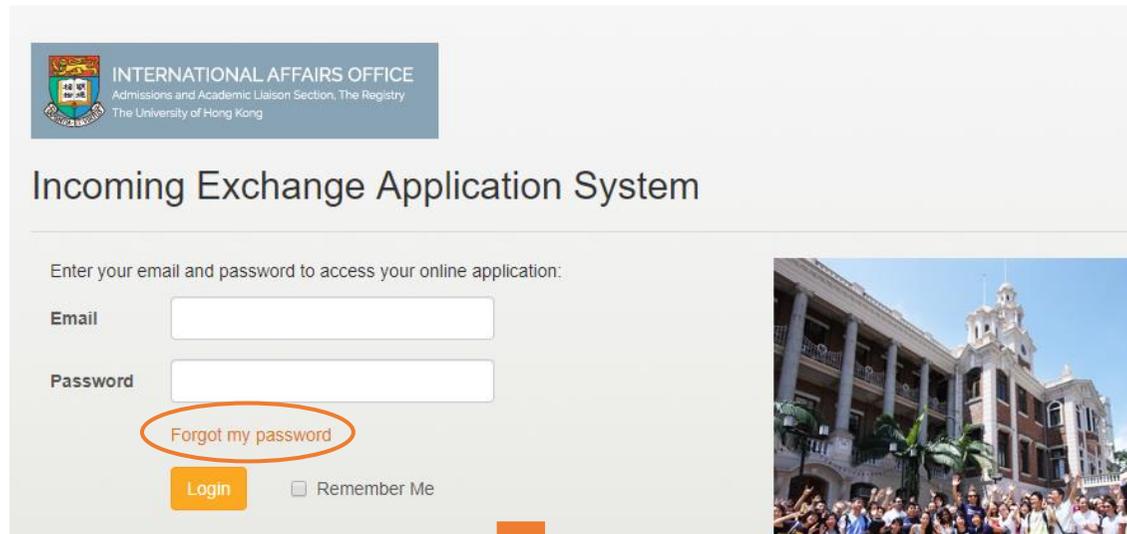


HKU Exchange Student Online Application User Manual

Retrieve Password

- Click **'Forgot my password'** in the login page to reset your password through email.



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

Incoming Exchange Application System

Enter your email and password to access your online application:

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

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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 (Ref: 1350067307)

Application for HKU Exchange Programme

- All exchange programme applicants are required to read through the application procedure from the [website](#)

Application for HKU Visiting Programme

- For visiting programme applicants, please refer to [website](#) for application details

Important Notes

1. Please fill in all relevant fields in this online application form.
2. Your application will be reviewed once we have receive all of the required supporting documents. You will be notified if further information is needed.
3. Your application will be forwarded to the related faculty for processing. Please allow 6 to 8 weeks to receive the application result.

Application Deadlines

For Fall Semester (September intake): Apr 30
For Spring Semester (January intake): Sep 30

I have read the application procedures.

Personal Information >

Application Procedures – Step 2 (Personal Information)

Application Procedures ✓

Personal Information

Language Information

Current Study

Proposed Study at HKU

Personal Statement

Supporting Documents

Declaration

Personal Information (Ref: 1350067307)

Curriculum Code

Email

Last Name (Surname) in English

First Name (Given Name) in English
(If your name is different from the one being shown on your exchange@hku.hk)

Gender Male Female

Date of Birth

Have you studied at HKU before? Yes No

HKU Student ID

Require student visa / entry permit to study in H.K. Yes No

HKID Card Number

Passport Number

Country of Nationality

Correspondence Address

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.**
- Inform [International Affairs Office](#) and [Admissions Office](#) about **your passport status.**

Step 3:

- After receiving your renewed passport, **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 test results of English as Second Language.

Application Procedures ✓

Personal Information ✓

Language Information

Current Study

Proposed Study at HKU

Personal Statement

Supporting Documents

Declaration

Language Information (Ref: 1350067307)

English Proficiency Requirement https://aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming

Are you a native English speaker? Yes No

Is English being used as medium of instruction at your home university? Yes No

Test Results of English as a Second Language Examination	
Test Type	IELTS
Test Date	30/06/2019
Test Result	8.0

1. Please refer to http://www.aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming for the English language proficiency requirement (Faculty of Law has a higher requirement).

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)

- Complete the ‘**Current Study**’ section with information of your current studies at your home university.

The screenshot shows a web interface for an application form. On the left is a vertical navigation menu with the following items: 'Application Procedures' (checked), 'Personal Information' (checked), 'Language Information' (checked), 'Current Study' (highlighted in yellow), 'Proposed Study at HKU', 'Personal Statement', 'Supporting Documents', and 'Declaration'. The main content area is titled 'Current Study (Ref: 1350067307)'. It contains the following fields: 'Home University' with the value 'The University of Hong Kong'; 'Country / Region' with the value 'Hong Kong'; 'Curriculum' with the value 'Bachelor of Arts in History'; 'Full Time / Part Time' with radio buttons for 'Full time' (selected) and 'Part time'; and 'Study Period' with 'From' date '09/2018' and 'To' date '07/2021'.

Home University	The University of Hong Kong	
Country / Region	Hong Kong	
Curriculum	Bachelor of Arts in History	
Full Time / Part Time	<input checked="" type="radio"/> Full time <input type="radio"/> Part time	
Study Period	From 09/2018	To 07/2021

Application Procedures – Step 5 (Proposed Study at HKU)

- Please read through [Academic Information](#) before completing ‘Proposed Study at HKU’ section.
- **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 wish to be enrolled in during exchange.
- Enter course codes of the courses that you have planned to study in HKU. Click ‘Add More’ if you need to add more courses.

Application Procedures ✓

Personal Information ✓

Language Information ✓

Current Study ✓

Proposed Study at HKU

Personal Statement

Supporting Documents

Declaration

Proposed Study at HKU (Ref: 1350067307)

IMPORTANT: Please note that the proposed study plan is only a preliminary course plan for the faculty's review of your application. You are still required to enroll in courses during the course selection period in the beginning of the semesters. If you could not find certain course codes in our system, it means that they are currently unavailable/subject to change. For further information about syllabuses of courses, please contact respective faculties/departments accordingly.
[The information is subject to change without prior notice]

Study Mode: Exchange - Undergraduate

Period (From): 2019 / 2021 Semester 2 (Jan to May)

Period (To): 2019 / 2021 Semester 2 (Jan to May)

Proposed HKU Faculty: Faculty of Arts

IMPORTANT: At least 3 courses (worth 18 credits) must be chosen from one single faculty which you apply for per semester (Common Core courses not counted). Students admitted to Faculty of Law can choose no more than 6 credits of non-law course (i.e. 1 course) in each semester.

Course Code	Course Title	Credits	HKU Faculty
HIST2077	Eating history: Food culture from the 19th century to the present	6	Faculty of Arts

Add More

Important Note

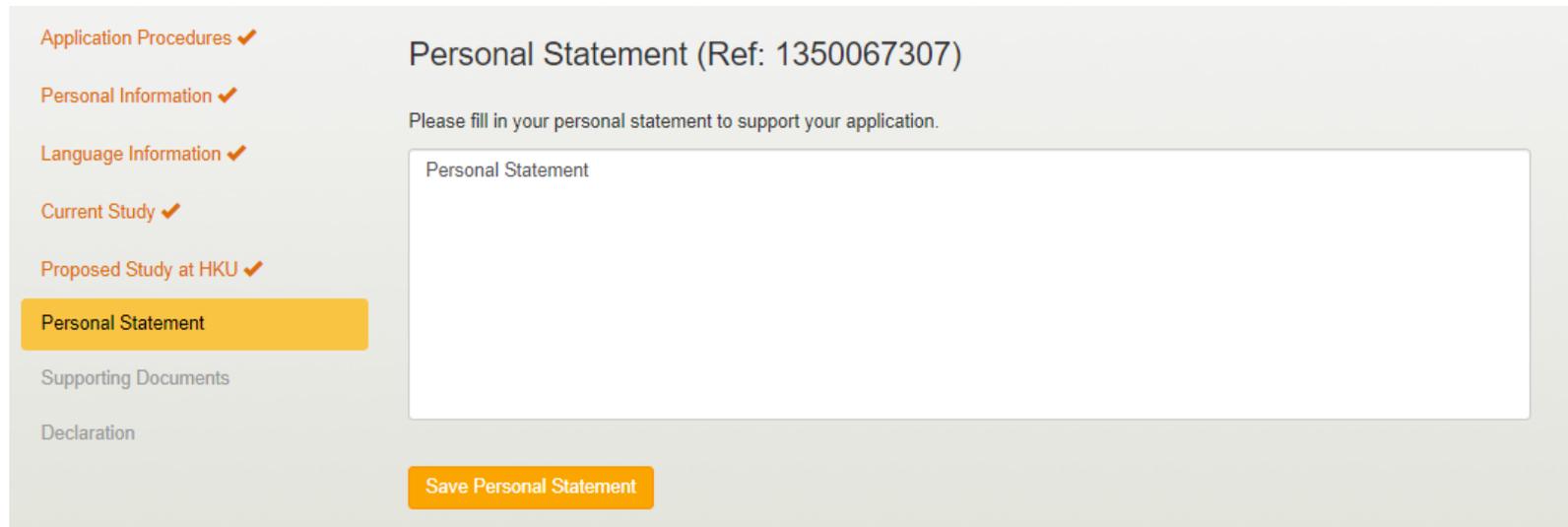
‘Proposed Study at HKU’ is only a preliminary course plan for host faculties to review student’s application, **you are not enrolled to those courses.**

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.



The screenshot shows a web interface for submitting a personal statement. On the left is a vertical navigation menu with several items, each with a checkmark icon: 'Application Procedures', 'Personal Information', 'Language Information', 'Current Study', 'Proposed Study at HKU', 'Personal Statement' (highlighted in yellow), 'Supporting Documents', and 'Declaration'. The main content area is titled 'Personal Statement (Ref: 1350067307)'. Below the title is the instruction 'Please fill in your personal statement to support your application.' and a large, empty text input box labeled 'Personal Statement'. At the bottom of the main area is a yellow button labeled 'Save 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 lines 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 their Curriculum Vitae as well.**
- **Academic Transcripts and English Proficiency Proof should be uploaded by students' home university** before students start their application. If home university did not upload the documents at the nomination stage, students must upload both documents to complete the application.

Application Procedures ✓

Personal Information ✓

Language Information ✓

Current Study ✓

Proposed Study at HKU ✓

Personal Statement ✓

Supporting Documents ✕

Declaration

Supporting Documents (Ref: 1350067307)

Please upload the required documents in PDF format and each file should not exceed 10MB.

IMPORTANT: Applicants are required to complete the application with submission of the required supporting documents as follows.

Please upload the following documents:

Document Name	File Name	Size
Academic Transcripts <i>This document is view only.</i>	Official Transcript.pdf	172.13 KB
CV		Upload
English Proficiency Test Results <i>This document is view only.</i>	English Language Proficiency Proof.pdf	172.13 KB
Passport Copy	Passport Copy.pdf	172.13 KB Change

Application Procedures – Step 8 (Declaration)

- To complete your application, 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.

The screenshot displays the 'Declaration' step of the application process. On the left, a sidebar lists various steps, with 'Declaration' highlighted in yellow. The main content area is titled 'Declaration (Ref: 1350067307)' and includes a warning about the importance of accurate information. Two checkboxes are present, both of which are checked and circled in red. Below these, a yellow button labeled 'Finalise and submit online application' is also circled in red, with a red arrow pointing down to a green notification box. The notification box states 'Your online application has been submitted successfully'. Below this, the 'Application Status' section provides a thank you message and links to various support services. At the bottom, a table shows the application status as 'Online application completed'.

Application Procedures ✓
Personal Information ✓
Language Information ✓
Current Study ✓
Proposed Study at HKU ✓
Personal Statement ✓
Supporting Documents ✓

Declaration

Declaration (Ref: 1350067307)

You are strongly advised to double check your personal information input and uploaded application documents on the online system. You will not be able to amend your application after submission. Therefore, it is your responsibility to provide correct and complete information and documents.

IMPORTANT: If the application documents being submitted are incomplete or incorrect, you will be required to re-submit appropriate documents. The University of Hong Kong will not be responsible for any delay being caused in the application process.

I have read and agree with the **Personal Information Collection Statement**.

I hereby confirm the information and documents provided are correct, complete and true to the best of my knowledge and belief.

Finalise and submit online application

Your online application has been submitted successfully

Application Status (Ref: 1350067307)

Thank you very much for your application.

If all the information and documents submitted are complete and filled in correctly in the application, your application will be sent to the related faculty for further processing. If not, we will contact you for re-submission. You can login again to check the most updated application status.

In the meantime, please visit the following websites for visa and accommodation applications:
https://aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming
CEDARS – Campus life, Visa matters (For non-local students with nationalities other than Chinese)
<http://beta.cedars.hku.hk/sections/campuslife/VisaMatters/FAQStudentVisa.php>
China Affairs Office – Application for entry for study (For Mainland Chinese students studying in/outside China)
http://www.als.hku.hk/hkucao/svapp_e.php
CEDARS – Accommodation for newly admitted Non-local Undergraduate Students
<http://www.cedars.hku.hk/campuslife/accommodation/nonlocal-students>

Date	Event
Now	Online application completed.

If you wish to withdraw your application, please contact your exchange coordinator and us by clicking [here](#).

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 can be made after the application is withdrawn.

Application Status

Your online application has been submitted successfully

Application Status (Ref: 1350067307)

Thank you very much for your application.

If all the information and documents submitted are complete and filled in correctly in the application, your application will be sent to the related faculty for further processing. If not, we will contact you for re-submission. You can login again to check the most updated application status.

In the meantime, please visit the following websites for visa and accommodation applications:

https://aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming

CEDARS – Campus life, Visa matters (For non-local students with nationalities other than Chinese)
<http://beta.cedars.hku.hk/sections/campuslife/VisaMatters/FAQStudentVisa.php>

China Affairs Office – Application for entry for study (For Mainland Chinese students studying in/outside China)
http://www.als.hku.hk/hkucao/svapp_e.php

CEDARS – Accommodation for newly admitted Non-local Undergraduate Students
<http://www.cedars.hku.hk/campuslife/accommodation/nonlocal-students>

Date	Event
Now	Online application completed.

If you wish to withdraw you application, please contact your exchange coordinator and us by clicking [here](#).

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

Application Status

Are you sure to withdraw the application? This process cannot be reverted.

Cancel OK

Application Status (Ref: 1350067307)

Thank you very much for your application.

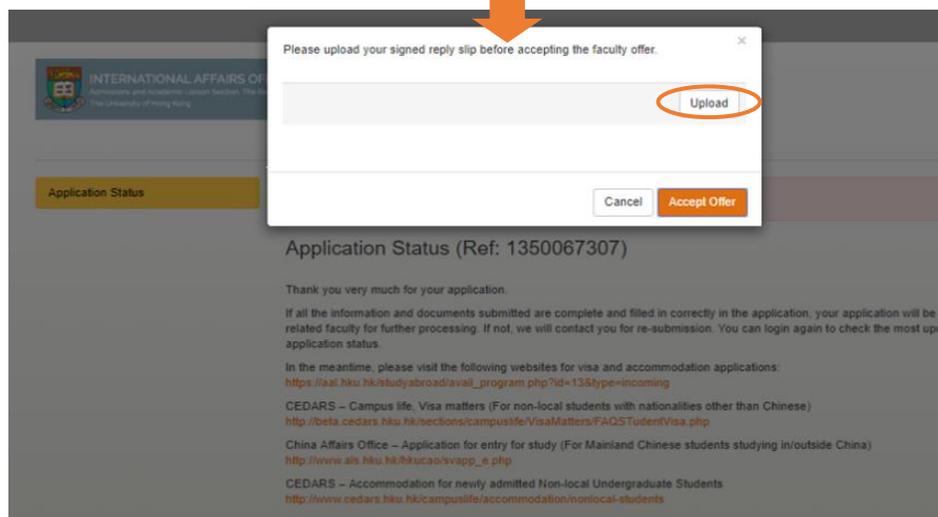
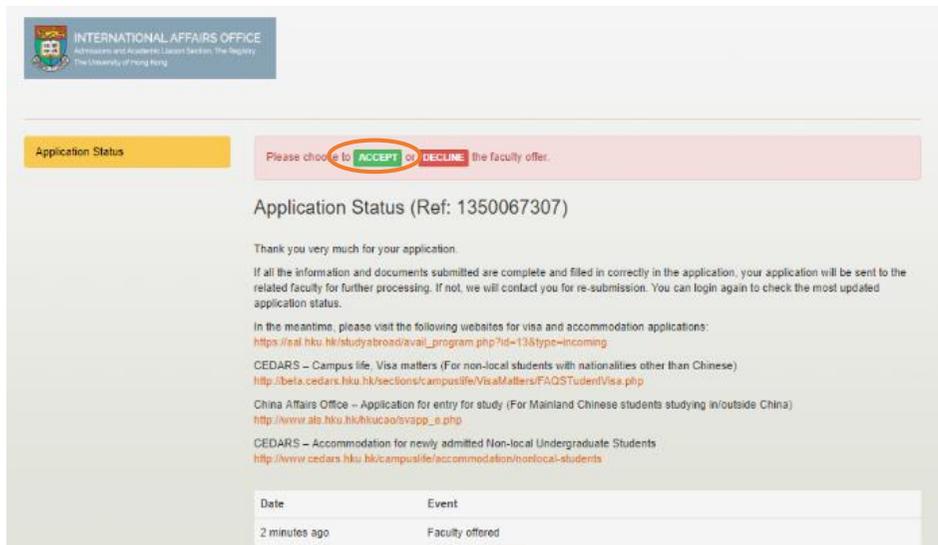
If all the information and documents submitted are complete and filled in correctly in the application, your application will be sent to the related faculty for further processing. If not, we will contact you for re-submission. You can login again to check the most updated application status.

In the meantime, please visit the following websites for visa and accommodation applications:

https://aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming

Offer Acceptance Procedures

- Students will be notified by email on the application results.
- To accept the offer, 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, click '**Accept Offer**'.
- You are also reminded to complete the remaining acceptance procedures in **Step 5 – Acceptance Procedures**.

Please upload your signed reply slip before accepting the faculty offer.

Signed Reply Slip.pdf 172.13 KB Change

Cancel Accept Offer

Application Status (Ref: 1350067307)

Thank you very much for your application.

If all the information and documents submitted are complete and filled in correctly in the application, your application will be sent to the related faculty for further processing. If not, we will contact you for re-submission. You can login again to check the most updated application status.

In the meantime, please visit the following websites for visa and accommodation applications:
https://aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming

CEDARS – Campus life, Visa matters (For non-local students with nationalities other than Chinese)
<http://beta.cedars.hku.hk/sections/campuslife/VisaMatters/FAQStudentVisa.php>

China Affairs Office – Application for entry for study (For Mainland Chinese students studying in/outside China)
http://www.als.hku.hk/hkucso/svapp_e.php

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

Application Status

Application Status (Ref: 1350067307)

Thank you very much for your application.

If all the information and documents submitted are complete and filled in correctly in the application, your application will be sent to the related faculty for further processing. If not, we will contact you for re-submission. You can login again to check the most updated application status.

In the meantime, please visit the following websites for visa and accommodation applications:
https://aal.hku.hk/studyabroad/avail_program.php?id=13&type=incoming

CEDARS – Campus life, Visa matters (For non-local students with nationalities other than Chinese)
<http://beta.cedars.hku.hk/sections/campuslife/VisaMatters/FAQStudentVisa.php>

China Affairs Office – Application for entry for study (For Mainland Chinese students studying in/outside China)
http://www.als.hku.hk/hkucso/svapp_e.php

CEDARS – Accommodation for newly admitted Non-local Undergraduate Students
<http://www.cedars.hku.hk/campuslife/accommodation/nonlocal-students>

Date	Event
Just now	Offer accepted
47 minutes ago	Faculty offered

Re-submission of Supporting Document(s)

- During application assessment period, **students may receive email notification about the re-submission of document(s).**
- Login to your application account and check which of the following documents is/are not 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 can 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.

The screenshot displays the 'INTERNATIONAL AFFAIRS OFFICE' logo and 'Admissions and Academic Liaison Section, The Registry, The University of Hong Kong'. The page title is 'Re-submit Documents (Ref: 1350067307)'. A yellow button labeled 'Re-submit Documents' is visible. An important notice states: 'IMPORTANT: This is to inform you that you have missing/incorrect application document(s), you should re-submit the correct document(s) as soon as possible below. If you do not re-submit the correct document(s), your application will be delayed.' Below this, a table lists 'Documents uploaded last time:'. The table has columns for '#', 'Document Name', 'File Name', and 'Size'. The 'Passport Copy' row is highlighted in red and marked with a red '✘' icon. The message for this row is: 'Please upload a clearer copy of the Personal Information Page of your passport (one page only)'. Below the table, a box titled 'Please upload the following documents:' contains a table with columns for 'Document Name', 'File Name', and 'Size', and a 'Passport Copy' entry with an 'Upload' button. A 'Confirm' button is located at the bottom left of the page.

#	Document Name	File Name	Size
✓	Academic Transcripts	Official Trans... (Revised).pdf	184.33 KB
✓	CV		
✓	English Proficiency Test Results	English Langua... (Revised).pdf	183.34 KB
✘	Passport Copy	Passport Copy.pdf	172.13 KB

Document Name	File Name	Size
Passport Copy		