

INTERNATIONAL STUDENT EXCHANGE 2014/15

APPLICATION FORM

Please read the [Notes for Applicants](#) carefully before completing this form.

Complete this form in BLOCK LETTERS in English.

Write all dates using the format DD/MM/YYYY

I. PERSONAL PARTICULARS

Please complete applicants name (same as printed on HKID Card)

Surname			
Forenames			
Date of Birth		Sex	<input type="checkbox"/> Male <input type="checkbox"/> Female

Please affix a recent photo here

IMPORTANT NOTES FOR APPLICANTS

1. Please ensure that you have consulted your academic programme leader / student exchange officer to find out whether you are eligible to go out on exchange in either fall / spring semester of 2014-15, BEFORE you submit your application to IAO.
2. Please refer to our website (<http://www.polyu.edu.hk/iao/pdf/PolyU-Exchange-List-2014-15.pdf>) for a list of exchange partners. Please do not contact the host institutions direct, if you require information that is not listed on their website contact IAO for help at: international.exchange@polyu.edu.hk
3. Each partner university calculates study loads and credit differently so you will need to discuss with your academic programme leader to determine how many subjects / modules at the host institution are equivalent to PolyU credit requirements. Please note that credits earned at the host institutions must be transferrable to PolyU at the end of the exchange.
4. Please complete and return this application form, together with your CV to IAO (Room M1601, Li Ka Shing Tower) **in person** by **5 p.m. Friday 25 October 2013**. Application deadline is strictly enforced. Your application and all supporting materials, including department's signed endorsement, must be received by the deadline. Late applications will not be accepted after this deadline.
5. Once your application has been submitted you cannot replace any attached documentation, or change or amend your choice of host institutions; therefore, please check very carefully before you submit your application. Also note, your first choice may not necessarily be guaranteed.
6. Short-listed applicants will be required to attend an interview as part of the application process. You will be invited by email to sign-up for your interview time slot between **29 and 31 October 2013**. Should you not hear from us by this date, please consider your application unsuccessful.
7. Academic results / grades for Semester 1, 2013-14 will be released on 13 January 2014. A photocopy of your Official Transcript of academic results or a print-out from the AS web page must be submitted to IAO **in person** on or before **5 p.m. 17 January 2014**. If you do not submit your transcript by this date, the place will be withdrawn and reallocated.
8. Interviews will be held between **11 and 15 November 2013**.
9. Successful candidates are selected according to their all round interests and experiences, interview performance as well as their academic credentials in relation to their chosen programme of study. Successful candidates will be notified by **late January 2014**. Should you not hear from us by this date, please consider your application unsuccessful.
10. All electronic communication will be via your PolyU email address, so please ensure you check this account regularly as we will send important information to this address.

II. ENROLLED PROGRAMME DETAILS

Student ID no.: _____	PolyU email address: _____
Mobile no.: _____	PolyU department: _____
Enrolled Programme title and code: _____	
Curriculum: <input type="checkbox"/> 3-Year <input type="checkbox"/> 4-Year	
Programme type: <input type="checkbox"/> UGC-funded <input type="checkbox"/> Self-financed	
Year of Study: <input type="checkbox"/> 1 st Year <input type="checkbox"/> 2 nd Year <input type="checkbox"/> 3 rd Year	
Are you a local student? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Expected year of graduation: _____ (MM) / _____ (YYYY)	

III. EXCHANGE DESTINATION

Research and select your preferred exchange destination (up to 5 choices). Note, putting down only one or two choices will not mean you have a higher chance of being selected for one of those places.

First choice

Host institution

Country

Second choice

Host institution

Country

Third choice

Host institution

Country

Forth choice

Host institution

Country

Fifth choice

Host institution

Country

Have you previously participated in the Student Exchange programme (International or Chinese Mainland)?

Yes (Please specify details)

Host university Host country

Period of exchange Semester , Academic Year

No

IV. PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

Please give details of any extra-curricular activities you have been involved in (January 2013 to present), for example: social, community, cultural, sporting activities, debating competitions etc. (Please list up to 5 maximum)

Date (MM/YYYY)	Name of club/organization and position
Example: 06/2013	Example: PolyU Debate Team, Adjudicator

V. OTHER INFORMATION – PERSONAL STATEMENT

Please tell us why you wish to join the Student Exchange programme and the reasons why you would be a good candidate?

Write your personal statement on a separate sheet of paper in no more than 300 words (in English), and attach it to this application form.

VI. DOCUMENTS TO BE SUBMITTED

- ✓ A copy of your curriculum vitae (CV) in English (maximum 2 pages)
- ✓ A photocopy of your Official Transcript of academic results for Semester 1, 2013-14 or a print-out from the AS web page (**see note 7**)

VII. DEPARTMENTAL ENDORSEMENT

Please seek endorsement from your PolyU academic department (**see note 1**).

I (Academic Programme Leader / Student Exchange Officer) have met with the student and agree to the student's participation in the 2014-15 student exchange programme.

Signature of
Academic Programme Leader / Departmental Exchange Officer

Date

VIII. DECLARATION OF APPLICANT

I (name of applicant) declare the information given by me in this form is complete and true to the best of my knowledge.

I understand that

- any false or misleading information made on this form, or failure to disclose information relevant to this application may result in my application being rejected.
- my chosen host institutions have the appropriate degree programme and subjects to fulfill my degree requirements at PolyU.
- the sponsorship and hardship fund is only supplementary and I must have additional funds to support my living expenses abroad.
- PolyU has the right to verify the personal data provided by me in this application.

Do you agree to disclose your contact details to PolyU's overseas alumni associations? Y / N

Signature of applicant

Date

The information provided will be used for administrative purpose and will not be disclosed to any third party which is not related to the programme. For access to or correction of the above personal data, please contact the International Affairs Office at 2766 5116.