

Departmental Inbound Student Exchange Application : Account Registration

The application system will not be available from 4:00 am to 7:00 am (GMT + 8:00) daily.

Your Planned Exchange College/Department	Contact
College of Engineering	ceng.office@cityu.edu.hk
College of Liberal Arts and Social Sciences	ch.exchange@cityu.edu.hk
College of Science	csci.officce@cityu.edu.hk
Department of Architecture and Civil Engineering	acedept@cityu.edu.hk
Department of Asian and International Studies	ais.enquiry@cityu.edu.hk
Department of Biomedical Sciences	ella.wong@cityu.edu.hk
Department of Chemistry	bhada@cityu.edu.hk
Department of Chinese and History	cah@cityu.edu.hk
Department of Computer Science	csadm@cityu.edu.hk
Department of Electronic Engineering	eedept@cityu.edu.hk
Department of English	enwinnie@cityu.edu.hk
Department of Linguistics and Translation	LTenquiry@cityu.edu.hk
Department of Media and Communication	ducheng@cityu.edu.hk
Department of Public Policy	sawanica@cityu.edu.hk
Department of Social and Behavioural Sciences	joy.wu@cityu.edu.hk
Department of Systems Engineering and Engineering Management	gigichow@cityu.edu.hk
School of Creative Media	smgo@cityu.edu.hk
School of Energy and Environment	see.enquiry@cityu.edu.hk
School of Law	lwllb@cityu.edu.hk

Select College of Engineering

Inbound Student Exchange Application: Personal Information

Personal Information	Exchange and Academic Info	Supplementary Info	Study Plan	Upload Doc	Other Applications	Confirmation and Submission
Application Term:	201909 (Semester A 2019/20)	Email Address:	bo.chong@cityu.edu.hk			

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Notes to applicant:

1. There are altogether seven sections:
 - Personal Information
 - Exchange and Academic Information
 - Supplementary Information
 - Study Plan
 - Upload Document
 - Other Applications
 - Confirmation and SubmissionPress "Continue" if you have finished entering the information for each section.
2. You can check your full application at the "Application Summary" page under "Confirmation and Submission" section.
3. To begin your application, press the "Continue" button below.

Continue

Inbound Student Exchange Application: Personal Information

Personal Information Exchange and Academic Info Supplementary Info Study Plan Upload Doc Other Applications Confirmation and Submission

Application Term: 201909 (Semester A 2019/20) Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Personal Information

ID / Passport Number: Issued by:

Official English Name on ID / Passport

Surname / Family Names:
First / Given Names:
Other Names (if any):

Chinese Name: (if applicable)

Gender: -----

Date of birth: (DD/MM/YYYY)

Nationality:

For applicant from mainland China, please also indicate "Home Province/City"

Home Province/City: -

Contact Information (English)

Address Line 1:	
Address Line 2:	
Address Line 3:	
	<input type="radio"/> Hong Kong <input type="radio"/> Kowloon <input type="radio"/> N.T. <input type="radio"/> Others (non-Hong Kong Address)

** For non-Hong Kong address, please specify city, zip code, Country/Territory below.

** City:	
** Zip/Postal Code:	
** Country/Territory:	

Phone No.: (Dialling Code - Area Code - Number)

Contact Information (Chinese)(中文通訊地址)(if applicable)(如適用):
Please provide a complete mailing address in Chinese with postal code.
(請填寫完整中文通訊地址及郵編)

Continue Reset

Your name should match your passport exactly.

Inbound Student Exchange Application: Exchange and Academic Details

Personal Information

Exchange and Academic Info

Supplementary Info

Study Plan

Upload Doc

Other Applications

Confirmation and Submission

Application Term: 201909 (Semester A 2019/20) Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Exchange Information:

Period of Exchange at CityU: Semester A 2019/20 - Semester A 2019/20

Academic Information

Home University: Aalto University, Finland

Programme / Major of Study:

Year of Study: currently in year of a year programme

Continue

Reset

Inbound Student Exchange Application: Supplementary Information

Personal Information Exchange and Academic Info **Supplementary Info** Study Plan Upload Doc Other Applications Confirmation and Submission

Application Term: 201909 (Semester A 2019/20) Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Language Proficiency

English

English is my first language.

English is the medium of instruction of my home university.

Chinese

☐ I do not know Chinese

☐ I know Chinese and my level of proficiency is:

Written Chinese:

Spoken Chinese (Putonghua):

Spoken Chinese (Cantonese):

Continue Reset

If English is NOT the medium of instruction of your home institution, please upload a proof for your English proficiency in the "Upload Doc" session.

Inbound Student Exchange Departmental Exchange Course Plan Selection

Personal Information Exchange and Academic Info Supplementary Info **Study Plan** Upload Doc Other Applications Confirmation and Submission

Application Term: 201909 (Semester A 2019/20) Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

For a list of exchanges courses, you may visit the website of your planned exchange department in CityU.

Course selected

Priority	Course Code	Description
-- NIL --		

Re-prioritize the courses Reset

Add New Course

Course Code:

Add Course Reset

Continue

1. Please select 6 - 10 courses in order of priority.
2. Note that exchange students have to take **12 (min.) - 18 (max.) credit units** of courses in each semester, in which **at least 9 credit units** of courses should be offered by departments under the College of Engineering or the College of Science.

Inbound Student Exchange Application: Document Upload

Personal Information Exchange and Academic Info Supplementary Info Study Plan **Upload Doc** Other Applications Confirmation and Submission

Application Term: 201909 (Semester A 2019/20) Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

1. Please upload the following supporting documents before you submit your application:
 - Your academic transcript
 - TOEFL/IELTS/CET results or an [equivalent English qualification](#) if English is not the medium of instruction at your home institution.
2. Please note the followings:
 - Only pdf or word (Microsoft Word 2010 or below) files are acceptable.
 - Each file size should not exceed 1MB.
 - The total size of all uploaded documents should not exceed 10MB.
 - The file upload function is still available after the submission of your application.
 - No deletion of uploaded documents is allowed.
3. If you are unable to upload the supporting documents, please send photocopies of the documents to the corresponding departments / colleges that your are applying for. Please attach a print-out of your application for identification purposes.

Address:
City University of Hong Kong
Tat Chee Avenue, Kowloon Tong,
Hong Kong
(Attn: Department of XXX)

Uploaded Documents

-- N/A --

Upload New Document

Document Type: Academic Transcript ▼

Document Description:

Filename: No file chosen

Please upload your:

- Academic transcript(s) in English version; and
- English proficiency proof (if applicable).

Inbound Student Exchange Application: Other Applications

Personal Information Exchange and Academic Info Supplementary Info Study Plan Upload Doc **Other Applications** Confirmation and Submission

Application Term: 201909 (Semester A 2019/20) **Email Address:** bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Student Residence Application

You have not yet applied for on-campus student residence.

To apply for student residence, please click on the button below to fill in the student residence application form. Otherwise, you must arrange your own accommodation.

Apply for Student Residence

Visa Sponsorship Application

Request for Visa sponsorship is only available after submitting your inbound exchange application.

Continue

1. Please apply for on-campus student residence. Note that due to limited quota, there is no guarantee for a place for each applicant.
2. After you have submitted your online application, please login again and submit a request for Visa sponsorship (**Compulsory**).

Student Residence Application (Direct Applicant)

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: srouga@cityu.edu.hk

For rules and regulations, please click [here](#).

Terms & Conditions of Living at Student Residence, City University of Hong Kong

To Exchange Students

Before completing the application form, please read the following notes carefully:

Residential Period	
Semester A 2019/20, 26 Aug 2019 – 27 Dec 2019 (noon)	

Important Notes

1)	Application Deadline :	15 May 2019 for Semester A 2019/20
2)	Result Announcement :	14 Jun 2019 (via application email)
3)	Room Assignment :	Mid-Aug 2019 (via application email)

Remarks :

- For Full-time Incoming Bachelor's Degree Exchange Students (with established agreements on student exchange with the university), the offer of residence place is subject to the availability.
- The period of stay will be confined to the exchange term as agreed by City University of Hong Kong and the home university.
- Because of limited capacity, there is no guarantee that accommodation in the Student Residence can be provided to all applications. Student should reserve sufficient funding to secure their off-campus accommodation in Hong Kong if deemed necessary.
- For year-long inbound exchange students, they have to submit application **each semester** to SRO by the deadline. Please contact your exchange coordinators for details.

Hall Lodging Fee

The hall lodging fees for Semester A 2019/20 are listed as below:

Inbound Exchange Students	Rate for Double Room (per person)	Rate for Single Room (per person)	Rate for 3-person Room (in 1-bedroom Unit) (per person)
Regular Rate	HK\$9,250/semester	HK\$18,500/semester	HK\$12,350/semester

Room Allocation and Room Type

Student Residence offers shared double rooms, a limited number of single rooms and three-person rooms. Students will be normally assigned to share double or three-person rooms. The small number of single rooms will be firstly assigned to those who have medical reasons or special needs with supporting documents enclosed in the completed application. Disabled single rooms may be assigned as single rooms if no request is received from disabled students.

Applicants' preferences on room type and roommate will be considered as far as possible. However, there is no guarantee that you will be assigned to a particular hall, unit, room type, or with a specific roommate. Final room assignments will be subject to room availability and hall admission policies. Student Residence Office and the Residence Masters reserve the right to make alternative assignment decisions or re-assign students as appropriate.

Payment Method

Successful applicants have to pay a non-refundable and non-transferable hall lodging fee (i.e. one-off payment) during the period as specified.

- Web payment by credit card (visa or master); or
- Bank draft payable to City University of Hong Kong and mail to Student Residence Office, City University of Hong Kong, 22 Cornwell Street, Kowloon Tong, Kowloon, Hong Kong.

Highlights of Regulations Governing Student Residence

Visiting Hours & Visitor Control

The "visiting hours" of all halls are from 8:00am to 12:00 midnight and no visitors (including residents from other halls) can stay in the hall outside these hours.

This visiting policy is a common norm in Hong Kong institutions. A visiting policy and visitor control are enforced so as to protect the overall safety of student residents and address the expectations of both student residents and their parents. About 50% of our student residents in undergraduate halls are Hong Kong Chinese and 55% are mainland Chinese, and their culture expects us to give special priority to students' safety. This policy is made even more important in view of the location of the residence in the centre of the city.

Please read the notes and the terms & conditions of living at Student Residence of CityU carefully before completing the application form.

Brief Guidelines

The application includes the following sections.

- Room Preference
- Upload Document (Optional)
- Confirmation (You must submit your application)

Please click on "Save & Continue"/"Continue" button after you have completed entering the information for each section. You MUST check your full application carefully under "Confirmation" section before submission. Only the submitted applications would be considered.

For any enquiries/assistance, please contact Student Residence Office (refer to top of page for contact methods).

☐ I have read, understand and agree with Regulations and other information stipulated at the above "Terms & Conditions of Living at Student Residence, CityU".

Agree

Student Residence Application -- Room Preference

Room Preference Document Upload Confirmation

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: srouga@cityu.edu.hk

For rules and regulations, please click [here](#).

Personal Information

Application Category	Exchange Student	Email Address	bo.chong@cityu.edu.hk		
Last Name/Surname	CHONG	First Name	Bo	Middle Name	
Gender	F	Phone	34424133	Nationality	Afghanistan

Important Notes

- Residence Period is one week before semester starts till one week after examination ends.
- In principle, all undergraduate students will be assigned to double room. Please kindly view the [layout of different room types](#) before indicating your room type preference.
- A small number of single rooms will be firstly assigned to those who have special needs or medical reasons with supporting documents uploaded in their application.
- If you have any physical disability that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese).
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences of room type and roommate will be considered as far as possible.

Residence Period#:	26-Aug-2019 to 27-Dec-2019 (noon)
Preferred Room Type (1st choice):	Single Room (HK\$ 18,500) ▼
Preferred Room Type (2nd choice):	Double Room (HK\$ 9,250) ▼
Preferred Room Type (3rd choice):	3-person Room (in 1-bedroom Unit) (HK\$ 12,350) ▼
Roommate Preferences:	Different Countries/Territories/Nationalities ▼
Special Needs/Remarks: (Max 200 characters.)	

Save and Continue

SR Exchange Application Document Upload

[Room Preference](#) **Document Upload** [Confirmation](#)

Welcome to apply for the **Student Residence (For Inbound Exchange Students)**

For assistance, please contact SRO at (852) 3442-1111 or Email: srouga@cityu.edu.hk

For rules and regulations, please click [here](#).

Personal Information

Application Category	Exchange Student	Email Address	bo.chong@cityu.edu.hk		
Last Name/Surname	CHONG	First Name	Bo	Middle Name	
Gender	F	Phone	34424133	Nationality	Afghanistan

Important Notes

- Residence Period is one week before semester starts till one week after examination ends.
- In principle, all undergraduate students will be assigned to double room. Please kindly view the [layout of different room types](#) before indicating your room type preference.
- A small number of single rooms will be firstly assigned to those who have special needs or medical reasons with supporting documents uploaded in their application.
- If you have any physical disability that may affect your living environment needs, please specify and upload the supporting documents (Documentary proof must be written in English or Chinese).
- The hall lodging fees are subject to annual review and revision.
- Applicants' preferences of room type and roommate will be considered as far as possible.

Uploaded Documents

-- N/A --

Upload New Document

The document file should be in PDF (*.pdf) format and all the uploaded files should not exceed 3M storage space.

*** Upload process may be slow and take several minutes to complete, please be patient and do not select other options or close the browser !

Document Description:

Filename: No file chosen

Student Residence Application -- Confirmation Summary

[Room Preference](#) [Document Upload](#) **Confirmation**

Welcome to apply for the Student Residence (For Inbound Exchange Students)

For assistance, please contact SRO at (852) 3442-1111 or Email: srouga@cityu.edu.hk

For rules and regulations, please click [here](#).

Your application summary is shown below. Please check carefully before submission.

*** Please be reminded that SRO would only consider the submitted applications. ***

Personal Information

Application Category	Exchange Student	Email Address	bo.chong@cityu.edu.hk		
Last Name/Surname	CHONG	First Name	Bo	Middle Name	
Gender	F	Phone	34424133	Nationality	Afghanistan
Home Institution	Aalto University, Finland			College at CityU	College of Engineering

The hall lodging fees are subject to annual review and revision.

Room Preference

Residence Period:	26-Aug-2019 to 27-Dec-2019 (noon)
Preferred Room Type (1st choice):	Single Room (HK\$ 18,500)
Preferred Room Type (2nd choice):	Double Room (HK\$ 9,250)
Preferred Room Type (3rd choice):	3-person Room (in 1-bedroom Unit) (HK\$ 12,350)
Roommate Preferences:	Different Countries/Territories/Nationalities
Special Needs:	

Uploaded Documents

-- N/A --

Your application is NOT yet submitted. Please note that only submitted applications would be considered.

[Confirm and Submit Application](#)

Please remember to “Confirm and Submit Application”.



AIMS

Inbound Student Exchange Application Summary

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Application Term: 201909 (Semester A 2019/20) **Email Address:** bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Your application is shown below. Check the information before pressing the "Confirm and submit" button. Once you have submitted your application, you will not be able to amend the information online.

[Application of Student Visa / Entry Permit for International and non-local Students:](#)

Persons who do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education are required by law to obtain a valid student visa / entry permit issued by the Hong Kong Immigration Department before coming to Hong Kong. You will need a local sponsor for the student visa / entry permit application. The University can act as your local sponsor provided that normal immigration requirements are met. If you need the University to act as the sponsor, please send your application to the Global Engagement Office.

Planned Period of Exchange at CityU

Semester/Term:	Semester A 2019/20
Exchange Category:	College / Departmental
Exchange Department:	College of Engineering

Personal Information

ID / Passport Number: AB123456
Issued by: Afghanistan
Surname / Family Names: CHONG
First / Given Names: Bo
Other Names (if any):
Chinese Name:
Date of Birth: 01-JAN-2000
Gender: F
Nationality: Afghanistan
Home province/city: -

Contact Information

Address: B8518, 6/F, blue zone
Yeung Kin Man Academic Building
City University of Hong Kong
City: Kowloon
Phone No.: 34424133

Email Address: bo.chong@cityu.edu.hk

Academic information

Home University:	Aalto University, Finland
Programme / Major of Study:	Computer Engineering
Year of Study:	currently in year 1 of a 4 year programme.

Course Plan at CityU

-- N/A --

Language Proficiency

English is my first language:	--
English is the medium of instruction of my home university:	--
I know Chinese:	--
My level of proficiency in Written Chinese:	
My level of proficiency in Spoken Chinese (Putonghua):	
My level of proficiency in Spoken Chinese (Cantonese):	

Student Residence Application

**** You have NOT applied for on-campus student residence. ****

Uploaded Documents

-- N/A --

Confirm and Submit **Amend application**

There will be a summary of your application. Please check the information before clicking the "Confirm and Submit".

Inbound Student Exchange Application Summary

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Name:	Bo CHONG	
Application Term:	201909 (Semester A 2019/20)	Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Application was submitted successfully.

[Back](#)

[Exit and Logout](#)

Inbound Student Exchange Application Summary

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Name:	Bo CHONG	
Application Term:	201909 (Semester A 2019/20)	Email Address: bo.chong@cityu.edu.hk

Enquiries about your application should be sent to ceng.office@cityu.edu.hk

Application Status: Submitted

Your application is submitted. You will be informed when the admission decision is made.

[View Application](#)

[Apply for Student Residence](#)

[Request for Student Visa/Entry Permit Sponsorship](#)

[Exit and Logout](#)

After you have submitted your online application, please login again to make a request for Visa sponsorship (**Compulsory**).

Request for Student Visa/Entry Permit Sponsorship

For assistance, please email us at geovisa@cityu.edu.hk.

For application of new student visa/entry permit only. For visa extension, please consult [GSO Website](#) for details.

A. Notes to students

1. If you do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education, you are required by law to obtain a valid student visa/entry permit issued by the Hong Kong Immigration Department before coming to Hong Kong.
2. A person who enters Hong Kong as a "Visitor" is not allowed to enrol as a student. Do not seek to enter Hong Kong as a "Visitor" if you plan to study in Hong Kong.
3. It is your responsibility to understand and comply with the immigration and visa regulations. City University of Hong Kong ("the University") will assist non-local students with their student visa/entry permit applications and act as their local sponsor if immigration requirements for studying in Hong Kong are met. However, it is the student and not the University or any employee or other representative of the University who is ultimately responsible for abiding by the immigration and visa regulations.
4. According to the Hong Kong immigration policy on education, non-local students are required to take up full-time study in Hong Kong. Only a restricted number of taught postgraduate programmes may admit non-local students on a part-time basis.
5. It is crucial for you to provide in your student visa/entry permit application copies of financial statements indicating that you have enough funds to support your study and living in Hong Kong. The amount of funds you need depends on the tuition fee of the programme or courses you are admitted to, the cost of accommodation and living expenses.
6. If you need the University to act as your local sponsor, please complete the "Student Visa / Entry Permit Sponsorship Request" and send the full set of form ID995A (in black or blue ink), supporting documents, and the visa administrative fee for visa application to the **Global Services Office, Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR** as soon as possible.
7. Student data held by the University is governed by Hong Kong's Personal Data (Privacy) Ordinance. The information you provided in this "Request for Visa Sponsorship & Student's Agreement" will be treated in STRICT CONFIDENCE and used for processing your student visa/entry permit application. Information provided by students regarding their student visa/entry permit application will be removed after their completion of study at the University. For correction of or access to personal data after submission of the student visa/entry permit application, please contact the Global Services Office.

Please read the "notes to students" and complete the application procedures.

Email Address 2:

B. Payment Method

Please check either option below

- ☐ Bankdraft (Submit the bankdraft to Global Engagement Office along with your student visa/entry permit application.)
- ☐ Online payment (Transaction will be completed after we have processed your application.)

C. Request for Visa Sponsorship

- ☐ I confirm that I request City University of Hong Kong to act as the sponsor for my student visa/entry permit application.

[Continue](#)