HKU Exchange Student
Online Application User Manual
Retrieve Password

- Please click “forgot my password” in the login page to reset your password through email.
Application Procedures – Step 1 (Application Procedures Information)

- Before starting your application, students are advised to go through the **step-by-step application procedures** on our website.
- After receiving the invitation to application email with your login credentials, please **login to Incoming Exchange Application system** and start your application.
- **10-digit application reference no.** can be found on the top of the page, students will need this reference number for identification.
- Please read the information on this page and **check the box “I have read the application procedures”**. Then, click **“Personal Information”** to proceed with your application.
Application Procedures – Step 2 (Personal Information)

Please enter your personal information according to the below guideline.

1. **Email**
   Please make sure it is correct, you will receive application updates through email.

2. **Name**
   Include your full name as shown on your passport. If it is incorrect, please contact exchange@hku.hk

   **Names with special characters**
   Please enter your transliterated name with roman alphabets that appears in the machine readable lines of your passport.

   Please refer to the passport sample below:

3. **HKU Student ID**
   Only provide your 10-digit HKU Student ID Number if you have studied at HKU before. If you have never studied at HKU, please leave it blank.
Application Procedures – Step 2 (Personal Information)

4. HKID Card Number
   Only provide your HKID number if you have Hong Kong Identity Card. If not, please leave it blank.

5. Passport Number
   Make sure your passport validity date will cover the end of your proposed exchange period with 6 extra months.

   **Expired passport/Invalid passport period**
   **Step 1:**
   - Please renew your passport immediately and ensure that your passport will be ready by the visa application deadline.
   - Otherwise, you may not be granted with a student visa and this will affect your admission to HKU.

   **Step 2:**
   - If your passport is in the process of renewal during application, please complete the form with your existing passport number.
   - You should also inform International Affairs office and visa office about your passport status.

   **Step 3:**
   - After receiving your renewed passport, please send a soft copy of your renewed passport to the above-mentioned offices.
Application Procedures – Step 3 (Language Information)

- Please refer to the **English proficiency proof requirements** and complete the “Language Information” section as follows.
- Students who are non-native English speakers must provide your test results of English as Second Language.

![Language Information (Ref: 1350067307)](image)


2. Applicants whose first language and/or teaching medium of home institution is English, will have to upload the “English Language Proficiency Statement for Incoming Students” signed by their exchange coordinator of home institution in their online application. We have already sent the Statement template to our partner exchange coordinators.

*The University of Hong Kong reserves the right to ask for further proof of sufficient English language proficiency.*
Application Procedures – Step 4 (Current Study)

- In “Current Study” section, please complete this section with the information of your current studies at your home university.
Application Procedures – Step 5 (Proposed Study at HKU)

- Please read through Academic Information before completing “Proposed Study at HKU” section in your application.
- Available courses and course codes can be found in Academic Information > Available Courses offered by Faculties.
- Under the option of “Proposed HKU Faculty”, please select the faculty that you would like to be enrolled in during your exchange programme.
- Please enter valid course codes of the courses that you have planned to study in HKU and click “Add More” if you need to add more courses.

![Proposed Study at HKU](image)

**Important Note**

“Proposed Study at HKU” is only a preliminary course plan for host faculties to review student’s application, you are not enrolled to those courses.

Students are still required to enrol courses online during course selection period or add/drop period in the beginning of semesters.

Please pay attention to the spacing while entering course codes. If certain course codes are invalid in our system, this means that they are currently unavailable/subject to change.
Application Procedures – Step 6 (Personal Statement)

- In this section, students may wish to explain why they are interested in the exchange programme, and why they have chosen HKU as host university.
- There is no word limit for the Personal Statement.
Application Procedures – Step 7 (Supporting Documents)

- For supporting documents, **students are only required to upload Passport copy** with the following requirement. *Personal information page including machine readable line must be clearly visible. Passport must remain valid until the end of proposed exchange period with 6 extra months.*
- **Applicants to Faculty of Law** should upload Curriculum Vitae as well.
- **Academic Transcripts and English Proficiency Test Results must be uploaded by students’ home university** before students start their application. If home university have not uploaded the documents appropriately, students should contact their home university to upload the documents.
Application Procedures – Step 8 (Declaration)

- To submit the application successfully, please check the boxes for declaration and click “Finalise and submit online application”. The green box on top of the page will inform you that your online application has been submitted successfully.
Withdraw Application Procedures

- To withdraw your application, please login to your application account and go to “Application Status”.
- Follow the instructions in the yellow box at the bottom of the page and click “here”.
- No changes could be made after the application is withdrawn.
Offer Acceptance Procedures

- Students will be notified by email on the application results.
- To accept the offer, please login to your application account and go to “Application Status”.
- Click the green button “Accept” in the red box on top of the page, and upload a signed copy of the Notice of Admission.
Offer Acceptance Procedures (continued)

- After you have successfully uploaded signed Notice of Admission, please click “Accept Offer”.
- You are also reminded to complete the remaining acceptance procedures in Step 5 – Acceptance Procedures.
Re-submission of Supporting Document(s)

- During application assessment period, **students may receive email notification about the re-submission of document(s).**
- Please login to your application account and check which of the following documents has not been accepted.
- Documents that are not accepted will be marked with “✗”. Students should check what is the problem with the documents and re-upload the correct document.
- **Students could only upload Passport Copy and CV by themselves.**
- **Academic Transcripts and English Proficiency Test Results must be uploaded by home university.** If there are any problems with these documents, students should approach their home university to re-upload the appropriate document accordingly.

![Image of the Re-submit Documents interface](image-url)