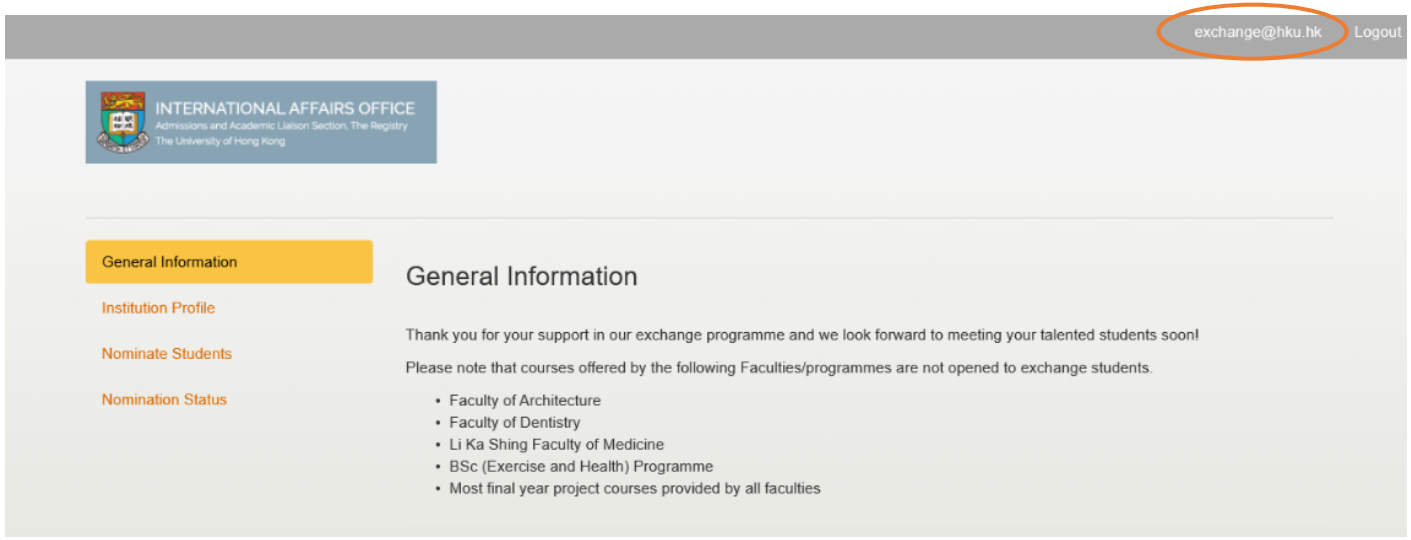
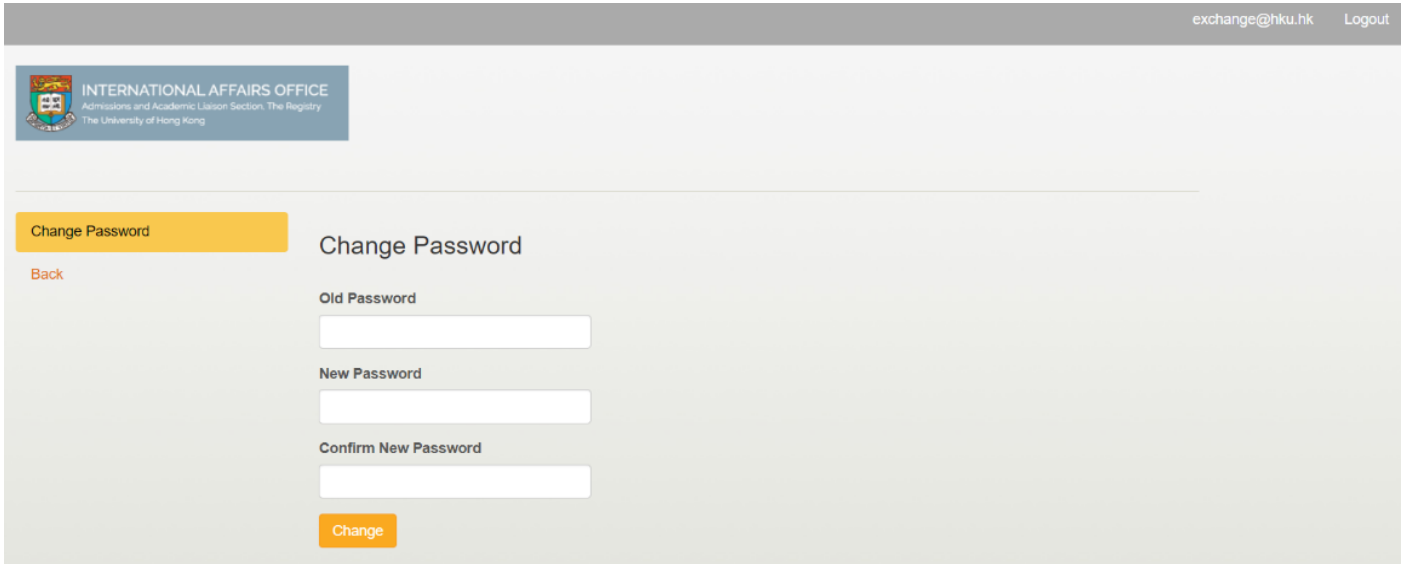
HKU Exchange Partner
Online Nomination User Manual

International Affairs Office, HKU
Updated in March 2024

Change/Edit Partner Account Information – Password

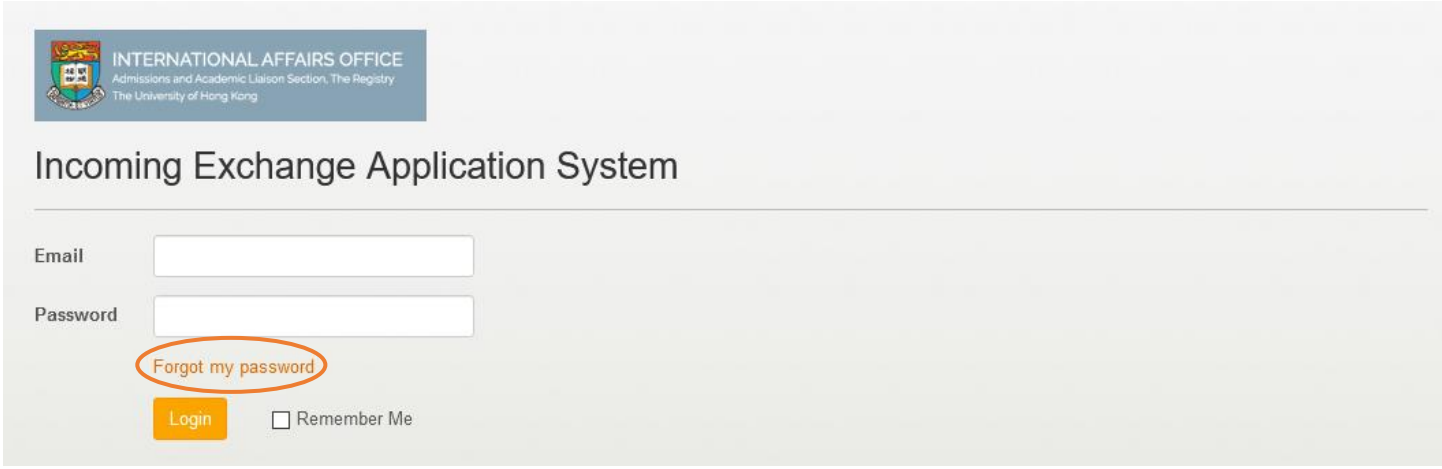
- Change Account Password: Click your account email on the top right corner which will bring you to '**Change Password**' page.

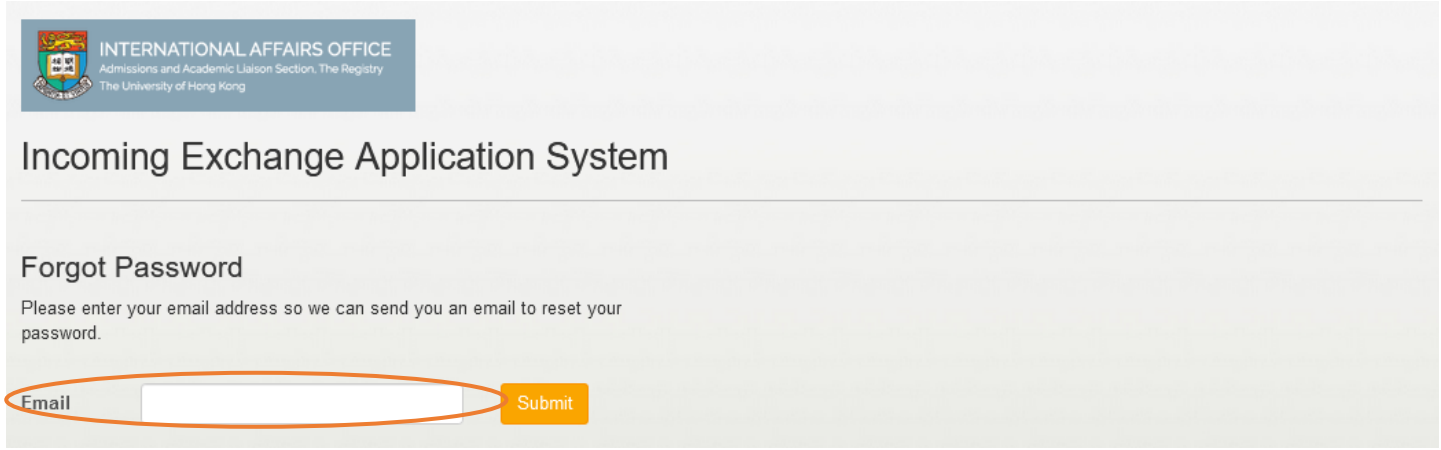




Forgot Password

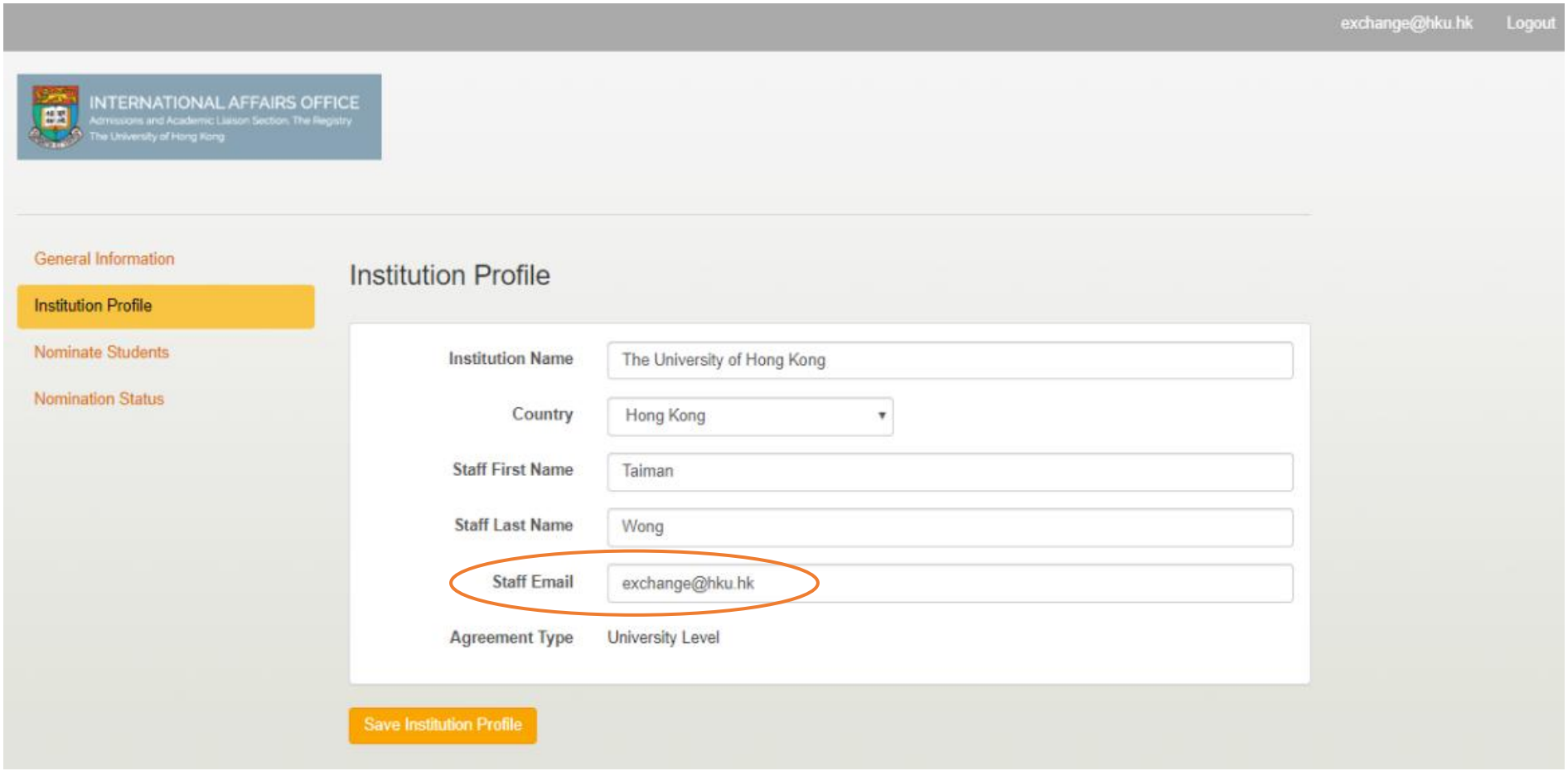
- Click ‘Forgot my password’.
- You will be asked to input your email address to reset the password.





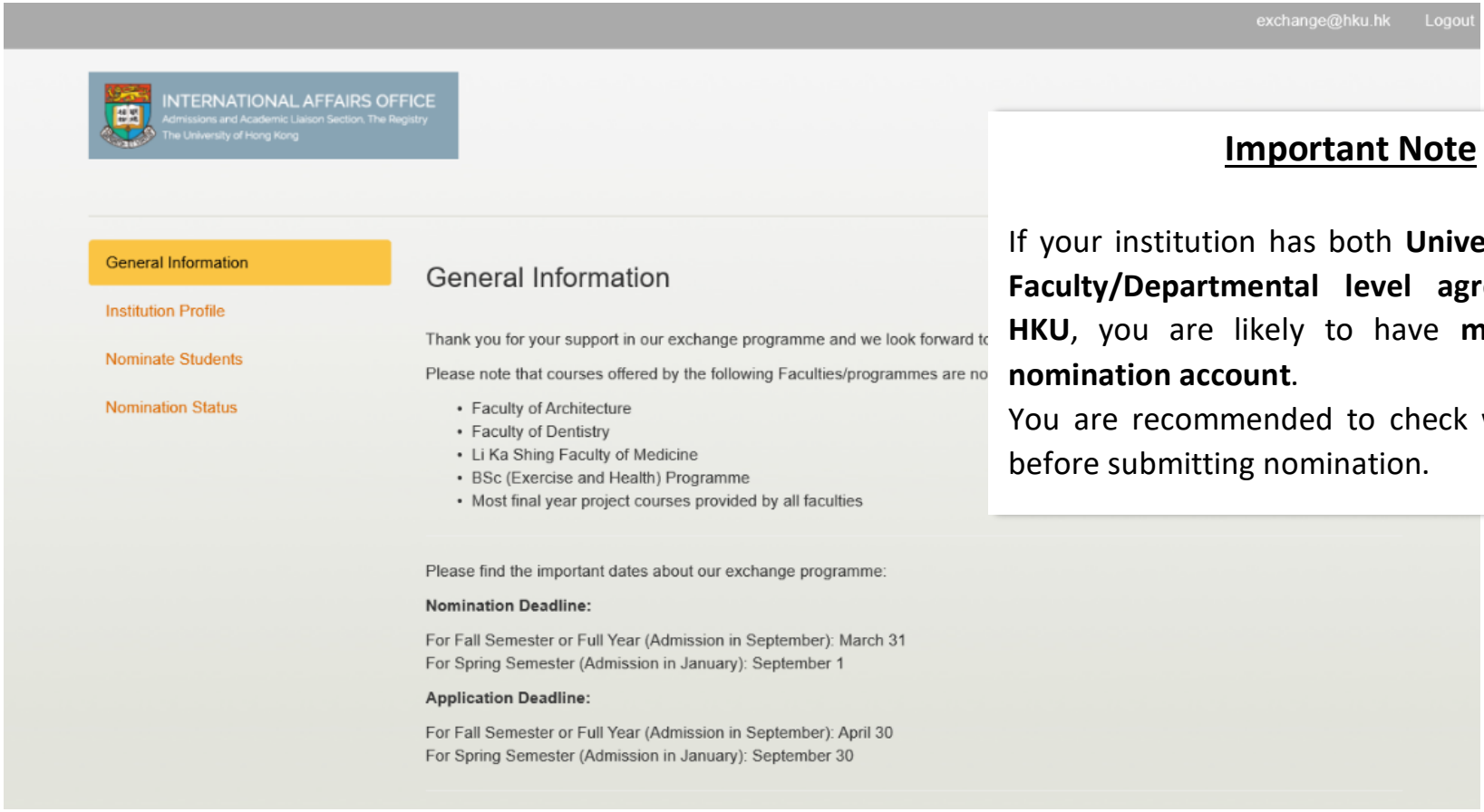
Change/Edit Partner Account Information – Institution Profile

- Edit Account Information: Select '**Institution Profile**' from the left selection menu.
- You can edit your staff information in the Institution Profile page.
- Please note that '**Staff Email**' is the contact email for receiving email updates regarding your student's application.



Nomination Procedures – Step 1 (General Information)

- Partner insitutions need to login to their accounts in our **Incoming Exchange Application System** to nominate students.
- If you are uncertain about the login details, please **contact us**.

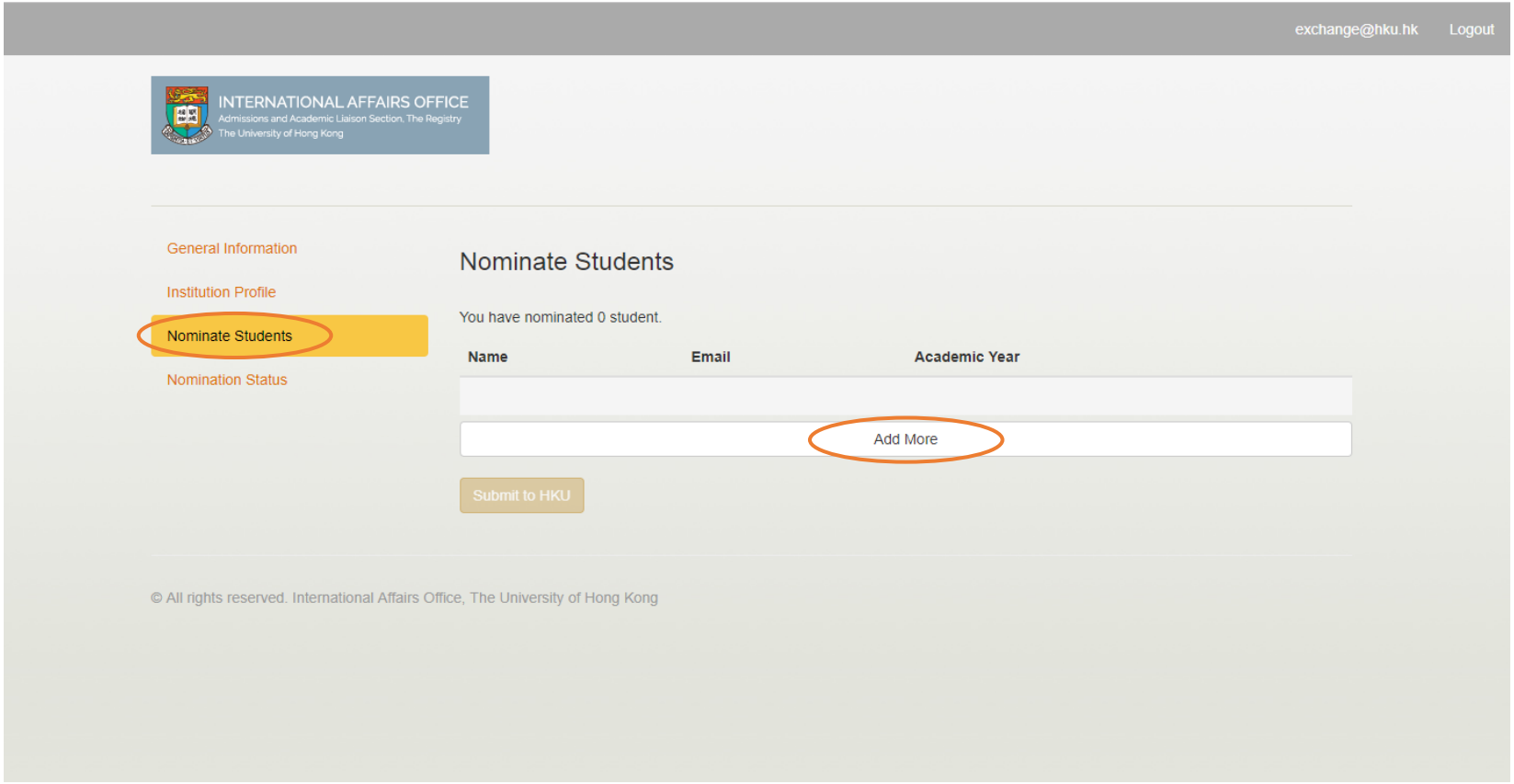


Important Note

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.

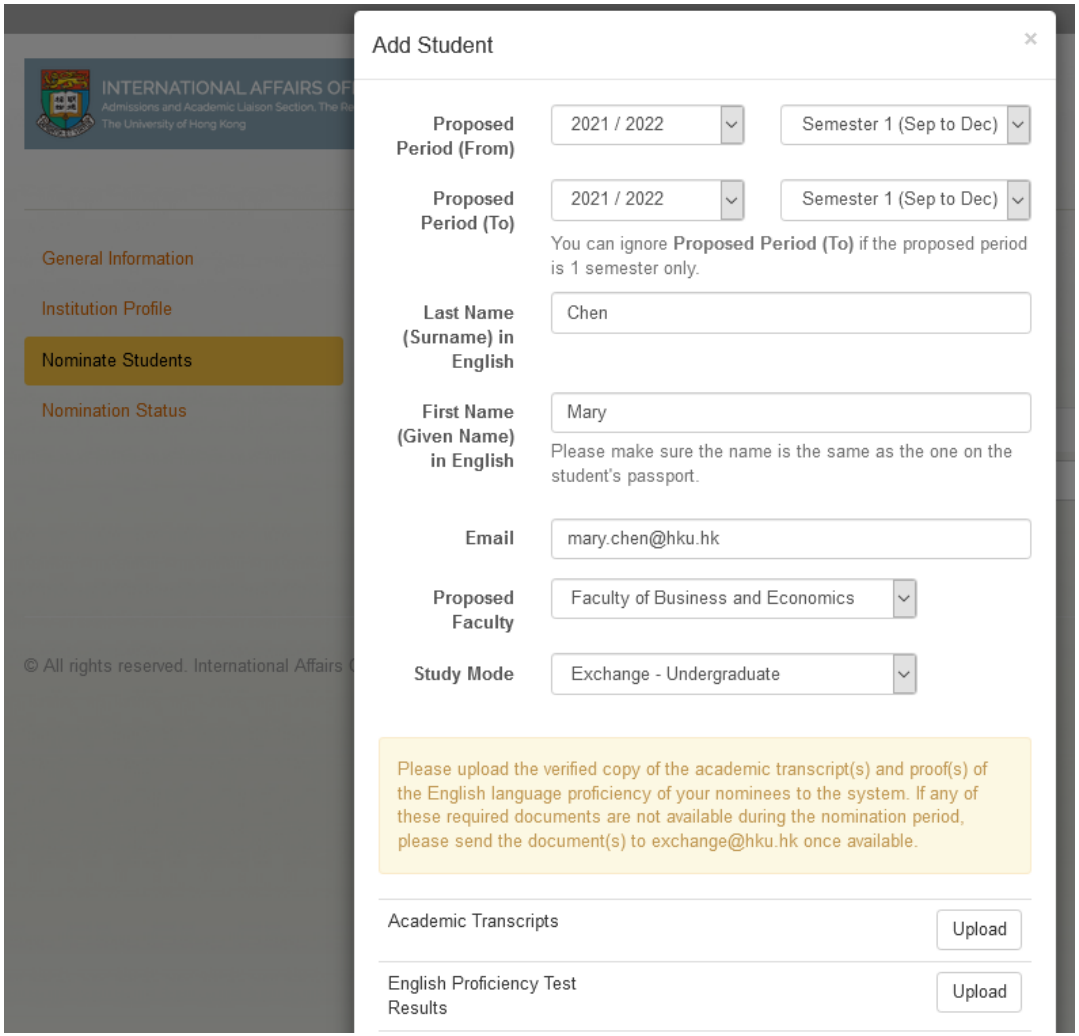
Nomination Procedures – Step 2 (Nominate Students)

- Click '**Nominate Students**' on the left selection menu.
- Click '**Add More**' to add a student for nomination.



Nomination Procedures – Step 3 (Nominate Students)

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



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 can be made after submission.

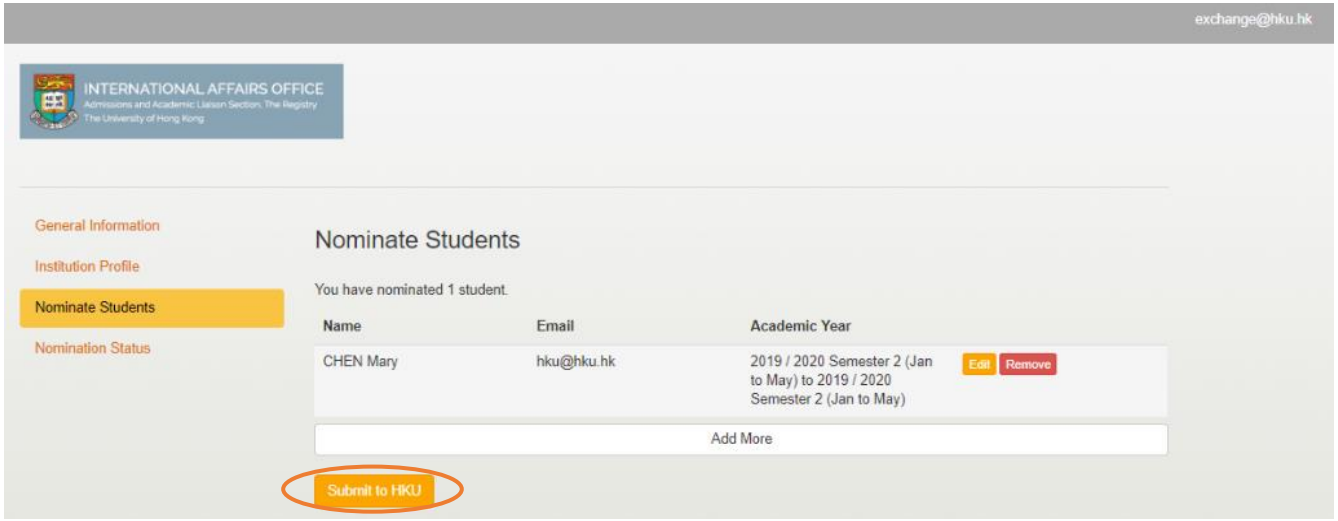
Please pay attention to the level of agreement of your nomination account, e.g. if the collaboration is between your institution and HKU Faculty of Arts, please select Faculty of Arts for Proposed Faculty. Your students will only be allowed to apply for exchange programme under Faculty of Arts.

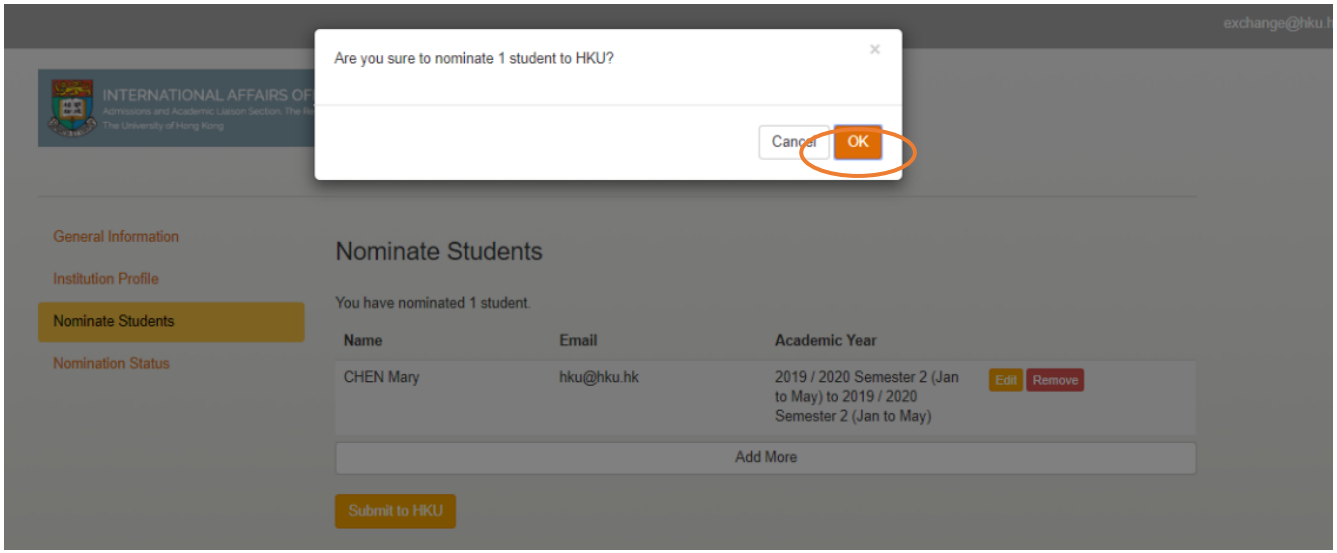
Study Mode
Select the level of exchange study at HKU.

Supporting Documents
Please upload <u>Official Academic Transcript</u> (in English) and **English Proficiency Proof** for your students. Otherwise, nomination will NOT be processed. If the documents are not available during the nomination stage, students must upload them during application period.

Nomination Procedures – Step 4 (Submit Nomination)

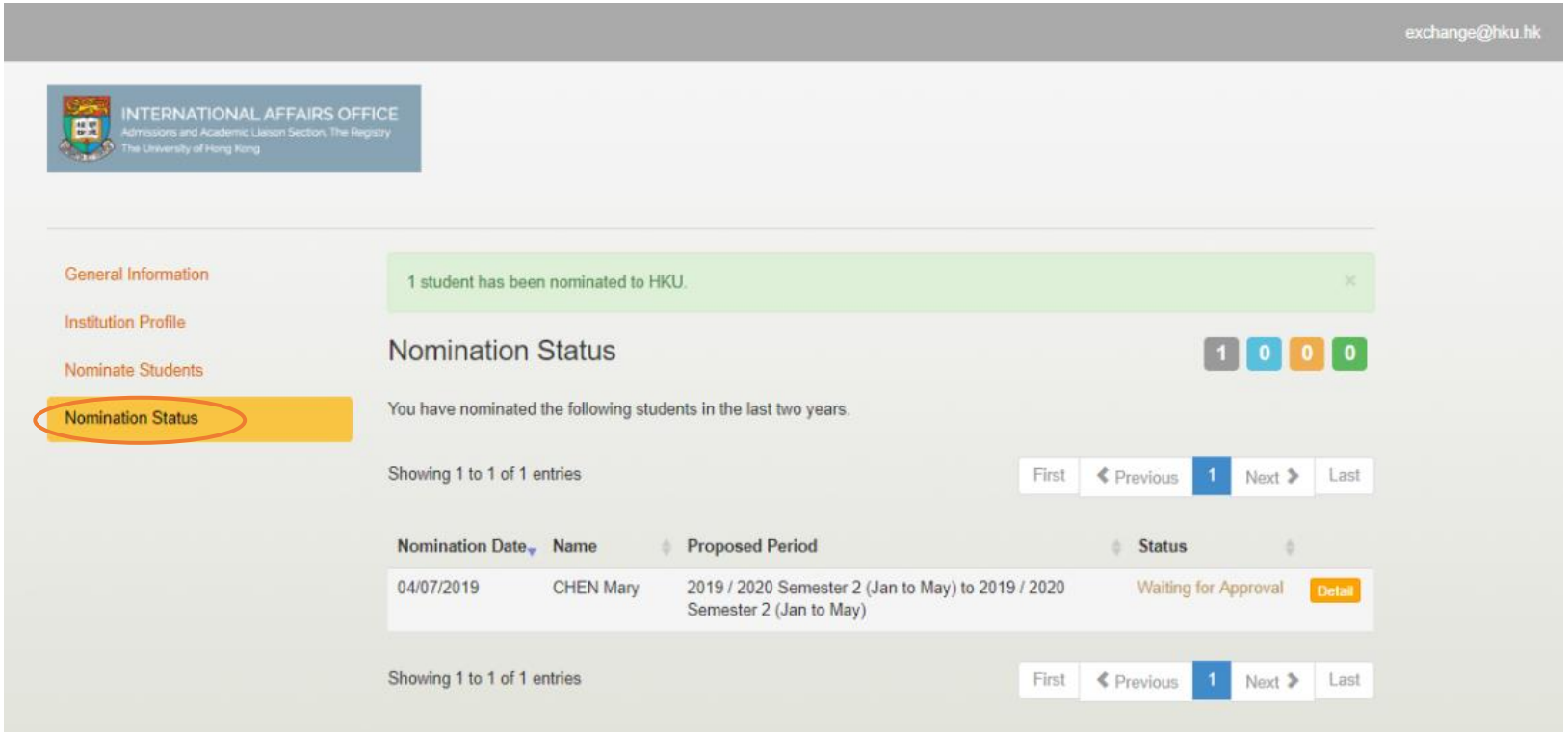
- Click '**Submit to HKU'** and '**OK**' to complete your nomination. Nominations cannot be edited after submission.





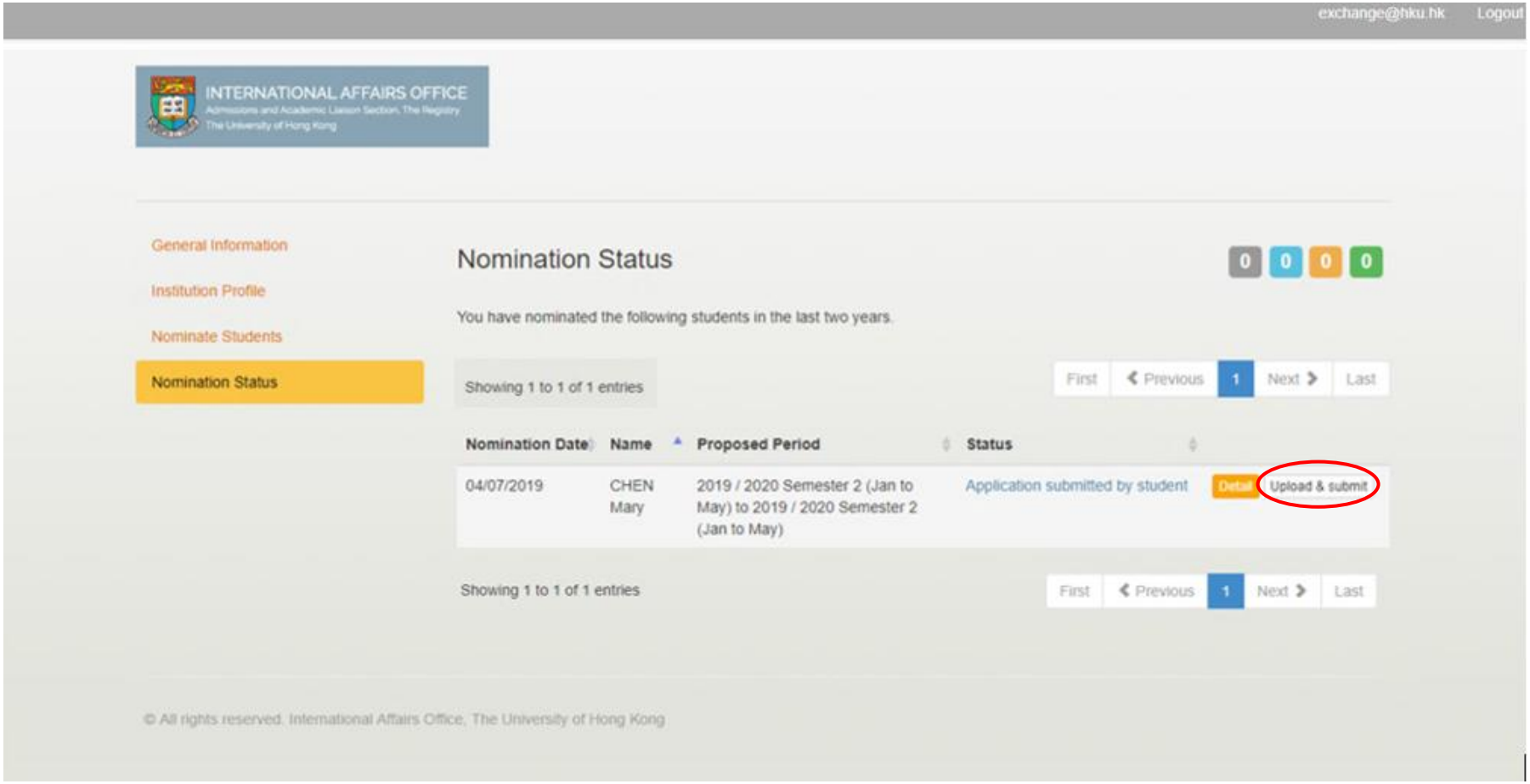
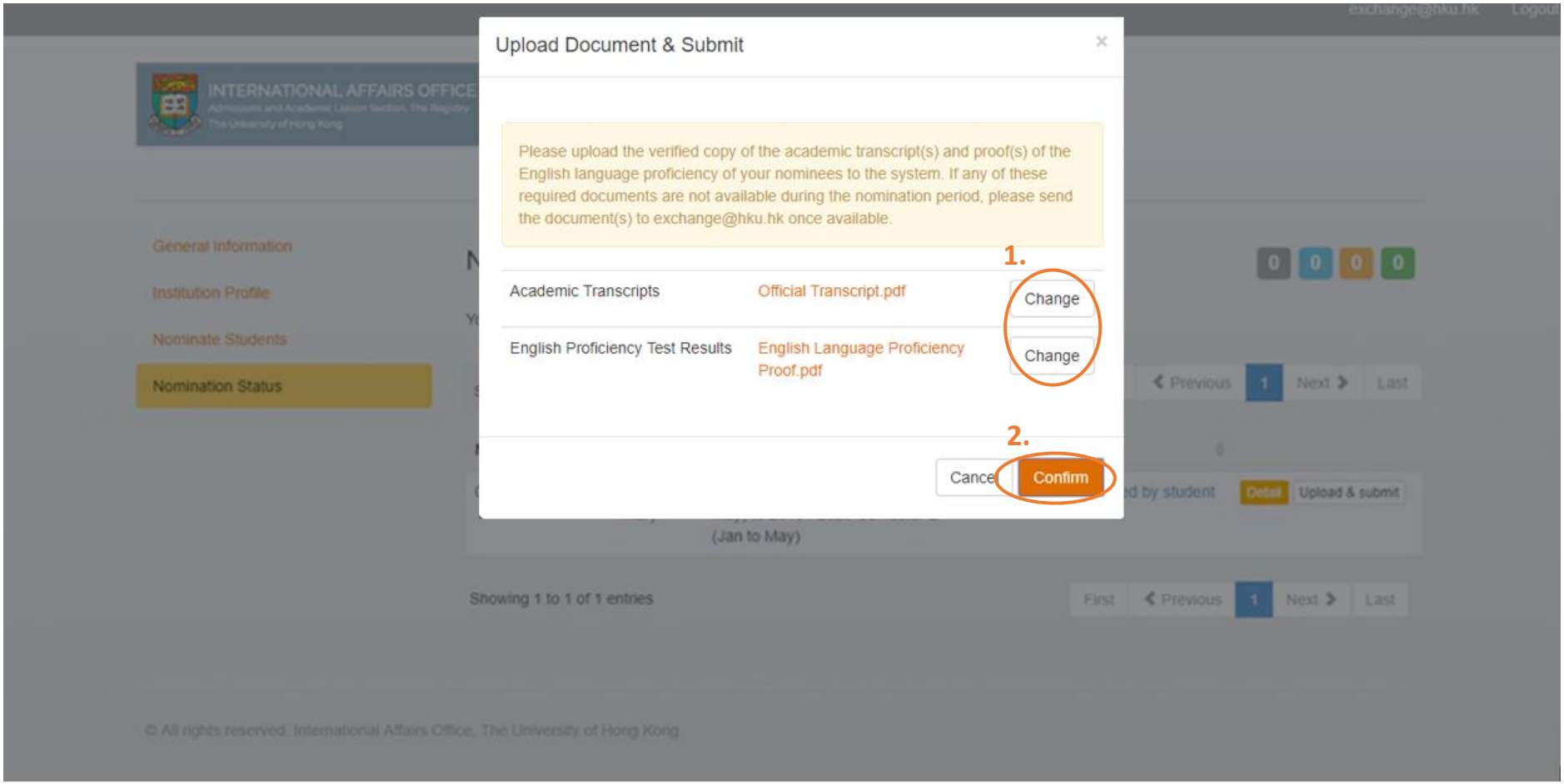
Nomination Procedures – Step 5 (Check Nomination Status)

- Click **'Nomination Status'** to check your student's application 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.



Re-submission of Supporting Document(s)

1. If one/some of your student's supporting document(s) is/are <u>not</u> 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 the concerned student and click '**Upload & submit**'.



3. Please check which document is required for re-submission. For a document that requires re-submission, the upload button will be reflected as '**Change**'.
4. Click '**Change**' button to re-upload the correct document, then click '**Confirm**' to submit.