

## GEO Student Exchange Guidelines – 2025/26

The GEO Student Exchange offers one-semester credit-bearing exchange opportunities from partner institutions around the globe. Applications should be made via GEO. Selected candidates will be nominated by GEO to the host institution after the applicant has accepted GEO's offer at a particular host institution. Instructions will be sent to the applicant for the application to the host institution's student exchange.

### Eligibility

- Full-time undergraduate degree-seeking student (local or non-local) in a UGC-funded programme;
- Completed at least one year of study before the proposed student exchange (For Senior Intake and final-year students, please check with your Faculty/School/Department for eligibility); and
- Fulfilled the minimum requirements on CGPA, and English language proficiency, if any, set by preferred host institution(s).

### Application

You are required to complete the online application form available [HERE](#) by 20 May 2025 at 23:59 (Hong Kong Time), with the following information:

- Your latest **CGPA** to assess your academic standing, as required by the host institutions (if applicable);
- IELTS / TOEFL test results as proof of **English language proficiency**. You may submit DSE / IB / SAT / GCSE or other international qualifications for our consideration. Please note that IELTS or TOEFL results may be required for the host institution's application;
- **Extra-curricular activities** to demonstrate your personal growth, leadership abilities, and involvement in community service; and
- **Personal statement** of at most 150 words explaining your reasons for applying for the GEO Student Exchange, including your personal attributes, your ability to represent PolyU, and your motivation for applying.

## Selection of Host Institution

It is highly recommended that you conduct background research on the host institutions when selecting your host institutions. Below are some criteria for your application:

- CGPA;
- Restrictions on major and year of study by your faculty/school/department and host institution;
- Credit transfer (subject to approval by your faculty/school/department);
- English language proficiency requirement;
- Medium of instruction at the institution and language used in the country; and
- Academic calendar.

## Assessment Criteria

Applicants will be assessed based on their CGPA, extra-curricular activities, personal statement, English language proficiency, and, if applicable, their interview performance.

## Application Timeline (for Semester 2, 2025/26)

Date	Activity
1 April – 20 May 2025	Online application
21 – 30 May 2025	Selected applicants to be invited for interviews (only if applicable)
Late June	Selected students to accept / decline 1 <sup>st</sup> round of application result (only if applicable)
Early July	Selected students to accept / decline 2 <sup>nd</sup> round of application result (only if applicable)

## Important Notes

1. Late/incomplete submission will not be considered.
2. If you have received an offer from your Faculty/School/Department, please accept the offer through the respective Faculty/School/Department.
3. The final decision will be at the discretion of the host institution.
4. Note any restrictions the host institution imposes based on your **major / year of study**. You should check if the courses offered by the host institution match your curriculum before submitting your preferences. Host institutions may have course(s) offered / course restrictions for exchange students.

5. It is your responsibility to ensure that the chosen host institutions have the appropriate programmes and subjects to fulfil your credit transfer requirements at PolyU. Please directly approach your programme offering departments to seek pre-approval and final endorsement of your exchange programme and credit transfer. Successful credit transfer applications in the past 5 years are presented on the Credit Transfer Information (Outbound Activities) page [HERE](#).
6. Subject to the requirement of host institutions, applicants may receive an **interview** invitation from GEO.
7. Application procedures may vary. GEO will contact you directly regarding the nomination and application procedure of individual institution. As the schedule is tight, please ensure to follow the instructions accordingly.
8. Applicants are advised not to contact the host institution until their nomination has been confirmed.
9. Students who previously participated in student exchange may also apply. However, please note that funding support might be limited on your second exchange.

## FAQs

1. *Shall I apply for exchange through GEO or my Faculty/School/Department?*

GEO Student Exchange is open to students from all faculties, schools and departments. However, please note that different institutions may have their own restrictions on programmes offered to exchange students

Options available from Faculty/School/Department are exclusively available to students from the corresponding academic unit, with course offerings specific to the corresponding discipline.

Please conduct thorough research on the host university and refer to the lists [HERE](#) (under section “How Do I Apply?”, “Get Nominated by your Faculty/School/Department/GEO”) by referring to their fact sheets or visiting their website when selecting your preferred host institution.

2. *Am I still eligible to apply if I already have a student exchange offer for Semester 2, 2025/26 or if I have previously participated in a student exchange?*

If you already have a student exchange offer or have previously participated in a student exchange, you are recommended to contact your academic unit for eligibility and to conduct thorough research on the host universities.

3. *Can I apply for both GEO Student Exchange and Faculty/School/Department Level Student Exchange?*

Yes. Please note that only one offer will be extended to students. Before submitting your application, it is highly recommended that you consult your academic unit to understand their specific policies, as different academic units may have varying policies in place.

4. *Do I need to pay tuition fees to my host institution?*

PolyU outbound exchange students are required to pay tuition fee to PolyU only. However, students are responsible for covering all other expenses related to the student exchange. For further details, please refer to the page [HERE](#) (under section “Budgeting”).

5. *Is financial support available for participating in student exchange?*

Yes. Please click [HERE](#) (under section “Financial Support”) for eligibility and details. However, please note that financial support might be limited for students who have previously participated in student exchange.

Participants are required to serve as an ambassador to promote exchange opportunities to fellow students at your host institution. Additionally, you must submit a post-exchange report by the specified deadline and act as a peer advisor at least twice upon your return. Failure to meet these obligations may result in PolyU the right to claw back the paid exchange funding.

6. *How can I transfer credits from the host institution?*

Please contact your programme offering departments to obtain pre-approval on the study plan and the possibility for credit transfer for fulfilling the award requirement of your programme by completing [Form AR41a](#). Upon successful completion of the student exchange, a formal application for credit transfer must be submitted by completing [Form AR41c](#).

Successful credit transfer applications in the past 5 years are presented on the Credit Transfer Information (Outbound Activities) page [HERE](#).

7. *What should I do if I need to update my application?*

If there are any changes, please submit a new application. Only the latest submission will be reviewed.

8. *Is it possible to change my exchange period or host institution after I confirmed the exchange offer?*

It will be considered a withdrawal from the current exchange offer. You will need to submit a new application for the preferred period or host institutions according to the established timeline.

Please be reminded that when a student withdraws from the student exchange after accepting the offer from Faculty/School/Department/GEO, the student may no longer be eligible for the GEO Scholarship/ Funding for Student Exchange for any future student exchange activities.