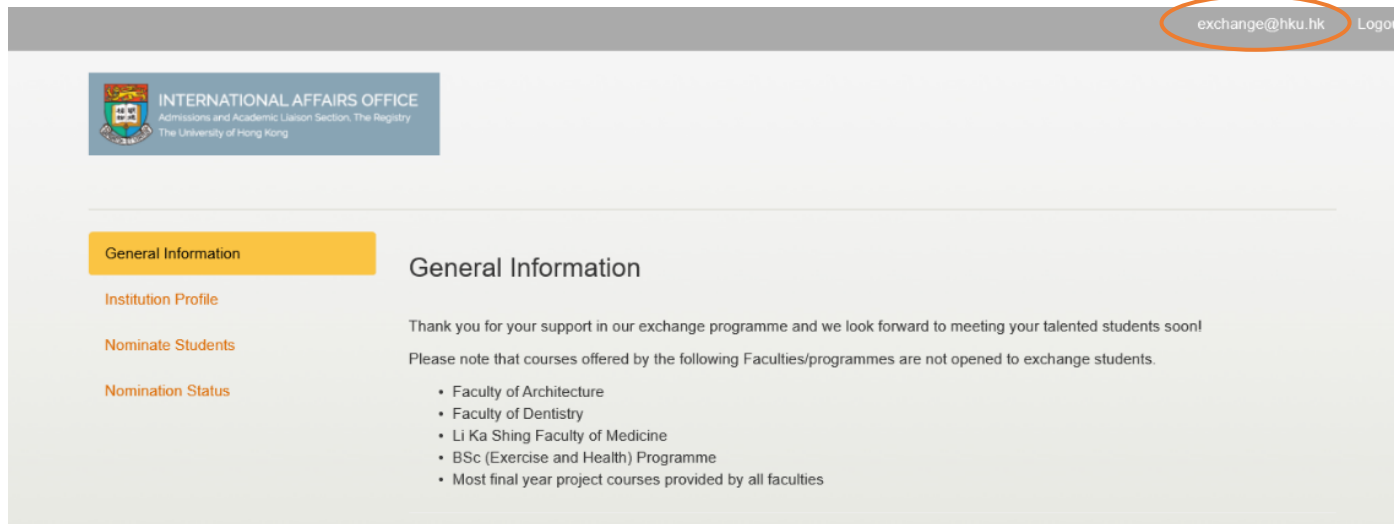


HKU Exchange Partner Online Nomination User Manual

Change/Edit Partner Account Information – Password

- Change Account Password: Please click your account email on the top right corner which will bring you to “Change Password” page.



The screenshot shows the 'General Information' page. At the top right, the email address 'exchange@hku.hk' is circled in orange. The page header includes the International Affairs Office logo and name. The main content area has a left sidebar with navigation links: 'General Information' (highlighted), 'Institution Profile', 'Nominate Students', and 'Nomination Status'. The main content area contains a welcome message and a list of faculties/programmes not open to exchange students.

exchange@hku.hk Logout

INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information

[Institution Profile](#)

[Nominate Students](#)

[Nomination Status](#)

Thank you for your support in our exchange programme and we look forward to meeting your talented students soon!

Please note that courses offered by the following Faculties/programmes are not opened to exchange students.

- Faculty of Architecture
- Faculty of Dentistry
- Li Ka Shing Faculty of Medicine
- BSc (Exercise and Health) Programme
- Most final year project courses provided by all faculties

exchange@hku.hk Logout

INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

Change Password

[Back](#)

Old Password

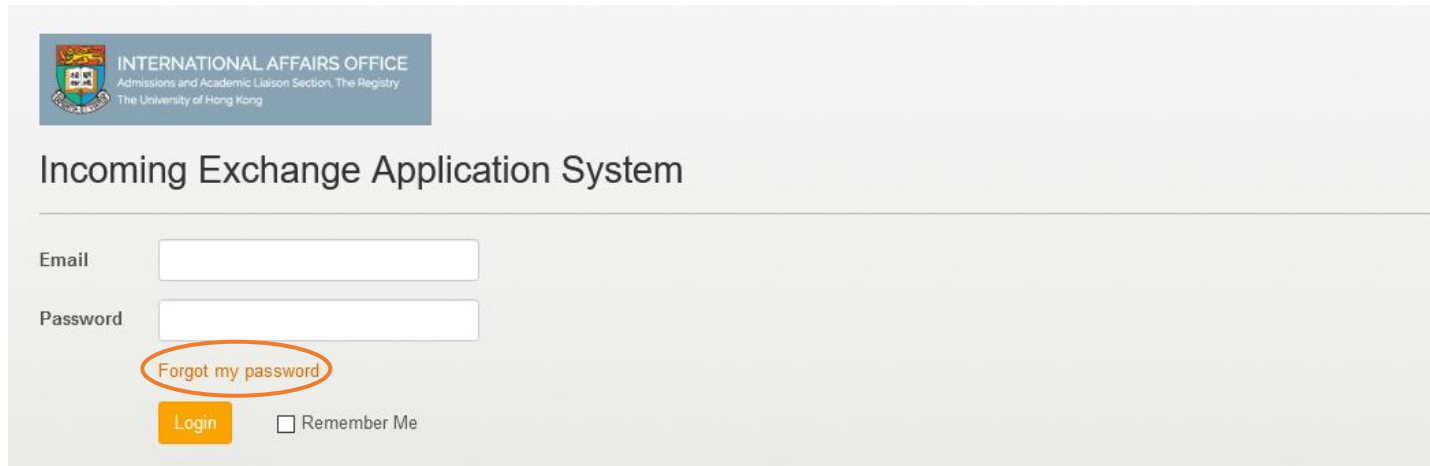
New Password

Confirm New Password

Change

Forgot Password

- Click “Forgot my password”.
- You will be asked to input your email address to reset the password.



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Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

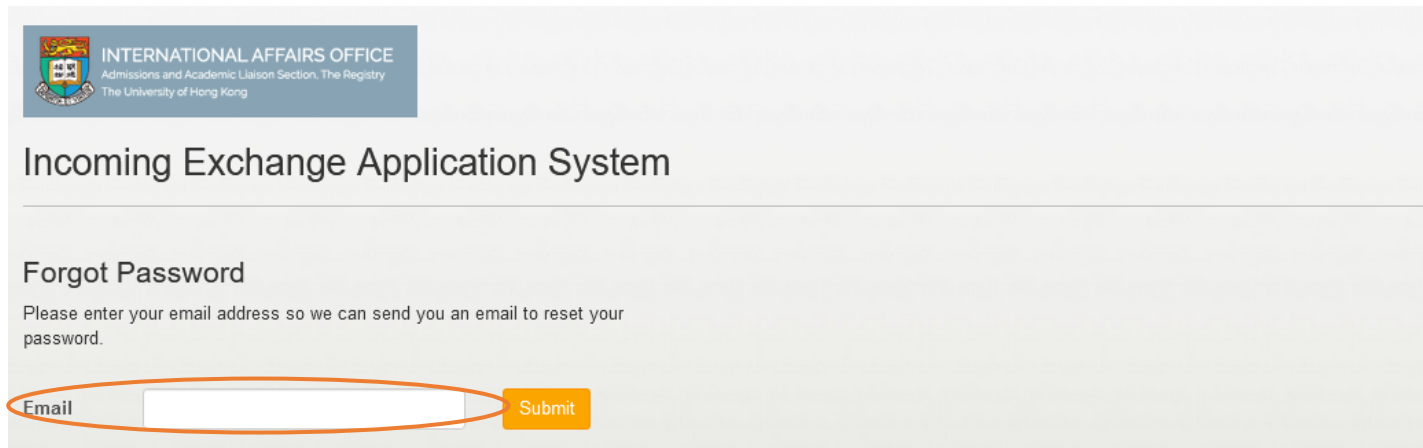
Incoming Exchange Application System

Email

Password

[Forgot my password](#)

Remember Me



INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

Incoming Exchange Application System

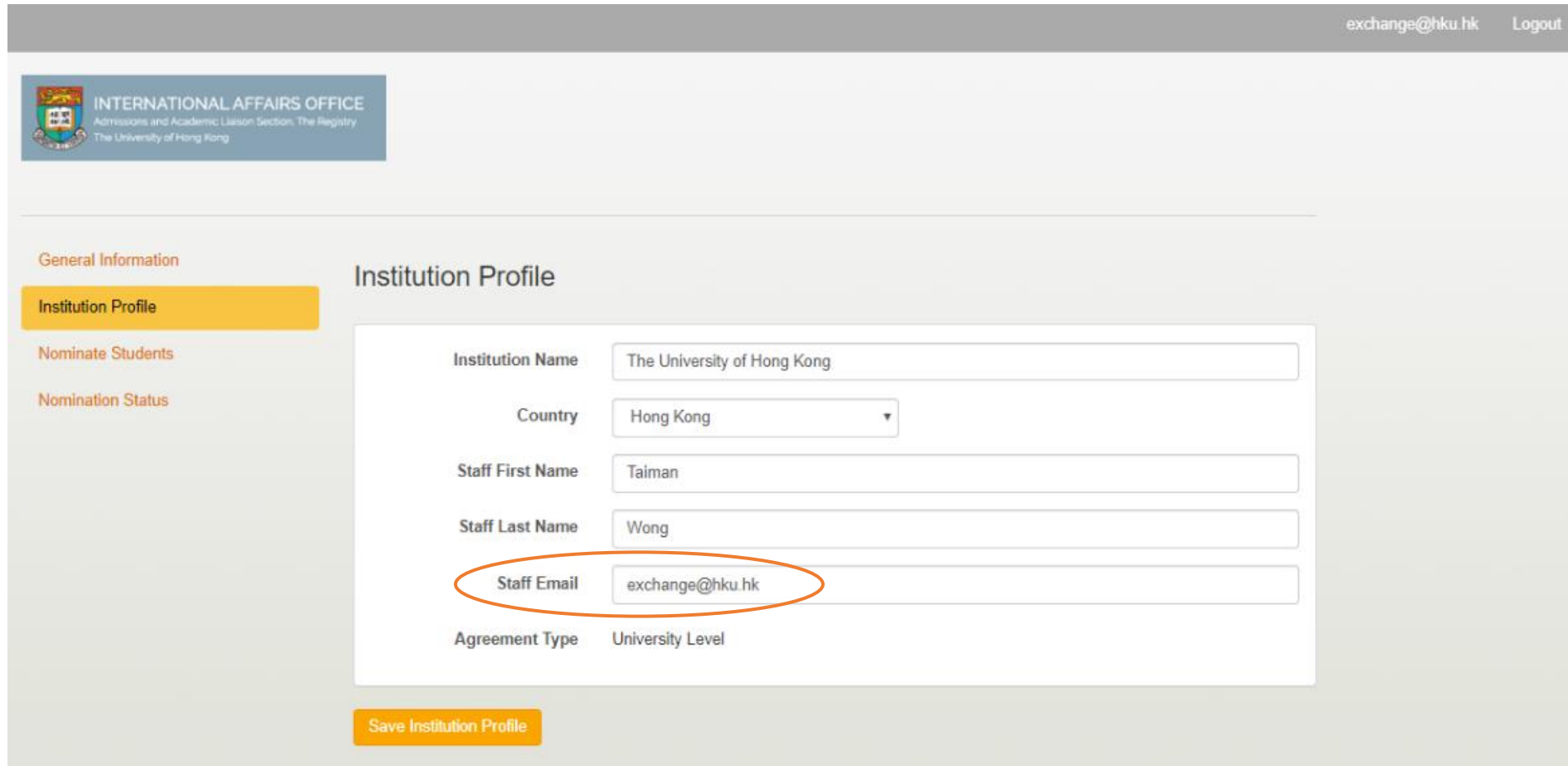
Forgot Password

Please enter your email address so we can send you an email to reset your password.

Email

Change/Edit Partner Account Information – Institution Profile

- Edit Account Information: Select “**Institution Profile**” from the left selection menu.
- You may edit your staff information in the Institution Profile page.
- Please note that “**Staff email**” is the contact email for receiving email updates in regard to your student’s application.



exchange@hku.hk Logout

INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information

Institution Profile

Nominate Students

Nomination Status

Institution Profile

Institution Name

Country

Staff First Name

Staff Last Name

Staff Email

Agreement Type

Save Institution Profile

Nomination Procedures – Step 1 (General Information)

- Partner institutions will need to login to their nomination accounts in our [Incoming Exchange Application System](#) to nominate students.
- If you are uncertain about the login details, please feel free to [contact us](#).

exchange@hku.hk Logout

INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information

[Institution Profile](#)

[Nominate Students](#)

[Nomination Status](#)

General Information

Thank you for your support in our exchange programme and we look forward to...

Please note that courses offered by the following Faculties/programmes are not eligible for nomination:

- Faculty of Architecture
- Faculty of Dentistry
- Li Ka Shing Faculty of Medicine
- BSc (Exercise and Health) Programme
- Most final year project courses provided by all faculties

Please find the important dates about our exchange programme:

Nomination Deadline:

For Fall Semester or Full Year (Admission in September): March 31
For Spring Semester (Admission in January): September 1

Application Deadline:

For Fall Semester or Full Year (Admission in September): April 30
For Spring Semester (Admission in January): September 30

Important Note

If your institution has both **University level and Faculty/Departmental level agreements with HKU**, you are likely to have **more than one nomination account**.
You are recommended to check with our office before submitting nomination.

Nomination Procedures – Step 2 (Nominate Students)

- Please click “**Nominate Students**” on the left selection menu.
- Click “**Add More**” to add a student for nomination.

exchange@hku.hk Logout

INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information

Institution Profile

Nominate Students

Nomination Status

Nominate Students

You have nominated 0 student.

Name	Email	Academic Year
Add More		

[Submit to HKU](#)

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Nomination Procedures – Step 3 (Nominate Students)

- You are required to complete the required fields accordingly.
- Please make sure the following information are filled in correctly, any incorrect information will affect or delay your student's application process.

The screenshot shows the 'Add Student' form with the following fields and values:

- Proposed Period (From): 2021 / 2022, Semester 1 (Sep to Dec)
- Proposed Period (To): 2021 / 2022, Semester 1 (Sep to Dec)
- Last Name (Surname) in English: Chen
- First Name (Given Name) in English: Mary
- Email: mary.chen@hku.hk
- Proposed Faculty: Faculty of Business and Economics
- Study Mode: Exchange - Undergraduate

A yellow box contains the following text: "Please upload the verified copy of the academic transcript(s) and proof(s) of the English language proficiency of your nominees to the system. If any of these required documents are not available during the nomination period, please send the document(s) to exchange@hku.hk once available."

At the bottom, there are two 'Upload' buttons for 'Academic Transcripts' and 'English Proficiency Test Results'.

Points to Note

Email Address

Make sure it is correctly entered, our office will communicate with your student through this email.

Name

Include student's full name as shown on their passport.

Proposed Faculty

You may wish to discuss with your student on their preference before selecting proposed faculty. NO changes could be made after submission.

Please pay attention to the level of agreement of your nomination account.

e.g. If the collaboration is between your institution and HKU Faculty of Arts, please put Faculty of Arts under proposed faculty. Your students will only be allowed to apply for exchange programme under Faculty of Arts.

Study Mode

Please select the level of study.

Supporting Documents

Please upload Official Academic Transcript (in English) and **English Proficiency Test Results** for your students. Otherwise, nomination will NOT be processed.

Nomination Procedures – Step 4 (Submit Nomination)

- Please click “**Submit to HKU**” and “**OK**” to submit your nomination successfully, nominations cannot be edited after submission.

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INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information
Institution Profile
Nominate Students
Nomination Status

Nominate Students

You have nominated 1 student.

Name	Email	Academic Year	
CHEN Mary	hku@hku.hk	2019 / 2020 Semester 2 (Jan to May) to 2019 / 2020 Semester 2 (Jan to May)	Edit Remove

[Add More](#)

[Submit to HKU](#)

exchange@hku.hk

INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information
Institution Profile
Nominate Students
Nomination Status

Nominate Students

You have nominated 1 student.

Name	Email	Academic Year	
CHEN Mary	hku@hku.hk	2019 / 2020 Semester 2 (Jan to May) to 2019 / 2020 Semester 2 (Jan to May)	Edit Remove

[Add More](#)

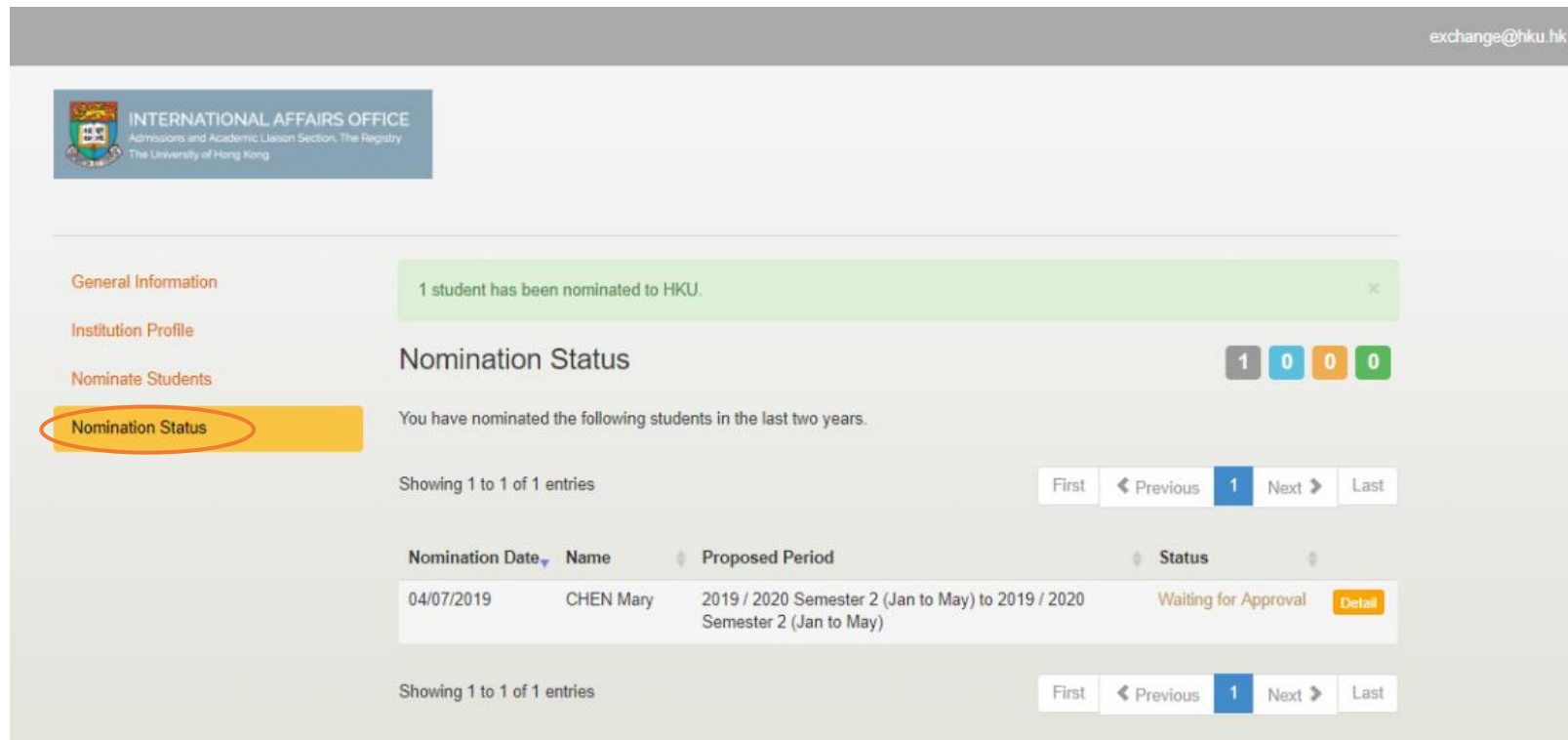
[Submit to HKU](#)

Are you sure to nominate 1 student to HKU?

[Cancel](#) [OK](#)

Nomination Procedures – Step 5 (Check Nomination Status)

- To check your student’s application status, you may click **“Nomination Status”**.
- Nominated students will be invited for online application through email on or after the application start date.
- Please advise your students to complete their online application as soon as possible.



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INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information

Institution Profile

Nominate Students

Nomination Status

1 student has been nominated to HKU.

Nomination Status

1 0 0 0

You have nominated the following students in the last two years.

Showing 1 to 1 of 1 entries

First < Previous 1 Next > Last

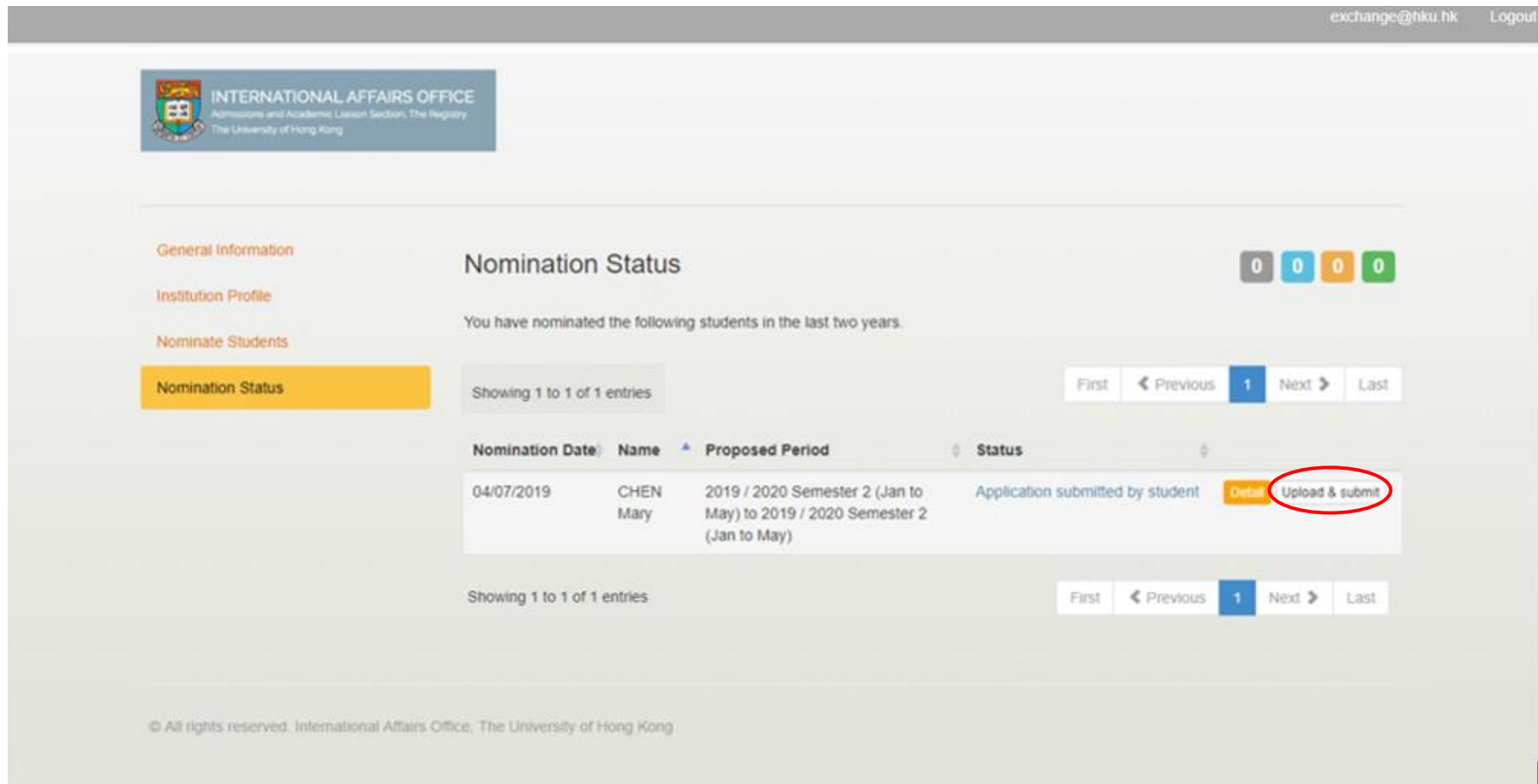
Nomination Date	Name	Proposed Period	Status
04/07/2019	CHEN Mary	2019 / 2020 Semester 2 (Jan to May) to 2019 / 2020 Semester 2 (Jan to May)	Waiting for Approval Detail

Showing 1 to 1 of 1 entries

First < Previous 1 Next > Last

Re-submission of Supporting Document(s)

1. If one/some of your student's supporting document(s) could not be accepted, you and your student will receive an email notification about re-submitting supporting documents.
2. Please login to your nomination account, click "**Nomination Status**" on the left selection menu, choose your concerned student and click "**Upload & submit**".



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INTERNATIONAL AFFAIRS OFFICE
Admissions and Academic Liaison Section, The Registry
The University of Hong Kong

General Information
Institution Profile
Nominate Students
Nomination Status

Nomination Status

0 0 0 0

You have nominated the following students in the last two years.

Showing 1 to 1 of 1 entries

First < Previous 1 Next > Last

Nomination Date	Name	Proposed Period	Status
04/07/2019	CHEN Mary	2019 / 2020 Semester 2 (Jan to May) to 2019 / 2020 Semester 2 (Jan to May)	Application submitted by student Detail Upload & submit

Showing 1 to 1 of 1 entries

First < Previous 1 Next > Last

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3. Please check which document is required for re-submission. For document that requires re-submission, the upload button will be reflected as **“Change”**.
4. Click **“Change”** button to re-upload the correct document and press **“Confirm”** to submit it.

