

## INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAMME (Academic Year 2023/24)

### PolyU at a Glance

PolyU was first established in 1937 as the Government Trade School and assumed full university status in 1994. The student population at PolyU is the largest among all publicly funded university in Hong Kong. English is the language of instruction (except language specific programmes) and courses are offered via six faculties and three schools:

- Faculty of Business
- Faculty of Construction and Environment
- Faculty of Engineering
- Faculty of Health and Social Sciences
- Faculty of Humanities
- Faculty of Science
- School of Design
- School of Fashion and Textiles
- School of Hotel and Tourism Management

PolyU ranked 65<sup>th</sup> in the QS World University Rankings 2023. 6 subjects ranked Top 50 in the QS World University Rankings by Subject 2022:

- 10<sup>th</sup> in Hospitality & Leisure Management
- 15<sup>th</sup> in Architecture & Built Environment
- 15<sup>th</sup> in Civil and Structural Engineering
- 16<sup>th</sup> in Art & Design
- 48<sup>th</sup> in Business & Management Studies
- 50<sup>th</sup> in Social Sciences & Management (Broad subject area)

### Contact Information

University website:	<a href="https://www.polyu.edu.hk">https://www.polyu.edu.hk</a>
Website for inbound exchange student:	<a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/</a>
Inbound Exchange Enquiries:	<b>Inbound Exchange</b> ( <a href="mailto:inbound.exchange@polyu.edu.hk">inbound.exchange@polyu.edu.hk</a> )
Mailing & Visiting Address:	Global Engagement Office, ST305, 3/F, Ng Wing Hong Building, The Hong Kong Polytechnic University, Hung Hom, Kowloon, Hong Kong

### Nomination and Application Deadlines

	Semester 1 (Sep – Dec 2023)	Semester 2 (Jan – May 2024)
Nomination:	<b>15 Mar</b> for School of Design <b>26 Mar</b> for all other disciplines	<b>15 Sep</b> for School of Design <b>26 Sep</b> for all other disciplines
Application:	<b>15 Apr</b>	<b>15 Oct</b>

### Nomination Procedure

Partner Universities shall complete the online nomination form which will be sent by email. The online nomination form will require:

- Family Name (*as stated on passport*)
- Given Names (*as stated on passport*)
- Student's email address
- Student's date of birth (*format: DD-MMM-YYYY*)
- Level of study at home university
- Semester applied for
- Academic programme applied for (*Not all School of Design disciplines are open to application every semester. Please contact the Global Engagement Office for information.*)

Note:

- We only accept nominations via online e-submission.
- For students applying for programmes in School of Design, please send us students'
  - 1) portfolio (Portfolio guidelines: <https://polyu.hk/eHzQa>)
  - 2) transcript copy
  - 3) intended programme to be enrolled in
  - 4) (apply for Advertising Design Programme) letter of motivation to [inbound.exchange@polyu.edu.hk](mailto:inbound.exchange@polyu.edu.hk) right after the nomination. Delay in submission may result in rejection of application.

### Application Procedure

A token will be sent to each nominated student for accessing the online application portal. Students are required to upload the following documents to the portal:

- CV
- Official transcript with grading scale
- List of subjects currently enrolled (if not recorded on Official transcript)
- Copy of identity document
- Visa application form
- Copy of financial proof
- Recent identity photo
- English proficiency proof of IELTS 6.0 or TOEFL 80 internet-based (if applicable)

In order to complete the online application, students have to pay a non-refundable administrative fee of **HK\$550**. Such fee covers visa application, courier service and courier of transcript etc.

For details, please refer to our website at: <https://www.polyu.edu.hk/geo/exchange-and-study-abroad/>

## Visa Application Procedure

Please upload a legible scan copy of the visa application form and the relevant documents to the online application portal. Subsequent to the uploading, students are required to send the following documents to Global Engagement Office **by EXPRESS POST or COURIER SERVICE (documents submitted will not be returned) within 2 weeks after completed the online application.**

1. Completed [ID995A](#) visa application form with pen-signed signature on p.1-4 and photo affixed on p.2 top right corner. Original ID995A form is required.
2. Two passport photos for visa application and student ID. The photo must be a recent colour photograph showing full frontal face with clear facial features, on a white background (no larger than 55mm x 45mm and no smaller than 50mm x 40mm) printed on proper photo paper.
3. Printouts of the below documents that you have uploaded to the online application portal.

The following supporting documents should also be **uploaded to the online application portal.**

4. Copy of identity document
  - a. **For international student:** Passport (with validity of at least 6 months after completion of the exchange); or
  - b. **For Chinese Mainland student<sup>^</sup>:** Mainland ID Card and Mainland Residence Registration Card (常住人口登記卡副本); or
  - c. **For Taiwan student:** The information page of Taiwan Passport (with validity of 6 months after completion of the exchange) AND Taiwan ID Card and certified copy of Taiwan Household Registration Record (戶政事務所認證的戶籍謄本); or
  - d. **For Macao student:** Macao ID Card and Visit Permit for Residents of Macao SAR to HKSAR; or
  - e. **For Hong Kong student and student with the right of abode or right to land in Hong Kong:** Hong Kong ID Card and visa copy for non-permanent Hong Kong identity card
5. Copy of proof of financial support which should be a bank document with evidence of **HKD30,000 or more** in holding per semester. The document has to be in English and contains:
  - a. the name of the bank
  - b. the name of the account holder
  - c. a balance equivalent to the minimum amount required
  - d. date of the bank document
  - e. If the applicant is not the account holder, the account holder must write a declaration with personal signature that s/he will financially support the applicant
6. Copy of official transcript with grading scale.

<sup>^</sup>Students from the Chinese Mainland / PRC passport holders should return to their home town to apply for Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) [往来港澳通行证] issued by the Mainland China authorities, and then arrange a relevant Exit Endorsement [逗留(D)簽注] from the Public Security Bureau office where the household registration is kept. EEP copy is not required for visa application, but student must present the EEP and Exit endorsement together with the relevant visa label for immigration arrival clearance.

For detailed information, please refer to the [Guidebook for Entry for Study in Hong Kong](#).

For students attending clinical placements, please read [Guidebook for Entry for Training in Hong Kong](#) and complete form ID992A.

**Please note that fail to submit any document may result in rejection or delay in the visa application.**

### Important Dates

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Hall Check-in/out	29 Aug 2023 – 1 Jan 2024 (tentative)	9 Jan 2024 – 30 May 2024 (tentative)
Registration & Orientation	1 Sep 2023 (tentative)	12 Jan 2024 (tentative)
Class Begins	4 Sep 2023	15 Jan 2024
Class Ends	2 Dec 2023	20 Apr 2024
Exam Period	7 – 22 Dec 2023	25 Apr – 11 May 2024
Online Academic Calendar	<a href="https://www.polyu.edu.hk/ar/students/AC.pdf">https://www.polyu.edu.hk/ar/students/AC.pdf</a>	

### Academic Programmes and Courses Available for Exchange Students

Website	<a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/</a> (Under “Subject List” section)
Course load requirement	<ul style="list-style-type: none"> <li>• Minimum study load is 9 credits and maximum is 18 credits (normally 3-6 subjects).</li> <li>• Most subjects carry 3 PolyU credits and are composed of 39 contact hours.</li> <li>• At least 50% of student’s course load should be from student’s host department.</li> </ul>
Medium of teaching	English (except language subjects)
English Language requirement	No proof of English is required for students from partner universities, except from Chinese Mainland and Taiwan partner institutions. Students should possess English proficiency equivalent to IELTS 6.0 or TOEFL 80 internet-based.
GPA requirement	Recommend with at least 2.7/4.0 (Student is evaluated on case-by-case basis, respective Department has the right to reject application.)

### Accommodation

Accommodation	Exchange students are guaranteed accommodation at the University-managed Accommodation (including the Student Halls and Off-campus Housing) for a twin-sharing room, no single room is available. Details can be found at <a href="https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/">https://www.polyu.edu.hk/sao/student-resources-and-support-section/residential-life/</a>
Lodging fee (except Summer)	HK\$49 per day (Subject to change)
Application method & deadline	Application details will be included in the admission email.
Estimated living expenses	<a href="https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/">https://www.polyu.edu.hk/geo/exchange-and-study-abroad/incoming-students/incoming-exchange/</a> (Under “Fees and Expenses” section)

### **Insurance**

In addition to the University Health Services (UHS) provided by PolyU and the public medical services, our University has also arranged a Group Personal Accident Insurance for all PolyU registered students. The insurance only covers bodily injury occurs during activities organized by the University. Therefore all exchange students must enroll in an appropriate insurance plan to protect themselves in case of accidents and they will be requested to provide a copy of the Insurance certificate and policy before departure from home.

### **Working in Hong Kong**

Exchange students will obtain a study visa sponsored by HK PolyU. According to the condition of stay, exchange students are not allowed to take up any employment, whether paid or unpaid; or establish or join in any business. Should any student want to take up an internship after the study, a training visa sponsored by the employer is required.



**PolyU Incoming Exchange**



**Information Sheet for  
Student Exchange Programme**