INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAM
(Academic Year 2018/19)

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 two schools:

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

PolyU ranked 106th in the QS World University Rankings 2018/19.   9 subjects ranked Top 50 in the QS World University Rankings by Subject 2018:

- 3rd in Hospitality & Leisure Management
- 10th in Civil and Structural Engineering
- 19th in Architecture
- 24th in Art & Design
- 35th in Nursing
- 39th in Business and Management Studies
- 40th in Linguistics
- 47th in Accounting and Finance
- 48th in Social Sciences and Management

Contact Information

University website:	https://www.polyu.edu.hk
Website for inbound exchange student:	https://www.polyu.edu.hk/international/incoming-students
Inbound & Outbound Enquiries:	**Inbound Exchange** (inbound.exchange@polyu.edu.hk) **Outbound Exchange** (outbound.exchange@polyu.edu.hk)
Mailing & Visiting Address:	International Affairs 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)	Semester 2 (Jan – May)
Nomination:	**15 Mar** for School of Design **26 Mar** for all other discipline	**15 Sep** for School of Design **26 Sep** for all other discipline
Application:	**15 Apr**	**15 Oct**

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 email address
- Student's date of birth *(format: DD-MMM-YYYY)*
- Level of study at home university
- Semester applied for
- Academic programme applied for (*students applying for BA (Hons) Digital Media and BA (Hons) Interactive Media should be in Year 2 or above of their undergraduate studies at the time of nomination*)

For students applying programs in School of Design, please send us students' portfolio to inbound.exchange@polyu.edu.hk *right after the nomination. Delay 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
- Passport copy
- Visa application form
- Financial proof
- Passport photo
- Letter of Intent *(for students applying for the Advertising scheme at School of Design only)*

In order to complete the online application, students have to pay an administrative fee of **HK$550**. Such fee covers visa application, courier of visa and courier of transcript etc.

For details, please refer to our website at: https://www.polyu.edu.hk/international/incoming-students

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 original documents to us **by post**.

1. Completed ID995A visa application form and sign on p.1-4 and affix photo on p.2
2. Two passport-sized photos for visa application and student ID. The photo must be a close up of head and shoulders, on a white background (no larger than 55mm x 45mm and not smaller than 50mm x 40mm) printed on proper photo paper

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

3. Copy of passport with validity of 6 months after the completion of the exchange. If the applicant has the right of abode or right to land in Hong Kong, a copy of Hong Kong I.D. Card is sufficient

4. Proof of financial support which should be a bank document with evidence of **HKD28,000 or more** in holding per semester. The document has to be in English and contains:
   - the name of the bank
   - the name of the account holder
   - a balance equivalent to the minimum amount required
   - date of the bank document
   - 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
5. Copy of official transcript with grading scale
6. Photocopy of household registration in Taiwan and Taiwan identity card *(for Taiwan students only)*

For PRC passport holders, please also upload the following documents to the online application portal:
1. A written declaration, which should outline:
   - the degree and subjects which you are currently pursuing
   - the country or city (if you are leaving from China) before arriving Hong Kong
   - an explanation of why you have decided to embark on this exchange programme
   - a statement confirming you understand the need to return to Mainland China and apply for your Exit Entry Permit (EEP) and the right type of Exit Endorsement in person
   - a statement confirming you will depart Hong Kong after completing the exchange programme

2. A copy of your household register

PRC passport holders must return to their home town to apply for an Exit-entry Permit which issued by the Mainland China authorities, and then arrange a relevant Exit Endorsement from the Public Security Bureau office where the household registration is kept.

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 a rejection or delay in the visa application.

Important Dates

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Hall Check-in	28 Aug 2018	Early Jan 2019
Registration & Orientation	30 & 31 Aug 2018	Early Jan 2019
Class Begins	3 Sep 2018	14 Jan 2019
Class Ends	1 Dec 2018	18 Apr 2019
Exam Period	6-21 Dec 2018	26 Apr-14 May 2019
Online Academic Calendar	www.polyu.edu.hk/as/students/AC.pdf	

Academic Programmes and Courses Available for Exchange Students

Website	https://www.polyu.edu.hk/international/incoming-students
Course load requirement	• Minimum study load is 9 credits and maximum is 18 • Most subjects in PolyU carry 3 PolyU credits and are composed of 39 contact hours • At least 50% of your course load should be from your host department
Medium of teaching	English (except language subjects)
English Language requirement	No proof of English is required for students from partner universities Students should possess proficiency equivalent to IELTS 6.0 or TOEFL 80 internet-based

Accommodation

Accommodation	Exchange students are guaranteed accommodation at the PolyU Student Halls of Residence for a twin-sharing room, no single room is available Details can be found at www.polyu.edu.hk/hall/index.php
Lodging fee (Subject to change in 2018/19)	HK$44 per day (except Summer)
Application method & deadline	Application details will be included in the admission email
Estimated living expenses	https://www.polyu.edu.hk/international/incoming-students

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 are strongly advised to purchase an appropriate insurance plan to protect themselves when they are in Hong Kong.

Working in Hong Kong

Exchange students will obtain a student 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.