

## Appendix II

### Checklist Documents and Receipts (Applied to GEO Mainland WIE Programme Applicants)

#### (I) Before Departure for GEO Mainland WIE Programmes

*For **ALL** Offshore WIE Sponsorship applicants:*

- A signed OWS & HA Student Charter
- Submission of Bank Account information to FO  
<https://www40.polyu.edu.hk/fosae/>

***ONLY** for Hardship Allowance applicants:*

- Submitted application form in POSS and upload the following documents
- Letter of approval from the Comprehensive Social Security Assistance Scheme; OR
- Letter of approved grant and loan amount from the Tertiary Student Finance Scheme – Publicly-funded Programmes (Government Grant and Loan) in 2024/25; OR
- Letter/email notification of approval from PolyU Financial Assistance 2024/25; OR
- Other documents issued by agencies endorsed by or Departments of the HKSAR Government.

#### (II) After Completion of GEO Mainland WIE Programmes

- Declaration by Employer with signature and company chop  
<https://www.polyu.edu.hk/geo/exchange-and-study-abroad/work-integrated-education/useful-documents/>
- Student Feedback on Learning Experience in WIE  
<https://www.polyu.edu.hk/pfs2/index.php/184472?lang=en>
- Original boarding passes / tickets
- Submission of Learning Journal