City University of Hong Kong  
Office of Education Development and Gateway Education (EDGE)  
Gateway Education (GE) Course Credit Transfer Pre Approval Application for Outbound Exchange Students

Name of Student: ____________________________________________________________________  
(e.g. CHAN Tai Man)  
Cohort: ____________________________________________________________________  
(e.g. 2013)  
Student ID: ____________________________________________________________________  
College/School: ____________________________________________________________________  
Email: ____________________________________________________________________  
Department: ____________________________________________________________________  
Contact phone no.: ____________________________________________________________________  
Programme/Major: ____________________________________________________________________

Part 1: Credit Transfer

<table>
<thead>
<tr>
<th>Name of Transfer Institute</th>
<th>Country of Transfer Institute</th>
<th>Outbound Exchange (Y/N)</th>
<th>Course Code</th>
<th>Course Title</th>
<th>Study Period (MM/YYYY – MM/YYYY)</th>
<th>A GE Course at Transfer Institution (Y/N)</th>
<th>Proposed GE Distributional Area* to be transferred</th>
<th>Approval (Y/N)</th>
<th>Number of Credit to be Transferred</th>
<th>GE Distributional Area*</th>
<th>Remarks</th>
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* Area 1: Arts and Humanities  
Area 2: Study of Societies, Social and Business Organizations  
Area 3: Science and Technology
Attach supporting documentations (e.g. Course document with detailed descriptions on content, contact hours, requirement and assessment) in support of the application. Application without relevant supporting documents will not be considered. Supporting documents will not be returned to students. Outbound exchange students are asked to file the applications at least one month before their exchange studies.

I declare that the course(s) listed in Part I has (have) not been transferred in other categories outside GE within the University and the information given in the application is correct and complete to the best of my knowledge.

Signature: ___________________________ Date: _______________

Applicant

Endorsed by Exchange Coordinator (or equivalent):

Name: ________________________________

Academic Unit: _________________________

Email: ________________________________

Phone no.: _____________________________

Signature: ____________________________ Date: _______________

Please submit the signed application form with supporting documents to the Office of EDGE (Room 6400, 6/F, Mong Man-wai Building). For application containing complete information and the required supporting documents, the reviewing process will take approximately one month. The applicant or his/her associated academic unit will be informed about the credit transfer pre-approval decision.

Part II: (To be completed by the Director of EDGE)

I endorse the credit transfer decision listed in Part 1.

Signature: ____________________________ Date: _______________

Director of EDGE