

Application for Admission as a Visiting Undergraduate Student

Admissions Office

- This is an electronic fillable form. Please study the application-related information at www.admo.cityu.edu.hk/exchange_visiting/visiting/info/ before completing this form.
- The application fee is HK\$400 per application. Up to 10 courses can be included in each application. After an application has been submitted, any additional courses (even if the original application includes less than 10 courses) will require a new application and fee payment. Please note that the application fee is non-refundable and non-transferable and is required when submitting your application.
- Before submitting your application, please check the course offering at www.admo.cityu.edu.hk/exchange_visiting/visiting/info/. Course codes starting with 1, 2, 3 or 4 (e.g., GE1111, CS2114, AIS2012, MA4152) are undergraduate courses.
- Please note that regular students will be given priority in course registration. There is no guarantee that the applications from visiting students can be considered for the courses/sessions listed, particularly for professional courses such as accountancy and law.

Please complete the application form in capital letters.

For Office Use

Student Number

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1 Courses Applied For

Attendance Period: Semester A 20__ / __ Semester B 20__ / __ Summer Term 20__

	Course Code	Course Title	Session(s)
1			<input type="checkbox"/> Day <input type="checkbox"/> Evening
2			<input type="checkbox"/> Day <input type="checkbox"/> Evening
3			<input type="checkbox"/> Day <input type="checkbox"/> Evening
4			<input type="checkbox"/> Day <input type="checkbox"/> Evening
5			<input type="checkbox"/> Day <input type="checkbox"/> Evening
6			<input type="checkbox"/> Day <input type="checkbox"/> Evening
7			<input type="checkbox"/> Day <input type="checkbox"/> Evening
8			<input type="checkbox"/> Day <input type="checkbox"/> Evening
9			<input type="checkbox"/> Day <input type="checkbox"/> Evening
10			<input type="checkbox"/> Day <input type="checkbox"/> Evening

* Because of visa restrictions, non-local visiting students are required to undertake a full-time study load of at least 12 credits (i.e., at least four courses of three credit units each) in Semester A or B and at least six, but no more than seven credit units in the Summer Term.

2 Personal Particulars and Contact Information

Please fill out this section using the information as shown on your ID/travel document.

Name in English

Surname / Family Name

First/Given Name(s)

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Name in Chinese (if applicable)

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HKID Card / Travel Document Number

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Date of Birth

Day	Month	Year

Nationality

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[For applicants from the mainland, please also indicate your registered place of household (戶籍)]

Correspondence Address

In English

In Chinese (if applicable)

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City

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Country/Territory

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Postal Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Phone Country/Territory Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Area Code

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Phone No.

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E-mail

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Do you hold any of the following documents/status? (please tick one only)

- A permanent resident of Hong Kong
- Have the right to land in Hong Kong
- Holder of a one-way permit for entry to Hong Kong
- Holder of a valid employment visa / work permit (for part-time study) visa no.: _____ visa expiry date: _____
- Holder of a valid dependent visa and the visa was issued before age 18 visa no.: _____ visa expiry date: _____
- Holder of a valid entry visa / entry permit for quality migrants visa no.: _____ visa expiry date: _____
- Holder of a valid entry visa / entry permit for capital investment entrants visa no.: _____ visa expiry date: _____
- None of the above (you will be required to obtain a student visa / entry permit to study in Hong Kong SAR.)

3 Language Proficiency

- My first language is: English Chinese Other Language _____ (please specify)
- Chinese Proficiency (only applicable to students planning to study Chinese-related courses):

My written Chinese is	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
My spoken Chinese (Putonghua) is	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor
My spoken Chinese (Cantonese) is	<input type="checkbox"/> Good	<input type="checkbox"/> Fair	<input type="checkbox"/> Poor

4 Secondary Education

List all schools attended and qualifications attained / to be attained. Please attach certified true copies of your transcripts and certificates. Transcripts and certificates which are not in English must be accompanied by a certified English translation by the awarding body or your high school.

From		To		Name of School	Country/Territory	Class/Grade	Qualifications Attained / To Be Attained (e.g. HKALE, HKCEE, HKDSE, GCEAL, IB Diploma)
Month	Year	Month	Year				

5 Sub-degree / Undergraduate / Postgraduate Qualifications

Please list qualifications obtained after secondary education (e.g. certificate, diploma, higher diploma, associate degree, bachelor's degree, postgraduate degree), including qualifications obtained from City University of Hong Kong. Please attach certified true copies of your transcripts and award certificates. Transcripts and certificates which are not in English must be accompanied by a certified English translation by the awarding body or your university.

From		To		Name of Institution and Country/Territory	Programme/Award Title e.g. Bachelor of Science (Physics)	Study Mode (FT/PT)	Medium of Instruction	Overall GPA/Mark	Classification of Award	Date of Award		Status of Study (e.g. year 2, graduated, withdrawn)
Month	Year	Month	Year							Month	Year	

6 Professional Qualifications

List qualifications obtained or to be obtained. Attach photocopies of supporting documents.

Date of Award OR Expected Date of Award		Name of Awarding Institution	Country/Territory	Title of Professional Qualification
Month	Year			

7 Work Experience

From		To		Full/Part-time	Name of Organisation	Country/Territory	Department/Section	Post
Month	Year	Month	Year					

8 Other Information

- Please indicate whether you are going to submit / have already submitted an application for visiting postgraduate studies. Yes No
- Have you studied at CityU before? Yes (Student ID: _____) No
- If you are applying for courses offered by the School of Law, please provide reasons as an attachment of your application.

9 Application Fee HK\$400 per application (Non-Refundable and Non-Transferable)

Method of Payment (choose one of the following methods)

- ATM transfer to CityU account (Hang Seng Bank account number 293-318028-004) (attach the original receipt)
- use deposit form and pay by cash at Hang Seng Bank (attach the CityU copy of the deposit form)
- credit card (Visa or MasterCard) Amount authorised: HK\$400

Card Number

Security Code

(The last 3 digits after the card number on the signature panel of your card)

Expiry Date (mm/yy)

Name of Cardholder _____ Signature of Cardholder _____
(in BLOCK letters) (same signature as shown on the credit card)

- bank draft (payable to 'City University of Hong Kong') (for non-local applicants only)

10 Declaration

I declare that the information set out in this application and any attachments is, to the best of my knowledge, accurate and complete. I agree to provide the original certificate(s) for verification of my qualifications (including CityU qualifications) upon request by the University. I understand that the information will be used in the admission decision process. I accept that if, in reading and completing this application, I knowingly or carelessly provided untrue or incomplete information, any offer of admission, whether accepted or not, may be withdrawn by the University and/or I may be required to withdraw from any course(s) which I am enrolled in and all fees paid will not be refunded.

I authorise the University to use the information I provide in the application for various types of processing in relation to my application.

I authorize the University to obtain, and the relevant examination authority, assessment body or academic institution to release, information about my examination results, records of studies or professional qualifications if deemed appropriate.

I understand that my application information will be used in accordance with the procedures of the University (www.cityu.edu.hk/admo/aims/direct/use_of_info.htm). I understand that my personal data may be used for direct marketing of the University's programmes and activities (you may opt out from receiving such information by notifying the University).

Your signature below indicates that you understand and agree to the above declaration.

Signature of Applicant: _____ Date: _____

Checklist

Before submitting your application, please check if you have:

- entered the correct course codes and titles
- attached the proof of application fee payment (Fees paid are non-refundable and non-transferable)
- supplied certified true copies of transcripts / certificates / supporting documents for Sections 4 - 6
- signed and dated the application form

Please return the completed application form with all required documents to the Admissions Office, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong before the application deadline. For details, please visit www.admo.cityu.edu.hk/visiting/undergrad.

Applicants may refer to the website at www.cityu.edu.hk/admo/notes.htm about the specific use of and the right of access to the information collected in this form.