UG Student Exchange Programme (SEP) 2022-23
Second Round Application

Pre-application Information Session

Global Engagement Office (GEO)
What is Student Exchange Programme (SEP)?

- An opportunity for students to study outside of Hong Kong for one semester at a CityU’s partner institution around the world
- Paying CityU tuition fee; without paying additional tuition fee to the host institution
- Earn and transfer academic credits (but not grades or GPA) back to CityU, subject to approval of academic units
- Maintain a **full-time student** status at host institution
Locations of our Partner Institutions

CityU offers 350+ exchange programmes in 45+ countries/regions in the world:

- Canada
  - United States
  - Argentina
  - Mexico
  - Chile
  - Colombia
- South Africa
  - Turkey
  - Israel
  - Russia
- Germany
  - Hungary
  - Italy
  - Spain
  - Poland
  - Portugal
- Brunei
  - Indonesia
  - Mainland China
  - Taiwan
  - Singapore
  - Malaysia
  - Macau
  - Thailand
- Japan
- South Korea
- India
- New Zealand
- Australia
- Sweden
  - Denmark
  - Finland
  - Norway
- Switzerland
  - Austria
  - Czech Republic
  - Romania
  - Latvia
  - Serbia
  - Slovenia
  - Croatia
- Lithuania
- United Kingdom
- Ireland
- The Netherlands
- Belgium
- France

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3 Categories of Student Exchange Programme

**Institutional-level Exchange**
- Exchange programmes available to students from different Colleges and Schools
- Wide range of course offerings within institutional-level host institutions

**College/School-level Exchange**
- Exchange programmes available only to students from a specific College/School
- Course offerings are specific to the College/School’s discipline

**Departmental-level Exchange**
- Exchange programmes available only to students from a specific Department
- Course offerings are specific to the Department’s discipline

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Who can Apply?

- Full-time students in government-funded bachelor's degree programmes
- Have completed at least one year of study with major declared at the time of application
- Have attained a Cumulative Grade Point Average (CGPA) of at least 2.5 in the recent semester prior to application
  - Some Colleges/Schools/Departments may have a higher CGPA requirement
- Fulfill the minimum English language requirement, unless the chosen programme is conducted in Chinese at host institutions in Mainland China or Taiwan
- Meet the requirements specified by College/School/Department
- Meet the requirements set by the host institutions

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English Language Requirement

One of the following:

- Overall band score of 6.5 in IELTS
- Score of 79 in TOEFL (iBT)
- Level 4 of HKDSE English Language
- Grade C in one of the English courses approved by the Senate for fulfilling the University language requirement

IELTS and TOEFL results are valid for two years only from the test taken date.

Special Notes:

- Host institutions may require higher score and/or additional language requirements.
- Other equivalent English proficiency result may also be considered in case-by-case basis.
How to Apply?

Check programme choices and requirements on [GEO webpage] and your College/School/Department’s webpage.

Identify up to 8 programmes that fit in your study plan and interest:
- **Up to 4 institutional-level programmes**
- **Up to 2 College-/School-level & 2 Departmental-level programmes**

Consult your academic advisor or exchange coordinator on the suitability of your proposed institutions and study plans.

("Study plan is a plan only. You can still make changes at a later stage.")

Submit application on AIMS (under “Student Services” > “Outbound Student Exchange Application”) during the application period.
Where to Apply on AIMS?

Information here is for reference only, and is subject to changes over time. You are expected to follow the most up-to-date information announced by GEO/the University.

### Student Services

- Student Helper and Campus Internship Scheme
- Confirmation of Commencement Attendance
- Commencement Job Supplementary Information
- JobPlus Vacancies
- Learning and Study Strategies Inventory (LASSI)
- Lynda.com Online Learning
- On-line Application for In-house Student Development Courses
- **Outbound Student Exchange Application**
- Scholarship and Financial Aid
- Student Locker
- Student Residence
- Central Repository on Student Development Activities (CRESDA)
- Counselling Service
- Mental Assessment Corner
- Request for Student Visa/Entry Permit Sponsorship
- Campus Access Registration for Graduation Photography
- General Health Questionnaire
- Student Volunteers Registration
Where to Apply on AIMS?

Outbound Student Exchange Application

Important Notes

- We recommend using Chrome as browser.
- Students should have declared their major and have received approval from their academic advisor at the time of application.
- Students should have completed at least one year of studies at CityU before departure.
- Graduating students should make sure that their expected graduating date is after the completion of exchange.
- Students should note that the final result of application for Student Exchange Programme is subject to the fulfillment of the requirements set by both CityU and host institution.
- Data Protection: City University of Hong Kong undertakes to observe the spirit and to comply with the principles and requirements of the data protection regulations such as the Personal Data (Privacy) Ordinance of Hong Kong and the General Data Protection Regulation (GDPR) of the European Union. For the European Union General Data Protection Regulation (GDPR) Privacy Notice, please click here.

Name:  
Chinese Name:  
Student No.:

Application Details

Institutions

Before submitting your choices, you are strongly advised to check the number of quotas available and specific requirements for the institutions that you wish to apply to. Click here for further information. Details about Student Exchange Programme can be found on the SEP homepage and the respective website of your College/School/Department.

You may choose up to 4 institutional-level programmes.

<table>
<thead>
<tr>
<th>Choice</th>
<th>Category</th>
<th>Institution</th>
<th>Preferred Exchange Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
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<td>□</td>
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<tr>
<td>2</td>
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<tr>
<td>7</td>
<td>□</td>
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<tr>
<td>8</td>
<td>□</td>
<td>□</td>
<td>□</td>
</tr>
</tbody>
</table>

- Select up to 8 programmes
- Apply in order of preference

If your preferred I-level application is unsuccessful, GEO will automatically assign an I-level exchange programme for you if applicable.
Where to Apply on AIMS?

Remember to save your application after completing this section.

Proof of English Proficiency:
Please upload the relevant proof/certificate at the last part of this application.
Type: Language Test
Test/Subject:
Grade/Score:
Date Taken: MM/YY

*The English test score reported above will not be considered unless a proof/certificate is uploaded.

Application Statement:
In not less than 200 words, please explain why you wish to participate in the Student Exchange Programme. What makes you a suitable candidate and what you expect to gain from the experience?

Study Plan:
Please list the courses you wish to take at the partner institution. You will need to discuss with your programme leader about credit transfer arrangements.

Are you a CityU Associate Degree graduate? [No] [Yes]
Have you received any funding to join an exchange programme before? [No] [Yes]

Click “Save” to continue.
Where to Apply on AIMS?

Information here is for reference only, and is subject to changes over time. You are expected to follow the most up-to-date information announced by GEO/the University.

Remember to save your application after completing this section.

Outbound Student Exchange Application

<table>
<thead>
<tr>
<th>Basic Info</th>
<th>Extra-curriculum Activities</th>
<th>Scholarship</th>
<th>Upload Supporting Document</th>
<th>Summary</th>
<th>Decision</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Particulars</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Name:</td>
<td>Chinese Name:</td>
<td>Student No.:</td>
<td>Gender:</td>
<td>Tel. No.:</td>
<td></td>
</tr>
<tr>
<td>Coll:</td>
<td>Dept:</td>
<td>Prog Code:</td>
<td>Prog:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Major:</td>
<td>Type:</td>
<td>Cohort:</td>
<td>Local Student:</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exp.Grad Date:</td>
<td>Acad. Standing</td>
<td>CGPA:</td>
<td>Status:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may add up to 5 records in this part:

<table>
<thead>
<tr>
<th>Period (mm/yyyy)</th>
<th>Organization</th>
<th>Description</th>
<th>Position held</th>
</tr>
</thead>
</table>

Extra-curricular Activities (within past 3 years)

<table>
<thead>
<tr>
<th>Period:</th>
<th>Organization:</th>
<th>Description:</th>
<th>Position Held:</th>
</tr>
</thead>
</table>

Click "Save" to continue.
Where to Apply on AIMS?

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Remember to save your application after completing this section.

### Outbound Student Exchange Application

<table>
<thead>
<tr>
<th>Section</th>
<th>Details</th>
</tr>
</thead>
<tbody>
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<td>Extra-curriculum Activities</td>
<td></td>
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<tr>
<td>Scholarship</td>
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<tr>
<td>Summary</td>
<td></td>
</tr>
<tr>
<td>Decision</td>
<td></td>
</tr>
</tbody>
</table>

**Student Particulars**

- **Name:**
- **Chinese Name:**
- **Student No.:**
- **Gender:**
- **Tel. No.:**
- **Colli:**
- **Dept.:**
- **Prog Code:**
- **Prog:**
- **Cohort:**
- **Major:**
- **Type:**
- **Local Student:**
- **Exp.Grad Date:**
- **Acad. Standing:**
- **CGPA:**
- **Status:**

You may add up to 3 records in this part. -- N/A --

**Scholarship Record**

- **Award Date:** mm/yyyy
- **Name of Scholarship:**
- **Amount($):**

Save Click "Save" to continue.

Back to Application Management
Where to Apply on AIMS?

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<table>
<thead>
<tr>
<th>Student Particulars</th>
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<th></th>
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<td>Name:</td>
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<tr>
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<td>Dept:</td>
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<td>Cohort:</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Local Student:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Uploaded Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>-- N/A --</td>
</tr>
</tbody>
</table>

**Outbound Student Exchange Upload Support Documents**

Go to "Summary" when you have completed your application.

**Upload New Document**
You may upload documents up to 3Mbytes. Additional information/document provided after application deadline is not considered.

- **Document Type:**
  - Select -

- **Document Description:**

- **Filename:**
  - Choose File
  - No file chosen

Upload your Proof of English Proficiency and any other supporting documents here.

[Image of an application form]
### Important Dates & Notes

<table>
<thead>
<tr>
<th>Event</th>
<th>Dates</th>
<th>Notes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Application submission on AIMS</td>
<td>15 August 2022 - 1 September 2022</td>
<td>— Note 1: You may edit your application as many times as you wish before the system closes at 23:59 on 1 Sep 2022. Only your last edited version will be kept.</td>
</tr>
<tr>
<td>Result announcement</td>
<td>9 September 2022 onwards</td>
<td>— Note 2: Selected students will receive a conditional offer from CityU. The offer does not guarantee acceptance by the host institution. It is students’ responsibility to complete all application procedures and fulfill all requirements of the host institution. CityU reserves the right to withdraw the conditional offer if you fail to fulfill any requirements set by the University and/or the host institution.</td>
</tr>
<tr>
<td>Offer acceptance deadline</td>
<td>19 September 2022</td>
<td>— Note 3: Students will be required to settle a caution money of HKD1,000 when accepting the offer from CityU. Refund of caution money will be arranged when a student has completed the exchange programme to the satisfaction of the University and has submitted all required documents to testify to satisfactory programme completion. Should a student fail to complete the exchange programme in full satisfaction or withdraw from programme after accepting the offer, whether before or after departure, the caution money will be forfeited. Caution money will only be made available for a refund for one year from the beginning of the exchange term. Any unclaimed caution money will be forfeited one year after. No retrospective request for a refund shall be considered.</td>
</tr>
</tbody>
</table>

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Selection Criteria
(for Institutional-level exchange programmes only)

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weighting (%)</th>
</tr>
</thead>
<tbody>
<tr>
<td>CGPA</td>
<td>50</td>
</tr>
<tr>
<td>English language proficiency</td>
<td>50</td>
</tr>
<tr>
<td>Application Statement</td>
<td>N/A</td>
</tr>
</tbody>
</table>

• Students are selected on academic merit & overall suitability.
• Students who can provide a valid IELTS or TOEFL result may have advantages in the selection process.
• The ‘Application Statement’ submitted as part of the application may be used for assessment, when necessary.
• Application requirements and selection criteria are subject to ongoing review. GEO reserves the right to amend the requirements from time to time.

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Explorer Grant (EG)

- **Selected** students offered Institutional exchange programmes at these institutions will receive HKD10,000 in addition to other eligible funding administered by GEO.

- Award of EG is not guaranteed for all students going to these institutions. Recipients are selected based on academic merit and their aspiration to participate in the designated institutional-level exchange programmes.

- Selected candidates will be notified at the time that exchange application result is released.

<table>
<thead>
<tr>
<th>Region</th>
<th>Institution</th>
</tr>
</thead>
<tbody>
<tr>
<td>Canada</td>
<td>Mount Allison University</td>
</tr>
<tr>
<td>France</td>
<td>Institut d'Etudes Politiques de Paris (SciencesPo, Paris)</td>
</tr>
<tr>
<td>France</td>
<td>Paris Nanterre University</td>
</tr>
<tr>
<td>France</td>
<td>Université Paris 1 Panthéon-Sorbonne</td>
</tr>
<tr>
<td>Germany</td>
<td>Karlsruhe Institute of Technology</td>
</tr>
<tr>
<td>Germany</td>
<td>Technical University of Munich</td>
</tr>
<tr>
<td>Italy</td>
<td>Sapienza University of Rome</td>
</tr>
<tr>
<td>Italy</td>
<td>University of Bologna</td>
</tr>
<tr>
<td>Mainland China</td>
<td>Jilin University</td>
</tr>
<tr>
<td>Mainland China</td>
<td>Nanjing University</td>
</tr>
<tr>
<td>Mainland China</td>
<td>Shandong University</td>
</tr>
<tr>
<td>Malaysia</td>
<td>Universiti Sains Malaysia</td>
</tr>
<tr>
<td>Malaysia</td>
<td>University of Malaya</td>
</tr>
<tr>
<td>Sweden</td>
<td>Linkoping University</td>
</tr>
<tr>
<td>Switzerland</td>
<td>University of Lausanne</td>
</tr>
<tr>
<td>UK</td>
<td>University of Birmingham</td>
</tr>
<tr>
<td>USA</td>
<td>Drexel University</td>
</tr>
<tr>
<td>USA</td>
<td>The University of Texas at Dallas</td>
</tr>
<tr>
<td>USA</td>
<td>The University of Vermont</td>
</tr>
</tbody>
</table>

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• Accumulative grade point average (CGPA) of at least 2.5 *(some Colleges/Schools/Departments may set a higher CGPA requirement)* at the time of application and **at the beginning** of the Programme

• English Language requirement for Student Exchange Programme set by CityU, except for programmes that are conducted in Chinese at a host institution in Mainland China or Taiwan *(http://www.cityu.edu.hk/geo/StudentExchange/eligibility.html)*

• Any other requirements as set by the host and home institutions

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Regulations of Student Exchange Programme

In consideration of the pandemic development, participation of exchange in 2022-23 may be affected. Student Exchange Programme may continue if the following conditions are met:

1) The host institution confirms that exchange programme comprising face-to-face classes will be held;

2) The student is fit for travel and able to meet the public health requirements imposed by both home and host official authorities;

3) The student has insurance that includes but is not limited to COVID-19 coverage throughout the entire exchange duration;

4) The student obtains approval from home College/School/Department to participate in the exchange programme;

5) The student attends pre-departure briefing sessions arranged by GEO;

6) The student signs and returns the ‘Student Undertaking - COVID-19’ to GEO before departure; and

7) The student agrees to observe and comply with all rules and regulations related to Student Exchange Programme set by the University.

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Regulations of Student Exchange Programme

“Student Undertaking – COVID-19”

• Ensure you understand and accept the risks that may be involved in exchange study, which may or may not be associated with the COVID-19.

• Students with exchange offer will receive instructions about signing the undertaking later.
Regulations of Student Exchange Programme

- CityU reserves the right to withdraw your application if you fail to fulfill the programme requirements, including but not limited to meeting the mentioned conditions before departure.

- Given the pandemic situation is fluid, changes may occur anytime including programme cancellation and/or delay.

- Your participation in the Student Exchange Programme is subject to the final decision of your home academic unit and the University.

- You must maintain a full-time student status at the host institution.
Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding:

1) Student Exchange Fund (SEF)

- Application: not required
- Eligibility: HK permanent residents studying in full-time, government-funded bachelor’s degree programmes + First time recipient of SEF
- Funding amount:

<table>
<thead>
<tr>
<th>Country/Region of Study</th>
<th>Max. Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Americas, Europe (incl. Russia &amp; Turkey), Middle East</td>
<td>HK$24,000</td>
</tr>
<tr>
<td>Australia, New Zealand</td>
<td>HK$22,000</td>
</tr>
<tr>
<td>Asia, India</td>
<td>HK$16,000</td>
</tr>
<tr>
<td>Mainland China</td>
<td>HK$12,000</td>
</tr>
</tbody>
</table>

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* For details, please visit [https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html](https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html).
Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding:

2) Special Fund for Non-Local Outbound Exchange Students (SF)

- Application: not required
- Eligibility: Non-local students studying in full-time, government-funded bachelor’s degree programmes + First time recipient of SF
- Funding amount: HK$10,000

* For details, please visit [https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html](https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html).
GEO-administered Funding:

3) Explorer Grant (EG)

- Application: not required
- Eligibility: HK permanent residents or non-local students studying in full-time, government-funded bachelor’s degree programmes + Further selected from all students going to the same designated institutional-level exchange programmes
- Funding amount: HK$10,000
- Selected candidates will be notified at the time that exchange application result is released.

* For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding:

4) Joseph Lau Student Exchange Awards (JLSEA)

• Application: required at the time of accepting the exchange offer on AIMS

• Eligibility: HK permanent residents or non-local students studying in full-time, government-funded bachelor’s degree programmes + CGPA of at least 3.0

✓ Priority will be given to students receiving Hong Kong government’s means-tested grant and loan

• Funding amount:

<table>
<thead>
<tr>
<th>Country/Region of Study</th>
<th>Max. Funding Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Outside Asia</td>
<td>HK$30,000</td>
</tr>
<tr>
<td>Asia</td>
<td>HK$21,000</td>
</tr>
</tbody>
</table>

* For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.

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Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding - HKSAR Government Subsidy:

5) Scheme for Subsidy on Exchange (SSE)

- Application: required at the time of accepting the exchange offer on AIMS
- Eligibility: HK permanent residents studying in full-time, government-funded bachelor’s degree programmes
  + In receipt of means-tested student financial assistance from Student Finance Office (SFO) of the HKSAR
  Government or whose families are in receipt of the Comprehensive Social Security Assistance (CSSA)
- Funding amount: Up to HK$60,000, depending on the destination, duration and the level of student finance
  approved by the Government

* For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding - HKSAR Government Subsidy:

6) Scheme for Subsidy on Exchange to “Belt and Road” Regions (Means-tested SSEBR)

• Application: required at the time of accepting the exchange offer on AIMS

• Eligibility: HK permanent residents studying in full-time, government-funded bachelor’s degree programmes + In receipt of means-tested student financial assistance from Student Finance Office (SFO) of the HKSAR Government or whose families are in receipt of the Comprehensive Social Security Assistance (CSSA) + Participating in programmes in “Belt and Road” regions, excluding the Mainland China, Taiwan & Macao

• Funding amount: Up to HK$60,000, depending on the destination, duration and the level of student finance approved by the Government

* For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding - HKSAR Government Subsidy:

7) Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)

• Application: required at the time of accepting the exchange offer on AIMS

• Eligibility: HK permanent residents studying in full-time, government-funded bachelor’s degree programmes + Participating in programmes in “Belt and Road” regions, excluding the Mainland China, Taiwan & Macao

• Funding amount: Up to HK$18,000, depending on the destination and duration of programme

* For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources (for SEP in Semester B 2022-23)

GEO-administered Funding - HKSAR Government Subsidy:

8) Non-means-tested Mainland Experience Scheme (Non-means-tested MES)

• Application: required at the time of accepting the exchange offer on AIMS

• Eligibility: HK permanent residents or non-local students studying in full-time, government-funded bachelor’s degree programmes
  + Participating in programmes in Mainland China

• Funding amount: Up to HK$14,400, depending on the duration of programme

* For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources (for SEP in Semester B 2022-23)

- CityU reserves the right to withdraw full/partial sponsorship if students fail to fulfill funding conditions & criteria concerned.
- Approved funding/subsidy will only be made available for one year from the beginning of the SEP exchange term.

<table>
<thead>
<tr>
<th>Funding and Subsidies</th>
<th>Result Announcement (for Second Round Students only)</th>
<th>Disbursement Timeline* (subject to students’ fulfilment of all University requirements)</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GEO-administered Funding</strong></td>
<td></td>
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<tr>
<td>Explorer Grant (EG)</td>
<td>September 2022</td>
<td>1st disbursement: After physical enrolment at host institution</td>
</tr>
<tr>
<td>Student Exchange Fund (SEF)</td>
<td></td>
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<tr>
<td>Special Fund for Non-Local Outbound Exchange Students (SF)</td>
<td>November 2022</td>
<td>2nd disbursement: After the programme</td>
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<tr>
<td>Joseph Lau Student Exchange Awards (JLSEA)</td>
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<tr>
<td><strong>HKSAR Government Subsidies</strong></td>
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<tr>
<td>Scheme for Subsidy on Exchange (SSE)</td>
<td>November / December 2022</td>
<td>After physical enrolment at host institution</td>
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<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
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<tr>
<td>Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)</td>
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<tr>
<td>Non-means-tested Mainland Experience Scheme (Non-means-tested MES)</td>
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</tbody>
</table>

* Please expect additional 2 to 3 weeks of processing time for the payment to reach your bank account.
For GEO-administered funding (SEF, SF, EG and JLSEA), the 1st disbursement* will be arranged after these documents are ALL uploaded on AIMS:

Documents that you should have uploaded before abroad

• “Student Undertaking – COVID-19”
• Acceptance letter issued by host institution
• Proof of English language proficiency, if applicable
• Proof of insurance subscription (with COVID-19 coverage) covering the entire exchange period.
  # Only documents in English or Chinese will be accepted
• A “Thank You Letter” to Mr. Lau (for Joseph Lau Student Exchange Awards recipients only)

Documents should be uploaded after abroad

• “Confirmation of Enrolment” or a copy of your student card at the host institution

* 70% of approved funding for CB students; 80% of approved funding for non-CB students.
For GEO-administered funding (SEF, SF, EG and JLSEA), the 2nd disbursement* (together with the refund of caution money) will be arranged after the exchange if these conditions are ALL fulfilled:

(1) The followings documents are uploaded on AIMS:
   • A copy of official transcript issued by your host institution
   • At least 5 quality photos or a one-to-two-minute video
   • A reflective essay of your exchange experience
     (for Joseph Lau Student Exchange Awards recipients only)

(2) Satisfactory completion of the exchange programme
   GEO will seek the endorsement from your College/School/Department to confirm whether you have satisfactorily completed the programme.

* 30% of approved funding for CB students; 20% of approved funding for non-CB students.
Funding Resources (for SEP in Semester B 2022-23)

For HKSAR Government subsidies (SSE, Means-tested SSEBR, Non-means-tested SSEBR and Non-means-tested MES), the payment will be arranged after these documents are ALL uploaded on AIMS:

Documents that you should have uploaded before abroad

• “Student Undertaking – COVID-19”
• Acceptance letter issued by host institution
• Proof of English language proficiency, if applicable
• Proof of insurance subscription (with COVID-19 coverage) covering the entire exchange period.
  # Only documents in English or Chinese will be accepted
• A “Thank You Letter” to Mr. Lau (for Joseph Lau Student Exchange Awards recipients only)

Documents should be uploaded after abroad

• “Confirmation of Enrolment” or a copy of your student card at the host institution
Funding Resources (for SEP in Semester B 2022-23)

- CityU reserves the right to withdraw and/or request for refund, in full or partial amount, if students fail to fulfill the funding conditions and criteria concerned.
- CityU has full discretion to adjust the actual amounts of funding to be provided to students.
- Students participating in virtual exchange programmes are not eligible for funding allocation.
- Students receiving SDS scholarships may not be eligible for SEF or SF.

- Each student, if eligible, will only be benefited once from each GEO-administered funding.
- All approved funding/subsidies will only be made available for one year from the beginning of the exchange term.
- Please expect additional 2 to 3 weeks of processing time for the payment to reach your bank account.
Enquiries

Global Engagement Office (GEO)
Email: geosep@cityu.edu.hk
Website: http://www.cityu.edu.hk/geo/StudentExchange/introduction.html
• Application on AIMS
• Institutional-level exchange arrangements
• Funding matters

College/School/Department
Find the exchange coordinators: http://www.cityu.edu.hk/geo/StudentExchange/student-exchange-coordinator.html
• Academic advising
• Credit transferability
• College-/School-/Departmental-level exchange arrangements

Information here is for reference only, and is subject to changes over time. You are expected to follow the most up-to-date information announced by GEO/the University.