

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

Name of Student: _____
(e.g. CHAN Tai Man)

Student ID: _____

Email: _____

Contact phone no.: _____

Cohort: _____
(e.g. 2013)

College/School: _____

Department: _____

Programme/Major: _____

Part 1: Credit Transfer

To be completed by Applicant								For Office Use			
Name of Transfer Institute	Country of Transfer Institute	Outbound Exchange (Y/N)	Course Code	Course Title	Study Period (MM/YYYY – MM/YYYY)	A GE Course at Transfer Institution (Y/N)	Proposed GE Distributional Area* to be transferred	Approval (Y/N)	Number of Credit to be Transferred	GE Distributional Area*	Remarks

* 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: _____

Completed by Applicant (please tick)

Supporting document information checklist

- No. of credit / ECTs
- Contact Hours / Course mode
- Duration (e.g. one semester)
- Syllabus/Content/Description
- Assessment mode (e.g. exam/grading)

Please submit the signed application form with supporting documents to the TED Office (Room B5-119, 5/F, Yeung Kin Man Academic 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 TED)

I endorse the credit transfer decision listed in Part 1.

Signature: _____ Date: _____
Director of TED