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PolyU Student Number
(For office use only)

ENROLLMENT FORM FOR STUDENT EXCHANGE PROGRAMME / STUDY ABOARD SCHEME(INBOUND)

Closing dates for enrollment:	
First semester	April 10
Second semester	October 1

This enrollment form and attachments should be sent to:	
<p>Chinese Mainland Affairs Office Re: Inbound Exchange Application R701, Shirley Chan Building (Core R), The Hong Kong Polytechnic University, Hunghom, Kowloon, Hong Kong</p>	<p>Enquiries: Fax: (852) 2334 9208 Email: ocstex@polyu.edu.hk Website: http://www.polyu.edu.hk/cmao</p>

Before completing this form, please read the following instructions carefully.

- Please complete this form in English in BLOCK LETTERS (and in Chinese where specified).
- Please attach the following documents to this form:
 1. Curriculum Vitae in English.
 2. Official or Certified University Transcript (in English) showing all university subjects taken in the past. If transcript is in Chinese, it must be accompanied by a certified translation in English.
 3. Currently enrolled subject list in English.
 - 4a. Mainland student: Copy of Mainland ID Card and Mainland Residence Registration Card (常住人口登記卡副本)
 - 4b. Taiwan student: i) Copy of Taiwan ID Card and certified copy of Taiwan Census Paper (戶政事務所認證的戶籍謄本)
ii) Written Explanation (with signature): 1) The Aim of study/training at PolyU
2) Your plan after completing the study/training
 5. Financial documents from a bank verifying a saving no less than HK\$20,000. If the applicant is not the bank account owner, the account owner should write a declaration that the applicant is financially supported.
 6. Regular Exchange Students: Completed Visa application forms ID995A.
(Please download the form at HKSAR Immigration Department - <http://www.immd.gov.hk/pdforms/ID995A.pdf>)
(Visa application guidebook - ID996: [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf))

Please do not attach any other documents not specified above.

- Enrollment Forms which are not fully completed and/or with missing supporting documents and signatures cannot be processed.

I. PERSONAL PARTICULARS

Name in Chinese

Full Legal Name In English (same as printed on passport)
(Chinese Mainland students please use proper Putonghua Pinyin as Full Legal Name in English)

Surname Other names in full

Chinese Mainland / Taiwan ID No.

Gender Male Female

Date of Birth Day Month Year

Place of Birth (Province)

Nationality

Correspondence Address

Phone No. Country code Area code Local number (home) Country code Area code Local number (mobile)

E-mail Address

Color Passport Photo

(hardcopy with high quality photo is required for the Student ID Card.)

Please write every alphabet and digit clearly. This email address is important for future correspondence.

II. INFORMATION OF STUDY AT HOME INSTITUTION

Home Institution

Country

Major of Study

Current Year of Study

III. EXCHANGE DETAILS

(Please read http://www.polyu.edu.hk/cmao/04_selection.html before completing this part.)

- Subjects chosen here are just for preliminary reference for the host department to enroll you in an appropriate programme. Subject registration has to be completed after admission and prior to the commencement of each semester.
- Exchange students are recommended to take 4 to 6 subjects per semester. (3 credits = 42 teaching hours)
- Please choose at least half of the subjects from a department under a Faculty.
- Please do not choose subject codes starting with 5 or 6 (e.g. MM511, CSE508...etc.) as they are for PolyU postgraduate students only.

Department

e.g. Department of Computing / Department of English / School of Accounting & Finance / Institute of Textiles and Clothing, etc.

Academic Programme

e.g. Financial Services [21044] / Fashion & Textiles [14090] / Information Technology [61024] etc.

Period of Exchange * Sept-Jan Semester I Jan-Jun Semester II Acad Yr 201 / 201

(* Please mark 'X' as appropriate)

Preliminary indication of subjects interested

	Subject title	Subject code
1.	<input type="text"/>	<input type="text"/>
2.	<input type="text"/>	<input type="text"/>
3.	<input type="text"/>	<input type="text"/>
4.	<input type="text"/>	<input type="text"/>
5.	<input type="text"/>	<input type="text"/>
6.	<input type="text"/>	<input type="text"/>

IV. SUPPORTING STATEMENT FROM HOME UNIVERSITY

This section should be completed by the Academic Supervisor at your Department or Faculty or Registrar

Name of Student _____

1. Has the student obtained the necessary approval from your university to study at The Hong Kong Polytechnic University?
() Yes () No

2. Will the credits earned by the student in PolyU programme be accepted towards fulfilling the award requirement at your university?
() Yes, provided the student passes each subject with a grade of () or above. () No

Name of Supervisor (Prof./Dr/Mr/Mrs/Ms) _____ Title _____

Approval Signature _____ Date _____

V. INFORMATION OF EMERGENCY CONTACT PERSON

*** The information of the field is required.

Emergency Contact Person
Name in English ***

Emergency Contact Person
Name in Chinese

The Relationship of
Emergency Contact Person
and the applicant ***

Emergency Contact Number ***

Emergency Contact Email ***

Emergency Contact Address
in English ***

Emergency Contact Address
in Chinese

VI. INFORMATION OF COORDINATOR AT HOME UNIVERSITY

Please indicate here the contact details or **attach a namecard of the coordinator** for future correspondence.
Admission Package and Transcript of Studies will be sent to this coordinator.

Name:	<input type="text"/>	<input type="text"/>
Title:	<input type="text"/>	
Office / Department:	<input type="text"/>	
Mailing Address:	<input type="text"/>	
Phone:	<input type="text"/>	Fax: <input type="text"/>
Email Address:	<input type="text"/>	

VII. AUTHORIZATION AND DECLARATION

I hereby authorize The Hong Kong Polytechnic University (the University) to use my data provided above for the following purposes: -

- i) as a basis for processing my application for admission as an exchange student;
- ii) for the University to extract from its records and for relevant institutions to provide the University with information about my studies;
- iii) for transferring to the student record system upon acceptance of my application. The data together with my photo image collected at the time of registration will be used in activities in support of my study at the University including those conducted by the students' organizations;
- iv) for statistical and research purposes (all personal identifiers such as name, passport no., address and telephone no. will be deleted);
- v) for sending my academic transcript to me via coordinator in my home institution after I have completed the exchange in the University; and
- vi) for matching the University's local students to be my buddies (only Name, Host Department, Home Country, Home Institution and Primary Email Address will be given to the matched buddies).

I declare that the information given above and the documents in support of this application are true and accurate.

Signature of Applicant: _____

Date: _____

The information provided will be used for administrative purpose and will not be disclosed to any third party which is not related to the programme. For access to or correction of the above personal data, please contact the Chinese Mainland Affairs Office (Email: octest@polyu.edu.hk; Tel: (852) 3400 2988).

VIII. APPROVAL BY POLYU DEPARTMENT (to be completed by the host department)

Department: _____

- * I approve the admission of this applicant as an exchange student in my department.
Please proceed to issue notification of offer on behalf of our department. The details are as follows:

Programme title: _____

Programme code: _____ Prog Subcode / Stream: _____

Year of Study: _____ Class: _____ Award ID: _____

Tuition Fee: *() Tuition fee paid by student to home university

*() Tuition fee (HK\$ _____) per semester paid by student to PolyU

For administrative or clerical support, please contact:

Name: _____ Ext.: _____ E-mail: _____

- * I do not approve the admission of this applicant as an exchange student in my department.

(Justification: _____
_____))

Signature: _____
(Head of Department)

Signature: _____
(Student Exchange Programme Officer)

Date: _____

* Please '✓' as appropriate