

INFORMATION SHEET FOR STUDENT EXCHANGE PROGRAM (Academic Year 2014/15)

Contact Information

Name of university:	The Hong Kong Polytechnic University
University website:	www.polyu.edu.hk
Website for inbound exchange student	http://www.polyu.edu.hk/iao/study-student-exchange.php
Country coordinators:	<p>Ms Janis CHAN (janis.chan@polyu.edu.hk) Coordinator for Belgium, Denmark, Finland, Italy, Norway, Sweden, Switzerland & Turkey</p> <p>Ms Debbie CHOI (debbie.choi@polyu.edu.hk) Coordinator for Asia (excl. Korea), Australia, New Zealand and The Netherlands</p> <p>Mr Eric LO (eric.kk.lo@polyu.edu.hk) Coordinator for Ireland and the UK</p> <p>Ms. Theresa TONG (theresa.tong@polyu.edu.hk) Coordinator for Korea</p> <p>Ms Sam WONG (sam.hy.wong@polyu.edu.hk) Coordinator for Canada & the USA</p> <p>Ms Carmen YUEN (carmen.yuen@polyu.edu.hk) Coordinator for Austria, Czech Republic, France, Germany, Poland, Portugal, Slovenia & Spain</p>
Mailing Address:	Room 1601, 16/F, Li Ka Shing Tower, The Hong Kong Polytechnic University, Hong Kong

Nomination and Application Deadlines

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Nomination:	Mar 26 (except for School of Design)	Sep 26 (except for School of Design)
Application:	Apr 15 (except for School of Design)	Oct 15 (except for School of Design)

Note: For partner institutions, who would like to send students to School of Design, please check with country coordination for the nomination and application dates.

Nomination Procedure

Exchange office of partner universities should send the nomination to the country coordinator by email by deadline. Nomination information should include:

- Name (as stated on passport)
- Student email
- Student's date of birth
- Semester applied for
- Academic programme applied for
- Level of study at home university

Application Procedure

- A token will be sent to each nominated student for accessing the online application portal. Documents (CV, official transcript and visa application materials) are required to upload to the system.
- In order to complete the online application, student is asked to pay an administrative fee of HK\$500. Such fee covers the visa application and courier of the visa.

Note: If the student possesses a HK Permanent Identity Card, the administrative fee can be waived.

Visa Application Procedure

Please upload a copy of the visa application 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. (Please sign on p.1-4)
2. 2 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.
3. Copy of passport with validity of 6 months after the completion of the exchange. If the applicant has the right of abode 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 HKD20,000 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.
 - 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. Original official transcript

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

Academic Programmes and Courses available for Exchange Students

Website:	http://www.polyu.edu.hk/iao/study-se-programmes.php
Course load requirement:	<ul style="list-style-type: none"> • Minimum study load for exchange students is 9 credits and maximum is 18. • Most subjects in PolyU carry 3 PolyU credits and are composed of 42 contact hours.
Medium of teaching	English
English Language requirement	No English requirement for students from partner university

Important Dates

	Semester 1 (Sep – Dec)	Semester 2 (Jan – May)
Hall check-in	Aug 26	Jan 8
Registration & Orientation	Aug 29	Early Jan
Class begins:	Sep 1	Jan 12
Class ends:	Nov 29	Apr 18
Exam Period:	Dec 5 – 20	Apr 23 – May 9
Online academic calendar: http://www.polyu.edu.hk/as/students/AC.pdf		

Accommodation

Is campus accommodation guaranteed?	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:	The daily rates in 2014/15 are set at HKD44 for double room
Application method & deadline:	Application details will be included in the admission email.
Estimated living expenses: http://www.polyu.edu.hk/iao/study-se-fee.php	

Insurance Requirement

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.

Working in Hong Kong

Students exchanged to HK PolyU 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.
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