HKU Exchange Student Online Application User Manual

Retrieve Password

- Click '**Forgot my password**' in the login page to reset your password through email.
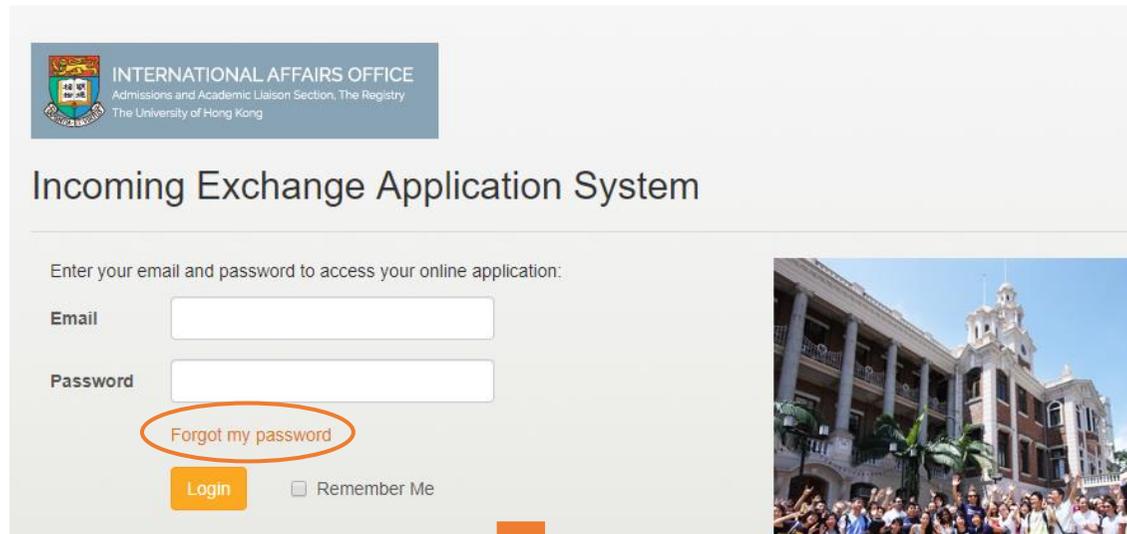
Application Procedures – Step 1 (Application Procedures Information)

- 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)

Personal Information (Ref: 1350067307)

Curriculum Code	
Email	hku@hku.hk
Last Name (Surname) in English	Chen
First Name (Given Name) in English	Mary
	(If your name is different from the one being shown on your pass... exchange@hku.hk)
Gender	○ Male ● Female
Date of Birth	26/09/1999
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	PA1234567
Country of Nationality	Australia ▼
Correspondence Address	Flat 28A
	Block C
	Australia

Please enter your personal information according to the below guidelines.

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. Make sure no diacritics are included in the applicant's name.

   Please refer to the passport sample below:

   Machine Readable Lines

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)

Application Procedures ✔

Personal Information

Language Information

Current Study

Proposed Study at HKU

Personal Statement

Supporting Documents

Declaration

Personal Information (Ref: 1350067307)

Curriculum Code

Email   hku@hku.hk

Last Name (Surname) in English   Chen

First Name (Given Name) in English   Mary

(If your name is different from the one being shown on you exchange@hku.hk)

Gender   ○ Male ● Female

Date of Birth   26/09/1999

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   PA1234567

Country of Nationality   Australia ▼

Correspondence Address   Flat 28A

Block C

Australia

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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 (Launguage 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.

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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.

HKU International Affairs Office
Updated in March 2024

Application Procedures – Step 4 (Current Study)

- Complete the '**Current Study**' section with 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.
- **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.

Proposed Study at HKU (Ref: 1350067307)

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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 fin 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 / 2020 ▼ Semester 2 (Jan to May) ▼
Period (To)	2019 / 2020 ▼ 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 semest (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

Course Code	HIST2077
Course Title	Eating history: Food culture from the 19th century to the present
Credits	6
HKU Faculty	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.
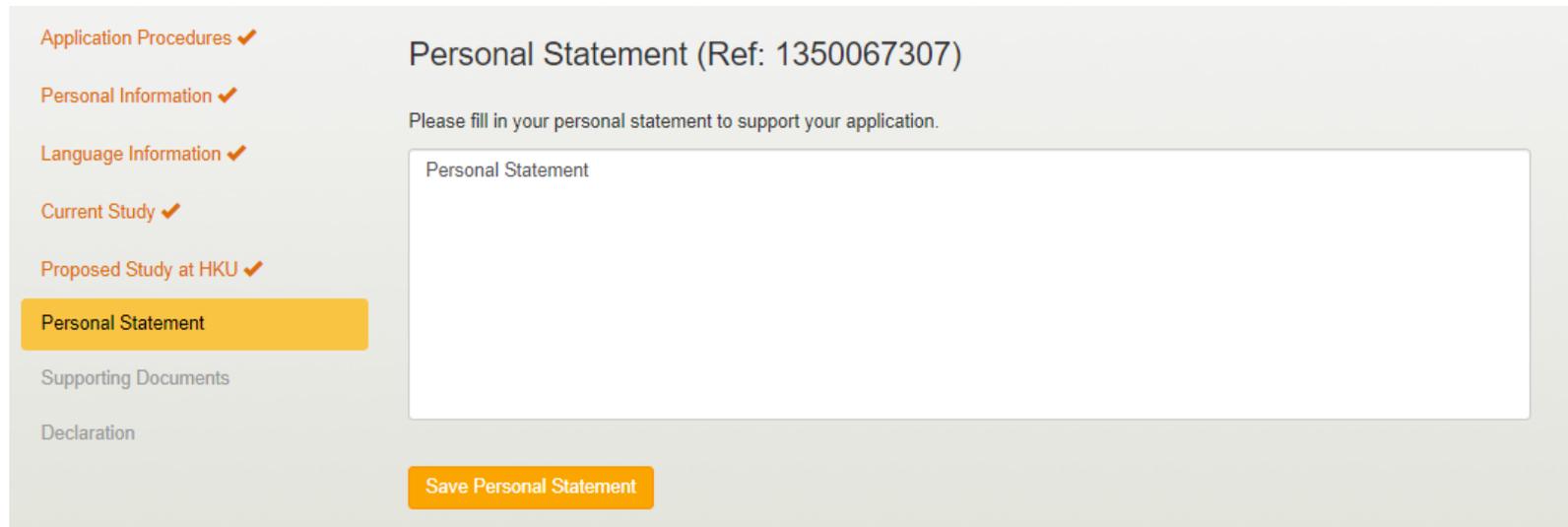
Application Procedures ✔

Personal Information ✔

Language Information ✔

Current Study ✔

Proposed Study at HKU ✔

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Personal Statement (Ref: 1350067307)

Please fill in your personal statement to support your application.

Personal Statement

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 – 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.

HKU International Affairs Office
Updated in March 2024

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.

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.
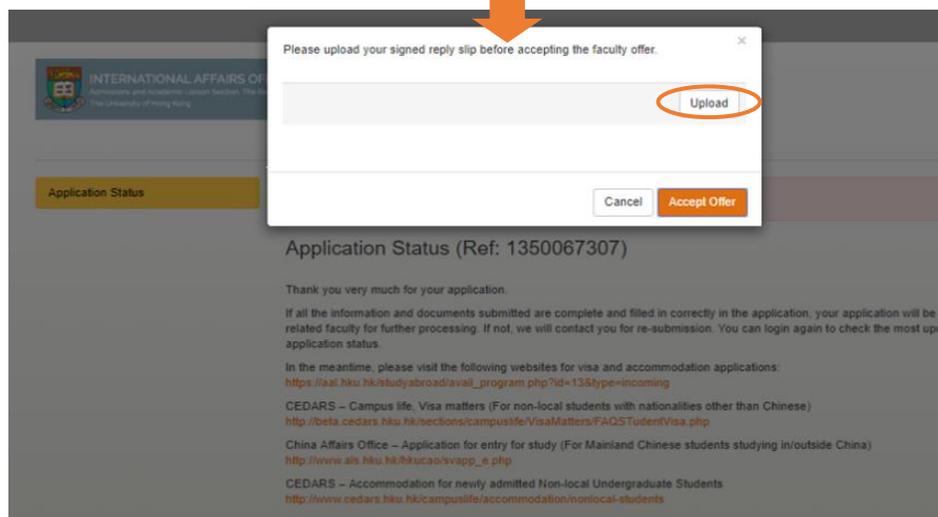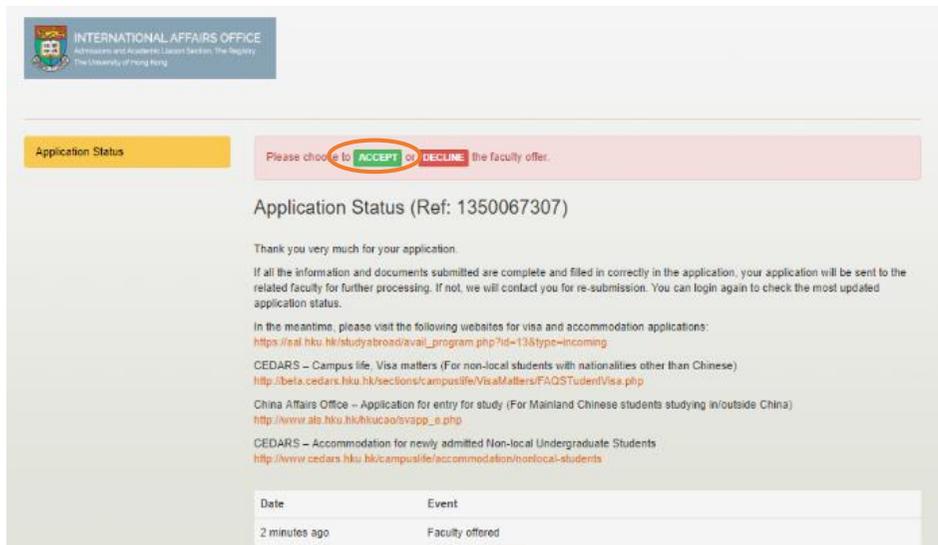
Offer Acceptance Procedures (continued)

- 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.**

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.