in English or accompanied by a certified translation;</li> <li>(2) including grading scale or explanation of grades.</li> </ul> </li> <li>○ If there are courses that you are enrolled in current semester and are not yet included on your official transcript, please provide a list of these courses. You may type them on a word file and save the file as PDF; or you may upload your course registration record or similar document, if it is available.</li> </ul> <p><b>Proof of English Proficiency (if any)</b></p>	✓	✓ Original
<p><b>Copy of Passport/ Chinese Mainland I.D. Card/ Hong Kong I.D. Card</b></p> <ul style="list-style-type: none"> <li>○ <b>International student</b> Copy of passport (with validity of 6 months after completion of exchange) **If your passport has expired or will expire within 6 months after completion of exchange, please upload the copy of your current passport. Then arrange renewal of your passport and upload again or email us your new passport as soon as it is available. Visa application may be delayed without a valid passport copy.</li> <li>○ <b>Chinese Mainland student</b> Copy of Chinese Mainland I.D. card Mainland Residence Registration Card (常住人口登記卡) (Appendix 1 Sample 1)</li> <li>○ <b>Taiwan student</b> Copy of passport Copy of Taiwan I.D. card (front and back pages) Certified copy of Taiwan Household Registration Record (戶籍謄本) (front and back pages) (Appendix 1 Sample 2)</li> <li>○ <b>Macao student</b> Copy of Macao I.D. card Visit Permit for Residents of Macao SAR to HKSAR (Appendix 1 Sample 3)</li> <li>○ <b>Hong Kong student and student with the right of abode or right to land in Hong Kong</b> Copy of Hong Kong I.D. Card. and visa copy for non-permanent resident.</li> </ul>	✓	✓ Copy

<p><b>Photograph Requirements</b></p> <p>Recent identity photo <b>in JPEG format</b>. Please note below for the requirements of your photograph:</p> <ul style="list-style-type: none"> <li>○ Recent colour photograph showing full frontal face (from chin to crown) with clear facial features</li> <li>○ Plain white background</li> <li>○ Must be in JPEG format with file size of 3MB</li> <li>○ Acceptable dimension: <ul style="list-style-type: none"> <li>(1) Captured by digital camera - image size 1200 pixel(W) x 1600 pixel(H)</li> <li>(2) Captured by scanner (scanner quality in 600dpi) - photograph size 40mm(W) x 50mm(H)</li> <li>(3) Photograph Requirements <a href="#">HERE</a>.</li> </ul> </li> </ul> 	✓ In JPEG format	✓ Send 2 photo copies (put down your name on the back)
<p><b>Visa Application Form</b></p> <ul style="list-style-type: none"> <li>○ Please complete form <a href="https://www.immd.gov.hk/pdfforms/ID995A.pdf">ID995A (https://www.immd.gov.hk/pdfforms/ID995A.pdf)</a>. (SAMPLE FORM <a href="#">here</a>)</li> <li>○ <b>Page 1 to 4 MUST be completed and pen-signed, with photo affixed on page 2.</b> E-signature is not acceptable. You may complete the form by computer, but please print out the form for signature with black or blue ink, before uploading the scanned copy of the application form.</li> </ul> <p>The Hong Kong Immigration Department requires original pen-signed application for visa approval. Please send the original pen-signed form with photo affixed on page 2 to PolyU Global Engagement Office (refer to Step 6 below for the detailed address) by speed post/ courier.</p> <p><i>*Hong Kong student and student with right of abode or right to land, you are not required to apply for visa. But the HK\$550 administration fee which applies to all exchange students is not waived.</i></p>	✓	✓ Original (Pen-signed on P.1 to 4 and photo affixed on P.2)
<p><b>Copy of Financial Proof</b></p> <p>Financial Proof should be a bank document with evidence showing that you will be financially supported during your exchange in PolyU. Please refer to Appendix 2 for sample.</p> <ul style="list-style-type: none"> <li>○ Minimum holding in account: <ul style="list-style-type: none"> <li>○ Exchange student: HKD30,000 or more per semester</li> <li>○ Fee-paying study abroad student: HKD 115,000 or more per semester</li> <li>○ Summer school student: HKD6,000 or more per month</li> </ul> </li> <li>○ Document should contain: <ul style="list-style-type: none"> <li>● Name of the bank</li> <li>● Name of the account owner</li> <li>● A balance at least equivalent to the minimum amount required</li> </ul> </li> <li>○ Can be a bank statement, or letter issued by your bank</li> <li>○ Must be in <b>ENGLISH</b></li> </ul> <p><b>If you are not the account owner, the account owner must write a declaration (Appendix 3) with personal signature that you will be financially supported, and provide a passport copy. The declaration should also be in ENGLISH.</b></p> <p><i>* Hong Kong student with right of abode or right to land, skip this file upload.</i></p>	✓	✓ Copy

## Step 5: Submit the application online and settle the administrative fee



### Students nominated by exchange partner institutions on exchange basis (programme fee-waived)

In order to complete your application, regardless of the study mode, all exchange students are required to pay an administrative fee of HKD550 that includes visa application and courier of the PolyU transcript. This administrative fee is non-refundable.

- Settle the administrative fee via PolyU online credit card payment platform. When you click "Payment and Submit" button, a new browser will be opened and you will be directed to the University's secure payment page.
- Only credit card payments are accepted.
- Do not close the browser until you see a "Payment Successful" webpage. **Do not make duplicate payment.**
- A confirmation email will be sent to the email account that you provided on the University's payment page. The confirmation email should reach you within **48 hours** after the payment is made.
- Your payment status on this online application will also be changed to "Settled" upon successful payment.
- If payment is refused, declined or delayed by the card supplier, please contact your card issuing bank.
- Should your payment be successful, your application will automatically be submitted to PolyU for processing. Otherwise, your application will remain 'saved' instead of 'submitted'. In that case, please settle the payment again.

**\*\*Applications will NOT be processed until the administration fee is received.**



### Students joining on programme fee-paying basis

The administrative fee is waived for students who pay full International Summer School programme fee. Please email to [inbound.exchange@polyu.edu.hk](mailto:inbound.exchange@polyu.edu.hk) to apply for administrative fee waiver once you start the online application.

*After you are admitted to the Summer School, a debit note will be sent by email to you with programme fee payment instruction. You are required to settle the programme fee to secure your offer.*

## Step 6: Hong Kong visa application

Courier the original pen-signed [ID995A](#) visa application form with photo affixed on page 2 and the documents listed in Step 4 to us within 2 weeks after completed the online application. All documents submitted will not be returned.

Please mark "**Application for PolyU Global Student Exchange (ISS)**" on the envelope.

#### Postal address:

Student Mobility Team (ISS)  
Global Engagement Office  
ST305, 3/F, Ng Wing Hong Building  
The Hong Kong Polytechnic University  
Hung Hom, Kowloon, Hong Kong  
Tel: (+852) 2766 5116

#### **!! Important Note:**

**Do NOT** submit your student visa application directly to the Hong Kong Immigration Department because it will slow down the process.

After you are admitted to the ISS, PolyU will forward the **complete set of** visa application documents (ID995A + ID995B + supporting documents) to the Hong Kong Immigration Department for review and processing. **Please note that fail to submit any document may result in rejection or delay in the visa application.** When your eVisa is approved by the Hong Kong SAR Immigration Department, instructions will be sent to you for download & printing.

## Special Notes for Chinese Mainland and Taiwan Students on eVisa and Entry Permit Arrangement

### Chinese Mainland Students:

By default Chinese Mainland students will use "Exit-entry Permit for Travelling to and from Hong Kong and Macao" [EEP, 往來港澳通行證] for coming to Hong Kong. After receiving the visa label issued by the Hong Kong Immigration Department, Chinese Mainland Students must return to their hometown to apply for an EEP and a relevant exit endorsement [逗留(D)簽注] from the Public Security Bureau office where your household registration is kept.

***If you are not able to return to your home town for the application of EEP and exit endorsement, please upload the following documents in the online application for necessary arrangements:***

(1) Upload a written and signed declaration, which should outline:

- The degree which you are currently pursuing in your home university, expected date of graduation, consent to join the PolyU Student Exchange Programme
- The reason for unable to applying for entry permits with Exit-Entry Permit (EEP) for travelling to and from Hong Kong for entry for study in Hong Kong;
- Your travel plan (destination & date for departure and return) for the proposed study in Hong Kong.

(2) In addition to your mainland ID, upload copy of your PRC passport & put down the passport information on the ID995A form;

(3) Upload a copy of your current valid foreign student visa / temporary residential permit of the country that you are staying in (if any).

### Taiwan Passport Holder Students:

Students from Taiwan will be issued an "Entry Permit" instead of a eVisa. The permit is applicable for a single entry only.

For details on PolyU International Summer School 2024, please refer to:

<https://www.polyu.edu.hk/summerschool/>.



## SAMPLE 1

Chinese Mainland Residence Registration Card (for Chinese Mainland students)

中國內地常住人口登記卡 (中國內地學生適用)

## 常住人口登記卡

姓 名			户主或关系		
曾用名			性 别		
出生地			民 族		
籍 贯			出生日期		
本市(县)其他住址			宗教信仰		
公民身份 证 件 编 号			身 高	血 型	
文 化 程 度		婚 姻 状 况		兵 役 状 况	
服 务 处 所			职		
何 时 由 何 地 迁 来 本 市 ( 县 )					
何时由何地迁来本址					

承办人签章:

登记日期: 年 月 日

SAMPLE 2

Taiwan Household Registration Record (for Taiwan students)

台灣戶籍謄本 (台灣學生適用)

Front

戶 號：		戶 籍 謄 本		戶 別：共同生活戶	
區 鄉 地 址		臺灣省			
戶 長 變 更 及 全 戶 動 態 記 事					
稱 謂： ：	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國	年 月 日   統一編號		
	出 生 地				
	父				
	母				
	配 偶				
稱 謂： ：	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國	年 月 日   統一編號		
	出 生 地				
	父				
	母				
	配 偶				
稱 謂： ：	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國	年 月 日   統一編號		
	出 生 地				
	父				
	母				
	配 偶				

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本全部謄本與戶籍登記資料無異

新北市新店 主任  
戶政事務所

中華民國 103 年 4 月 23 日

新北店戶謄字第(甲) 00



**SAMPLE 3**  
**Visit Permit for Residents of Macao to HKSAR**



SAMPLE  
Financial Proof

XX 銀行  
BANK OF XX

个人存款证明  
PERSONAL CERTIFICATE OF DEPOSIT

号 码 No.:  
开立日期 Date:

兹证明 \_\_\_\_\_ 先生 / 女士  
(有效身份证件名称: 居民身份证 证件号码: \_\_\_\_\_ )  
自 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日到 \_\_\_\_\_ 年 \_\_\_\_\_ 月 \_\_\_\_\_ 日在我行存款如下:  
We hereby certify that from \_\_\_\_\_ (DD/MM/YYYY) to \_\_\_\_\_ (DD/MM/YYYY)  
Mr/Ms \_\_\_\_\_  
(type of valid identification Chinese citizen identification ID No. \_\_\_\_\_ )  
has deposit accounts with the bank as follows:

存款账号 Deposit Account No.	存款种类 Type of Deposit	货币 / 金额 Currency & Amount	存入日 Deposit Date
00000		CNY200,000.00	
		*****[N]*****	

备注: 有关本个人存款证明相关说明详见背面条款, 请您仔细阅读。

Remarks: For notes of the Personal Certificate of Deposit, please refer to the terms and conditions on the back. Please read carefully.

Bank of XX zhejiang Branch  
存款证明  
XX 银行股份有限公司 (盖章)  
Bank of XX 用章 Branch (Seal)  
(237)

To: Director of Immigration

Declaration of Sponsor

I, \_\_\_\_\_, am willing to financially support my

(Sponsor's name)

\_\_\_\_\_, \_\_\_\_\_, and cover the tuition fees  
(Relationship with applicant) (Applicant's name)

and general expenses in full for his/ her study in Hong Kong.

\_\_\_\_\_  
Signature of Sponsor

\_\_\_\_\_  
Date

Contact Details of Sponsor

Address: \_\_\_\_\_

Phone number: \_\_\_\_\_

Email: \_\_\_\_\_