A. How to Access eStudent

1. Access eStudent from

    - http://www.polyu.edu.hk/student/

2. Use Chrome browser.

3. Use your NetID & NetPassword to log into the system.

B. Application for Credit Transfer or Subject Exemption

1. General Notes to Students

- Students are strongly advised to read the "Notes to Student" as stipulated at the top of the online form and the [Student Handbook](#) under the Section "Subject Exemption and Credit Transfer" before filling out the application.

- The application for credit transfer or subject exemption is subject to the approval of subject offering department and programme offering department.

2. Notes about Credit Transfer

- Students should submit an application for credit transfer through an **online form AR41c** on **eStudent** upon your initial enrolment on the programme or before the end of the add/drop period of the first semester of your first year of study. **Late applications may not be considered**.

- All credits transferred **will be counted** for satisfying the award requirements.

- Only courses/subjects with a passing grade or above in its last attempt will be considered. Please reach your programme offering department/subject offering department before submitting your application if you have any question regarding the grading requirement.

- Students admitted to an Articulation Degree or Senior Year curriculum (SYA students), which is already a reduced curriculum, will **not be given credit transfer for any required GUR subjects**, and they must complete at least 60 credits to be eligible for award.
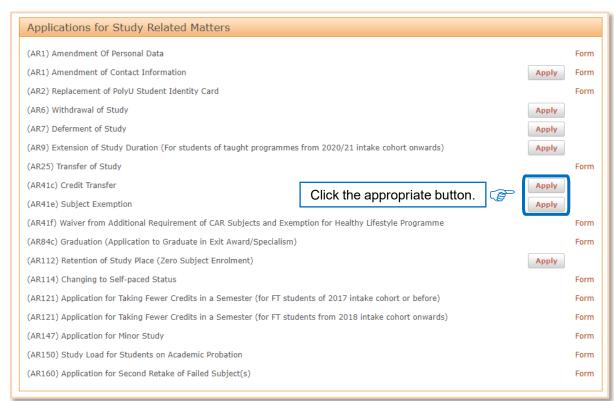
3. Notes about Subject Exemption

- Students should submit an application for subject exemption through an **online form AR41e** on **eStudent**.

- The credits associated with the exempted subject **will not be counted** for satisfying the credit requirements of your programme. You should consult your Department and take another subject in its place.

- For approved subject exemption for CAR subjects, the relevant additional requirements of CAR subjects (i.e. CR/CW, ER/EW or CSR), if applicable, will also be waived.
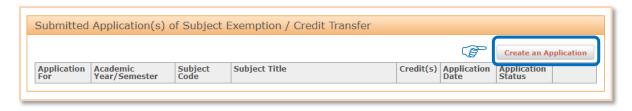
4. Create an Application

Path: eStudent > Application Forms > Application Forms

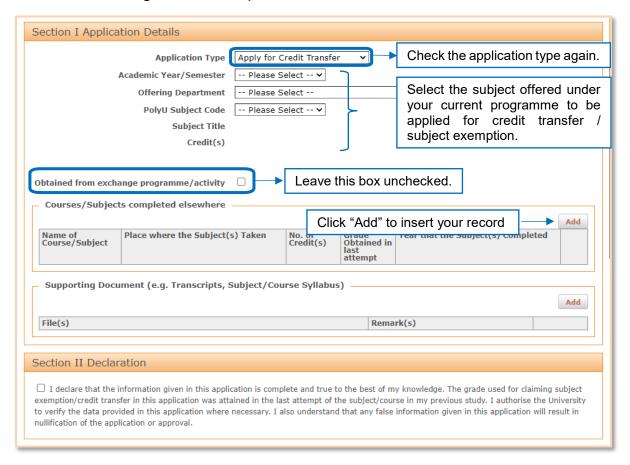Step 1: Read "Notes to Students" and click "Create an Application".

Click "Create an Application" button for a new application.

i. Section I: Application Details

Step 2: Select subject / course offered by PolyU

Fill out the following details for department's consideration.
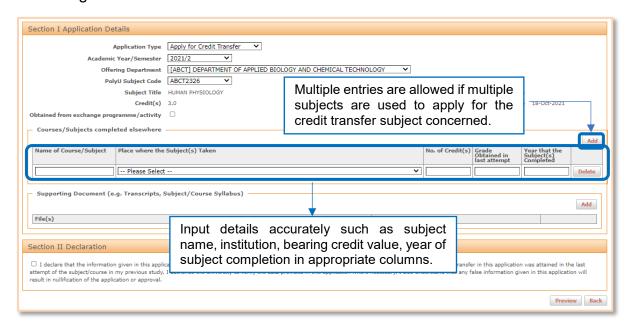

Reminders:

➢ Academic Year / Semester:

Indicate the academic year and semester in which you apply for credit transfer. It should be the first semester of your first-year study normally. If the course to be applied for credit transfer or subject exemption will be taken in the subsequent semesters, you should still select that timeframe.

➢ Offering Department:

The English alphabet string in the beginning of a PolyU subject code refers to the subject / course offering department. (E.g. APSS1A02 is offered by Department of Applied Social Sciences.)

Step 3: Fill out subject(s) / course(s) completed elsewhere

Fill out details of the subject(s) / course(s) completed elsewhere, normally completed in sub-degree institutions.

Reminders:

➢ Place where the Subject(s) Taken:

It is an alphabetically arranged list comprised of institutions with overseas exchange partnership and local articulation with PolyU. The majority of PolyU Senior Year Admitted (SYA) students are admitted from institutions listed below for your reference:
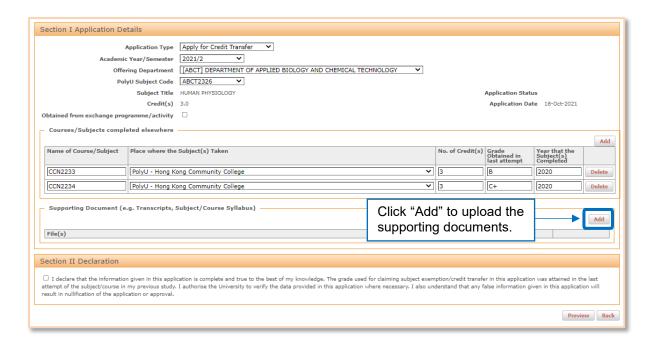
- CityU - Community College/UOW College Hong Kong
- CUHK - School of Continuing and Professional Studies
- HKBU - College of International Education
- HKBU - School of Continuing Education
- HKMU / OpenU - LiPACE
- HKU - SPACE Community College
- HKU - SPACE HPCC / HPSHCC
- Hong Kong College of Technology
- PolyU - Hong Kong Community College
- Tung Wah College
- VTC – Hong Kong Design Institute
- VTC – IVE/Tech. College/Tech. Inst.

➢ No. of Credit(s):

Enter Integral value only. If the course/subject to be applied bears null credit value, input "0" instead.
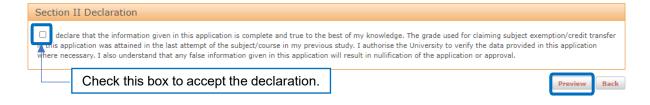
Step 4: Upload supporting documents

Upload valid supporting documents such as subject information and transcript for department's consideration.

ii. Section II: Declaration

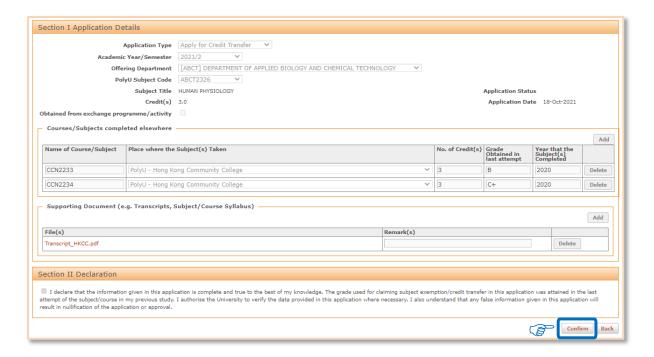Step 5: Indicate acceptance of declaration

Read the declaration carefully and indicate your acceptance before click "Preview" to proceed.

5. Preview and Confirmation

Step 6: Preview Application

Check your application details carefully before confirming your submission. If you need to change the application details, click "Back".

Step 7: Confirmation

The following message will be shown on the top of the page once your application is submitted successfully and subsequent changes to the application are not allowed.

Save successfully. Your application will be sent to the concerned Department / School / Faculty for processing.

6. Enquire Application Status

A notification of application result will be sent to student's PolyU email within 14 working days normally. The "Application Status" changes from "submitted" to "approved" or "rejected" if the application is accepted or denied by the department. Please contact your department if the result is still unavailable after 14 working days.

Students can enquire the application status as follows:

Submitted Application(s) of Credit Transfer/Subject Exemption							
						Create an Application	
Application For	Academic Year/Semester	Subject Code	Subject Title	Credit(s)	Application Date	Application Status	
Credit Transfer	2018/1	ENGL2002	ENGLISH FOR ACADEMIC COMMUNICATION	3.0	08-Jun-2018	Submitted	Edit