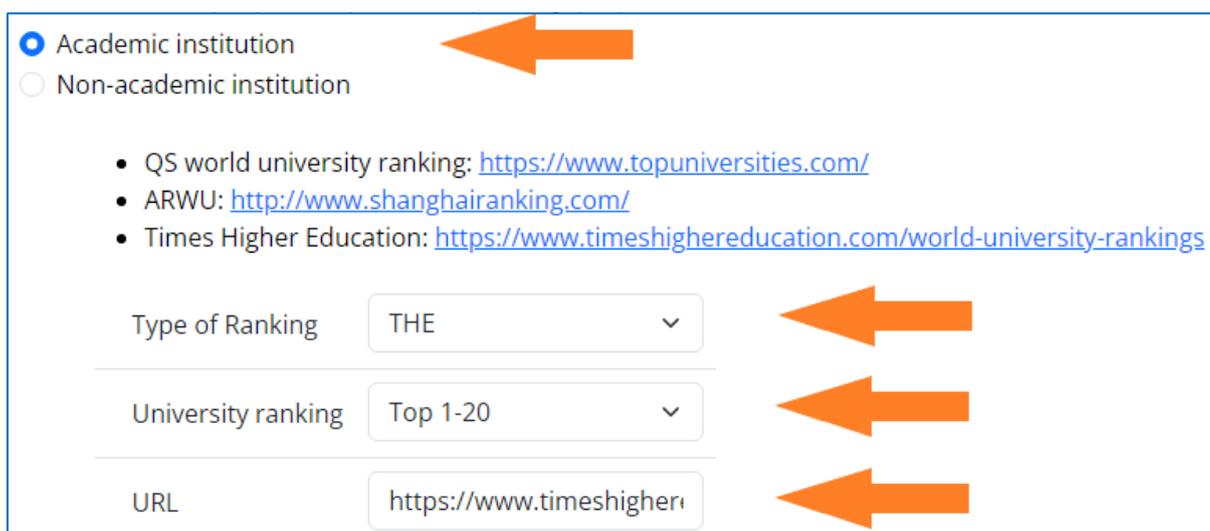


User Guide for RSAP Application Submission System - Outgoing

1. Click the online application link: https://www.polyu.edu.hk/gs/current-students/rsap_outgoing/.
2. Fill in the online application form and upload the required supporting documents.
3. Crosscheck <https://research.polyu.edu.hk/> for the particulars of the PolyU supervisor(s).
4. Information of the host institution:
 - **If the host institution is an academic institution** → click “Academic institution”



Academic institution ←

Non-academic institution

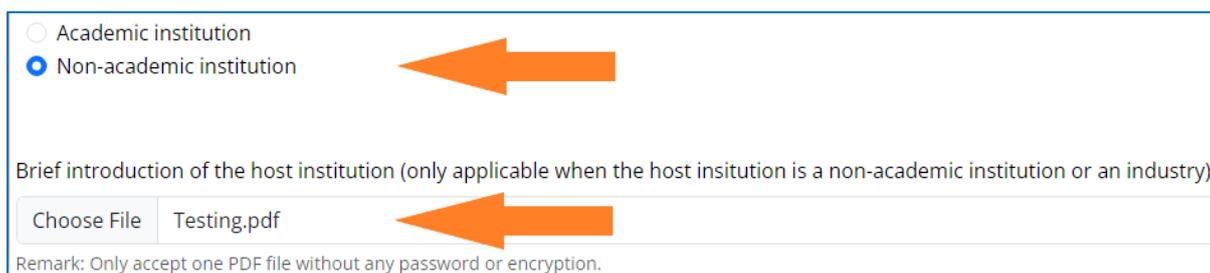
- QS world university ranking: <https://www.topuniversities.com/>
- ARWU: <http://www.shanghairanking.com/>
- Times Higher Education: <https://www.timeshighereducation.com/world-university-rankings>

Type of Ranking THE ↓ ←

University ranking Top 1-20 ↓ ←

URL <https://www.timeshigher.com/> ←

- **If the host institution is a non-academic institution/an industry** → click “Non-academic institution” → provide a brief introduction of the host institution. (ONLY accept one PDF file without any password/encryption)



Academic institution

Non-academic institution ←

Brief introduction of the host institution (only applicable when the host institution is a non-academic institution or an industry)

Choose File Testing.pdf ←

Remark: Only accept one PDF file without any password or encryption.

****Please seek consent from the proposed host supervisor before application.**

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

****The completion date of the attachment programme MUST NOT EXCEED the normal period of study.**

End date of Normal Period of Study (DD/MM/YYYY)	
31/06/2024	
Proposed attachment period (DD/MM/YYYY to DD/MM/YYYY) The proposed period must be consistent with the period in the supporting letter Retrospective applications will, in principle, not be considered	
e.g. 01/12/2023 to 31/05/2024	
Proposed duration of the attachment programme (in months) The duration should fall within the range of three months to one year	
e.g. 6 months	
Part 5: Supporting Documents	
A brief CV of the applicant with a list of representative publications	
Choose File	No file chosen
Remark: Only accept one PDF file without any password or encryption.	
Academic transcript (softcopy of assessment results on eStudent is acceptable)	
Choose File	No file chosen
Remark: Only accept one PDF file without any password or encryption.	
An invitation letter from the host supervisor or his/her affiliated department/faculty, specifying the full name of PhD student, the name of the host supervisor, and the period of attachment.	
Choose File	No file chosen
Remark: Only accept one PDF file without any password or encryption.	

- Check all the application details provided before you proceed to submit the application.
- Click "Submit" to confirm your application submission.
- A confirmation email would be sent to your PolyU Connect email account.

Thank you for your application for Research Student Attachment Programm

 GS Attachment Programme [GS]
To [Student]

Dear student,

Thank you very much for your application for the Research Student Attachment Programme 2022/23 (2ndRound).

We have received your application and it will be submitted to your proposed PolyU supervisor for endorsement.

We will contact you if we need more information. Should you have questions, please contact GS at gs.attachment@polyu.edu.hk.

Regards
Graduate School

- If you wish to make amendments to your application or update the supporting documents, please contact your PolyU chief supervisor or GS at gs.attachment@polyu.edu.hk.