

Application Guideline for PolyU Global Student Exchange / Study Abroad

Step 1: Activate your online application account

An e-invitation link to access the PolyU online application system is sent to the email address provided by your home university. Click on the e-invitation link and follow the online screen instructions to verify and activate your account with your Date of Birth. Please be reminded to change your own password.

Step 2: Complete the online application and prepare the requested documents

Once you have logged into the online system, please follow this guideline to complete and submit the form. You will need to fill in the information accordingly, upload the following supporting documents to the application system and send them (as indicated below) by express post or courier service by the deadline.

*Kindly note that each uploaded document should be less than 3MB and the documents should not be password locked. All documents should be in English.

Required Documents	Upload Online	Submit by Express Post/ Courier
Curriculum Vitae in English	✓	✓ Copy
Official Academic Transcript <ul style="list-style-type: none"> ○ Official or certified copies of all your academic transcripts of completed subjects at post-secondary level, including those you are currently enrolled in. All transcripts must be <ul style="list-style-type: none"> (1) in English or accompanied by a certified translation; (2) including grading scale or explanation of grades. ○ If there are courses that you are enrolled in current semester and are not yet included on your official transcript, please provide a list of these courses. You may type them on a word file and save the file as PDF; or you may upload your course registration record or similar document, if it is available. 	✓	✓ Copy
Proof of English Proficiency <ul style="list-style-type: none"> ○ IELTS 6.0 or TOEFL 80 internet-based result proof (if applicable). 	✓	✓ Copy
Copy of Passport/ Chinese Mainland I.D. Card/ Hong Kong I.D. Card <ul style="list-style-type: none"> ○ International student Copy of passport (with validity of 6 months after completion of exchange) **If your passport has expired or will expire within 6 months after completion of exchange, please upload the copy of your current passport. Then arrange 	✓	✓ Copy

<p>renewal of your passport and upload again or email us your new passport as soon as it is available. Visa application may be delayed without a valid passport copy.</p> <ul style="list-style-type: none"> ○ Chinese Mainland student <ul style="list-style-type: none"> (1) Copy of Chinese Mainland I.D. card (2) Mainland Residence Registration Card (常住人口登記卡) (Appendix 1 Sample 1) ○ Taiwan student <ul style="list-style-type: none"> (1) Copy of passport (2) Copy of Taiwan I.D. card (front and back pages) (3) Certified copy of Taiwan Household Registration Record (戶籍謄本) (front and back pages) (Appendix 1 Sample 2) ○ Macao student <ul style="list-style-type: none"> (1) Copy of Macao I.D. card (2) Visit Permit for Residents of Macao SAR to HKSAR (Appendix 1 Sample 3) ○ Hong Kong student and student with the right of abode or right to land in Hong Kong <ul style="list-style-type: none"> Copy of Hong Kong I.D. Card. and visa copy for non-permanent resident 		
<p>Photograph Requirements Recent identity photo in JPEG format. Please note below for the requirements of your photograph:</p> <ul style="list-style-type: none"> ○ Recent colour photograph showing full frontal face (from chin to crown) with clear facial features ○ Plain white background ○ Must be in JPEG format with file size between 3MB ○ Acceptable dimension: <ul style="list-style-type: none"> (1) Captured by digital camera - image size 1200 pixel(W) x 1600 pixel(H) (2) Captured by scanner (scanner quality in 600 dpi) - photograph size 40mm(W) x 50mm(H) <p>Photograph Requirements HERE.</p>	✓ In JPEG format	✓ Send 2 photo copies (put down your name on the back)
<p>Visa Application Form</p> <ul style="list-style-type: none"> ○ <u>Students applying for semester exchange/ summer school</u>, please complete form ID995A. (SAMPLE FORM here) ○ <u>Students applying for placements/ internship</u>, please complete form ID992A. ○ Page 1 to 4 MUST be completed and pen-signed, with photo affixed on page 2. E-signature is not acceptable. ○ You may complete the form by computer, but please print out the form for signature with black or blue ink, before uploading the scanned copy of the application form. <p>The Hong Kong Immigration Department requires original pen-signed application for visa approval. Please send the original pen-signed form with photo affixed on page 2 to PolyU Global Engagement Office (refer to Step 4 below for the detailed address) by speed post/ courier.</p> <p>*If you are Hong Kong student with right of abode or right to land, you are not required to apply for visa. But the HK\$550 administration fee which applies to all exchange students is not waived.</p>	✓	✓Original (Pen-signed on P.1 to 4 and photo affixed on P.2)



<p>Copy of Financial Proof</p> <p>Financial Proof should be a bank document with evidence showing that you will be financially supported during your exchange in PolyU. Please refer to Appendix 2 for sample.</p> <ul style="list-style-type: none"> ○ Minimum holding in account: <ul style="list-style-type: none"> - Exchange student: HKD35,000 or more per semester - Fee-paying study abroad student: HKD 115,000 or more per semester - Summer school student: HKD6,000 or more per month ○ Document should contain: <ol style="list-style-type: none"> (1) Name of the bank (2) Name of the account owner (3) A balance at least equivalent to the minimum amount required ○ Can be a bank statement, or letter issued by your bank <u>issued within the last three months</u> ○ Must be in ENGLISH <p>If you are not the account owner, the account owner must write a declaration (Appendix 3) with personal signature that you will be financially supported, and provide a <u>copy of his/her passport</u>. The declaration should also be in ENGLISH.</p> <p>* If you are Hong Kong student with right of abode or right to land, skip this file upload.</p>	✓	✓ Copy
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Step 3: Submit the application online and settle the administrative fee

In order to complete your application, all applicants are required to pay an administrative fee of HKD550 that includes visa application, courier service and courier of transcript etc. This administrative fee is non-refundable.

- Settle the administrative fee via PolyU online credit card payment platform. When you click 'Payment and Submit' button, a new browser will be opened and you will be directed to the University's secure payment page.
- Only **credit card payments** are accepted.
- Do not close the browser until you see a "Payment Successful" webpage. **Do NOT make duplicate payment.**
- A confirmation email will be sent to the email account that you provided within an hour or 48 hours after the payment is made.
- Your payment status on the online application will also be changed to "Settled" **after 48 hours.**
- If payment is refused, declined or delayed by the card supplier, please contact your card issuing bank.
- Should your payment be successful, your application will automatically be submitted to PolyU for processing. Otherwise, your application will remain 'saved' instead of 'submitted'. In that case, please settle the payment again.

****Applications will NOT be processed until the administration fee is received.**

After the application is closed, your application will be forwarded to relevant PolyU academic department for review, which will take around six weeks to be processed.

Step 4: Hong Kong visa application

Please be reminded to send us the documents listed in Step 2 and the original pen-signed [ID995A](#) visa application form with photo affixed on page 2 within 2 weeks after completed the online application. All documents submitted will not be returned.

Please mark “**Application for PolyU Global Student Exchange / Study Abroad**” on the envelope.

Postal address:

Global Engagement Office
ST305, 3/F, Ng Wing Hong Building
The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong
Tel: (+852) 2766 5116

Important Note:

Do NOT submit your student visa application directly to the Hong Kong Immigration Department as that will slow down the process.

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

After you are admitted to the PolyU Exchange / Study Abroad Programme, we will act as your visa sponsor and submit the **complete set of** application documents to the Hong Kong Immigration Department for the Hong Kong visa application. **The Hong Kong SAR Immigration Department** normally takes another 6-8 weeks to process a visa/entry permit application. Actual processing time may be longer during the peak period.

When your eVisa is approved by the Hong Kong SAR Immigration Department, we will send you instructions for download & printing. Students being granted entry permit will receive the hard copy permit by expressed mail sent to the correspondence address stated on the application form or your home institution.

For details on PolyU Student Exchange Programme, please refer to:

<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/> .

Special Notes for Chinese Mainland and Taiwan Students for Visa and Entry Permit Arrangement

Chinese Mainland Students:

By default Chinese Mainland students will use "Exit-entry Permit for Travelling to and from Hong Kong and Macao" [EEP, 往來港澳通行證] for coming to Hong Kong. After receiving the eVisa issued by the Hong Kong Immigration Department, Chinese Mainland Students must return to their hometown to apply for an EEP and a relevant exit endorsement [逗留(D)簽注] from the Public Security Bureau office where your household registration is kept. **If you are not able to return to your home town for the application of EEP and exit endorsement, please upload the following documents in the online application for necessary arrangements:**

(1) Upload a written and signed declaration, which should outline:

- The degree which you are currently pursuing in your home university, expected date of graduation, consent to join the PolyU Student Exchange Programme
- The reason for unable to applying for entry permits with Exit-Entry Permit (EEP) for travelling to and from Hong Kong for entry for study in Hong Kong;
- Your travel plan (destination & date for departure and return) for the proposed study in Hong Kong.

(2) In addition to your mainland ID, upload copy of your PRC passport & put down the passport information on the ID995A form;

(3) Upload a copy of your current valid foreign student visa / temporary residential permit of the country that you are staying in (if any).

Taiwan Passport Holder Students:

Students from Taiwan will be issued an “Entry Permit” instead of an eVisa. The permit is applicable for a single entry. Students who are planning to leave Hong Kong during the stay should apply for a “Multiple Entry Permit for HKSAR” upon arrival in Hong Kong. For details, please refer to:

<https://www.immd.gov.hk/eng/forms/forms/id931.html>

SAMPLE 1

Chinese Mainland Residence Registration Card (for Chinese Mainland students)

中國內地常住人口登記卡 (中國內地學生適用)

常住人口登記卡

姓 名			户主或关系		
曾用 名			性 别		
出 生 地			民 族		
籍 贯			出 生 日 期		
本市(县)其他住址			宗 教 信 仰		
公 民 身 份 证 件 编 号			身 高	血 型	
文 化 程 度		婚 姻 状 况	兵 役 状 况		
服 务 处 所			职 业		
何 时 由 何 地 迁 来 本 市 (县)					
何 时 由 何 地 迁 来 本 址					

承办人签章:

登记日期: 年 月 日

SAMPLE 2

Taiwan Household Registration Record (for Taiwan students)

台灣戶籍謄本 (台灣學生適用)

Front

戶 號：		戶 籍 謄 本		戶 別：共同生活戶	
里 鄰 地 址		臺灣省			
戶 長 變 更 及 全 戶 動 態 記 事					
稱 謂： 配 偶	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國 年 月 日	統一編號		
	出 生 地				
	父				
稱 謂： 配 偶	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國 年 月 日	統一編號		
	出 生 地				
	父				
稱 謂： 配 偶	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國 年 月 日	統一編號		
	出 生 地				
	父				
頁次 0001					

Back

本全部謄本與戶籍登記資料無異

新北市新店
戶政事務所 主任

中華民國 103 年 4 月 23 日

新北店戶謄字第(甲) 00

SAMPLE
Financial Proof

XX 銀行
BANK OF XX

个人存款证明
PERSONAL CERTIFICATE OF DEPOSIT

号 码 No. :
开立日期 Date:

兹证明 _____ 先生 / 女士
(有效身份证件名称: ~~居民身份证~~ 证件号码: _____)
自 _____ 年 _____ 月 _____ 日到 _____ 年 _____ 月 _____ 日在我行存款如下:
We hereby certify that from _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY)
Mr/Ms _____
(type of valid identification: ~~Chinese citizen identification~~ ID No. _____)
has deposit accounts with the bank as follows:

存款账号 Deposit Account No.	存款种类 Type of Deposit	货币 / 金额 Currency & Amount	存入日 Deposit Date
00000		CNY200,000.00	
		*****[E]*****	

备注: 有关本个人存款证明相关说明详见背面条款, 请您仔细阅读。
Remarks: For notes of the Personal Certificate of Deposit, please refer to the terms and conditions on the back. Please read carefully.

Bank of XX zhejiang Branch
存款证明
XX 银行股份有限公司 CERTIFICATE (盖章)
Bank of XX 用章 Branch (Seal)
(237)

To: Director of Immigration

Declaration of Sponsor

I, _____, am willing to financially support my
(Sponsor's name)

_____, _____, and cover the tuition fees
(Relationship with applicant) (Applicant's name)

and general expenses in full for his/ her study in Hong Kong.

Signature of Sponsor

Date

Contact Details of Sponsor

Address: _____

Phone number: _____

Email: _____