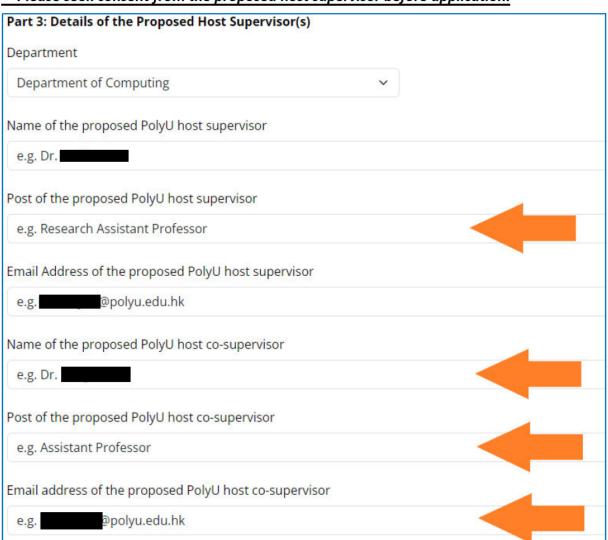
## User Guide for RSAP Application Submission System - Incoming

- 1. Click the online application link: <a href="https://www.polyu.edu.hk/gs/prospective-students/rsap">https://www.polyu.edu.hk/gs/prospective-students/rsap</a> incoming/.
- 2. Fill in the online application form and upload the required supporting documents.
- 3. Provide host co-supervisor information (academic staff with supervisory experience) if the proposed PolyU host supervisor is at the rank of Research Assistant Professor.
  - \*\*Please seek consent from the proposed host supervisor before application.

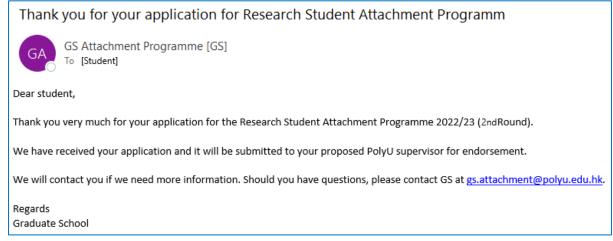


Crosscheck <a href="https://research.polyu.edu.hk/">https://research.polyu.edu.hk/</a> for the particulars of the PolyU supervisor(s).

5. Specify the attachment period or duration in the supporting letter which should be consistent with the proposed attachment period and duration stated on the application form.



- 6. Check all the application details provided before you proceed to submit the application.
- 7. Click "Submit" to confirm your application submission.
- 8. You will receive the below confirmation email after submission.



9. If you wish to make amendments to the application or update the supporting documents, please contact your PolyU host supervisor or GS at <a href="mailto:gs.attachment@polyu.edu.hk">gs.attachment@polyu.edu.hk</a>.