Agenda

• Regulations of Student Exchange Programme
• Checklists
  - Before Exchange
  - During Exchange
  - After Exchange
• Funding and Subsidy Arrangements
• Q&A
Regulations of Student Exchange Programme

• 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 (http://www.cityu.edu.hk/geo/StudentExchange/eligibility.html), except for programmes that are conducted in Chinese at a host institution in Mainland China or Taiwan.

• Any other requirements as set by the host and home institutions.
Regulations of Student Exchange Programme

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 Global Engagement Office (GEO);
6) The student signs and returns the ‘Student Undertaking - COVID-19’ to GEO; and
7) The student agrees to observe and comply with all rules and regulations related to Student Exchange Programme set by the University.

GEO Email: geosep@cityu.edu.hk
“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.

• You will receive instructions about the signing of ‘Student Undertaking – COVID-19’ by email.

• Please sign and upload the undertaking on AIMS by 30 June 2022.
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 are expected to maintain a full time student status at the host institution.

GEO Email: geosep@cityu.edu.hk
CHECKLIST:
BEFORE EXCHANGE

GEO Email: geosep@cityu.edu.hk
Before Exchange (To-do items are not listed in order)

1) Apply to host institution and obtain an acceptance letter

2) Consult your course leader/academic advisor to finalize your course plan
   - Students with special educational needs: Discuss with CityU and host institution

3) Confirm host institution’s teaching arrangements and programme policies

4) Apply for student visa/entry permit
   - Check with your host institution first
   - Check with Consulate General Office or Embassy

5) Make a copy of your passport, student visa/entry permit and HKID

GEO Email: geosep@cityu.edu.hk
Before Exchange (To-do items are not listed in order)

6) Purchase travel and medical insurance
   - Check the requirements at [http://www.cityu.edu.hk/geo/StudentExchange/insurance.html](http://www.cityu.edu.hk/geo/StudentExchange/insurance.html)
   - Ensure it includes COVID-19 coverage

7) Receive necessary vaccinations
   - Check the types of vaccine the host destination recognizes

8) Confirm arrival arrangements
   - Prepare arrival documents for immigration and customs clearance, if any. Some may require a negative COVID-19 test result upon arrival.
   - Check the transportation from airport to your accommodation / the quarantine facility
   - Check enrolment procedures at host institution

GEO Email: geosep@cityu.edu.hk
Before Exchange (To-do items are not listed in order)

9) Book your flight
   - Check Avoid multiple stopover
   - Pay attention to time zone

![Flight Schedule](image)

10) Arrange compulsory quarantine at host destination, if necessary
   - Check quarantine period and requirements (may vary from city to city)
   - Some may require a negative COVID-19 test result upon arrival

11) Arrange accommodation
   - Check availability of host institution accommodation
   - For self-arranging accommodation, pay attention to location, neighbourhood (safety), facilities, transportation, rental agreement, etc.

Avoid significant non-refundable payment until your travel is very likely to happen as planned.

GEO Email: geosep@cityu.edu.hk
Before Exchange  (To-do items are not listed in order)

12) Download the International SOS Assistance App
   o Create an account using your CityU email address and CityU Membership Number: 07ASCA805115
   o Study pre-trip advise and turn on notifications

International SOS provides worldwide medical & security support:

❖ Hong Kong - Medical advice / Second opinion
❖ Before departure - Review the medical and security information about your destination
❖ During exchange - Contact ISOS for emergency assistance

International SOS is not an insurance policy!

GEO Email: geosep@cityu.edu.hk
Before Exchange (To-do items are not listed in order)

13) Make financial arrangements
   - Prepare sufficient fund for the exchange period
   - Prepare sufficient **cash** for at least the first month in local currency/USD/EUR
   - Activate your bank cards for overseas ATM withdrawals
   - Bring 1-2 credit cards; Inform credit card company of your abroad period

14) Upload pre-exchange documents to AIMS:
   - “Student Undertaking – COVID-19” (**upload by 30 June 2022**)
   - Acceptance letter issued by host institution (**upload by 30 June 2022**)
   - Proof of English language proficiency, if necessary (**upload by 30 June 2022**)
   - “Thank You Letter” to Mr. Lau (**for Joseph Lau Student Exchange Awards recipients only**) (**upload by 30 June 2022**)
   - Copy of insurance policy (includes COVID-19 coverage) covering the entire exchange period (**upload before abroad**)

GEO Email: geosep@cityu.edu.hk
### Uploading Pre-exchange Documents on AIMS:

#### 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

GEO Email: geosep@cityu.edu.hk
Uploading Pre-exchange Documents on AIMS:

Outbound Student Exchange Application

Name: Chinese Name: Student No.:

Student may click on here to view the regulation details. For information related to Student Exchange Programme financial support, please read the Financial Support webpage at Global Engagement Office Website

Current Term Application
Application Term: Semester B 2020/21

<table>
<thead>
<tr>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Exchange Programme Application Period</td>
<td>09-Dec-2020</td>
<td>25-Jan-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Application Result Announcement</td>
<td>10-Feb-2021</td>
<td>31-Dec-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Acceptance Period</td>
<td>10-Feb-2021</td>
<td>31-Mar-2021</td>
</tr>
<tr>
<td>Award/Subsidy Application Period</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Application Status: Successful

Pending Exchange Programme

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Preferred Exchange Term</th>
<th>Application Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester B 2020/21</td>
<td>Institutional</td>
<td>Nanyang Technological University, Singapore</td>
<td>Semester A 2021/22</td>
<td>Selected</td>
<td>Accept</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Approved Exchange Programme

Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester B 2020/21</td>
<td>Institutional</td>
<td>Nanyang Technological University, Singapore</td>
<td>Semester A 2021/22</td>
<td>Semester A 2021/22</td>
<td>Selected</td>
<td>Accept</td>
<td>23-JUN-2021</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Proceed</td>
</tr>
</tbody>
</table>

Your Application History

Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Uploading Pre-exchange Documents on AIMS:

Outbound Student Exchange Application

Important Notes
To enable the University to manage your exchange programme application and funding allocation (if available), you are requested to take the following actions:

- Check and update your emergency contact on AIMS, as necessary.
- Check and update your bank account for exchange funding payment, if available.
- If you are under the age of 18, send the completed parental consent form to geoin@cityu.edu.hk.

Emergency Contact Information
Hereunder, I provide two emergency contact numbers of my parent(s), guardian or next of kin to the University or the organizer of the Programme. By providing these emergency contact numbers, I agree to authorize the University or the organizer of the Programme to release my personal and/or academic information (as the case may be) to third parties external to the University on a need-to-know basis should emergency situations as determined by the University occur. This authorization shall continue to be effective until the end of the Programme.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Relation</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Update Emergency Contact

Student Bank Account
According to our system, your current bank account is 12345678.
This bank account will be used for exchange-related funding transfer (if applicable). You may click the button below to provide your updated bank account information.

Update Bank Account Information

Outbound Exchange Application Result

Application Term: Semester B 2020/21
Application Status: [Successful]

<table>
<thead>
<tr>
<th>Institution</th>
<th>Nanyang Technological University, Singapore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Institutional</td>
</tr>
<tr>
<td>Exchange Term</td>
<td>2021/22 (Semester A 2021/22)</td>
</tr>
</tbody>
</table>

Student may click on here to view the Notification and Student Agreement.
Uploading Pre-exchange Documents on AIMS:

Upload Supporting Documents

You may upload the following documents (up to 3 Mbytes) before departure for the exchange programme:

<table>
<thead>
<tr>
<th>Uploaded Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Type</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Proof of English</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Insurance Policy</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Acceptance Letter</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Undertaking (Funding)</td>
</tr>
</tbody>
</table>

Upload documents

Local Contacts in Host Region

<table>
<thead>
<tr>
<th>Phone Number</th>
</tr>
</thead>
<tbody>
<tr>
<td>Whatsapp</td>
</tr>
<tr>
<td>WeChat</td>
</tr>
<tr>
<td>Instagram</td>
</tr>
</tbody>
</table>

Save
Outbound Travel Safety

CityU encourages faculty, students, and staff to consider vaccinations according to their personal circumstances.

Visit these websites for more information on outbound travel:

• HKSAR Thematic Website on COVID-19

• Registration of Outbound Travel Information (ROTI)

• Travel Health Service website by Department of Health
CHECKLIST:
DURING EXCHANGE

GEO Email: geosep@cityu.edu.hk
During Exchange

Upon Arrival
• Call home!
• Keep all flight tickets and boarding passes
• Complete compulsory quarantine, if any
• Complete enrolment procedures
• On AIMS:
  o Upload “Confirmation of Enrolment” or a copy of your student card at the host institution (within 3 weeks of enrolment)
  o Update your local contact information
• Contact your academic advisor if there is any change to your study arrangement
• Ensure enough credit load to maintain your full time student status at host institution

GEO Email: geosep@cityu.edu.hk
“Confirmation of Enrollment”

• Part 1 - to be completed by student
• Part 2 - to be completed by exchange coordinator at host institution
During Exchange

Keep a list of emergency numbers with you:

- **Contact of host institution:**
  - Campus Security
  - International Office
  - Student Residence Office

- **Local Police / Emergency numbers**

- **Consulate General / Embassy / Official Representative at host destination**

- **Hong Kong Immigration Hotline: 1868**
  - You can call via the Hong Kong Immigration Department App

GEO Email: geosep@cityu.edu.hk
During Exchange

• Check emails regularly (CityU email + host institution email)
• Pay attention to local news and announcements
• Maintain personal hygiene

Before returning to Hong Kong

• You may be subject to quarantine arrangements and specified conditions as imposed on inbound travellers by HKSAR Government. Check the latest requirements before you plan your home-bound trip: https://www.coronavirus.gov.hk/eng/inbound-travel.html
CHECKLIST: AFTER EXCHANGE

GEO Email: geosep@cityu.edu.hk
After Exchange

Students must submit the following items to GEO upon programme completion, in order to receive refund of caution money:

• 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)

Instructions on where and how to submit the documents will be given later.
Samples of QUALITY Photo:

Photos that are less interesting...

Photos that are MUCH MORE interesting!

GEO Email: geosep@cityu.edu.hk
FUNDING & SUBSIDY ARRANGEMENTS
# Funding & Subsidies for Outbound Exchange Students (Semester A 22-23)

<table>
<thead>
<tr>
<th>Funding and Subsidies</th>
<th>Result Announcement Period</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>GEO-administered Funding</strong></td>
<td></td>
</tr>
<tr>
<td>Explorer Grant (EG)</td>
<td>Announced</td>
</tr>
<tr>
<td>Student Exchange Fund (SEF)</td>
<td></td>
</tr>
<tr>
<td>Special Fund for Non-Local Outbound Exchange Students (SF)</td>
<td>Around May / June 2022</td>
</tr>
<tr>
<td>Joseph Lau Student Exchange Awards (JLSEA)</td>
<td></td>
</tr>
<tr>
<td><strong>HKSAR Government Subsidies</strong></td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange (SSE)</td>
<td>Around November 2022</td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
<td></td>
</tr>
<tr>
<td>Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)</td>
<td></td>
</tr>
<tr>
<td>Non-means-tested Mainland Experience Scheme (Non-means-tested MES)</td>
<td></td>
</tr>
</tbody>
</table>

GEO Email: geosep@cityu.edu.hk
For GEO-administered funding (SEF, SF, EG and JLSEA), the 1st disbursement* will be arranged after the following 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 necessary
- Copy of insurance policy (includes COVID-19 coverage) covering the entire exchange period

**Documents should be uploaded after abroad**
- “Confirmation of Enrolment” or a copy of your student card at the host institution
- A “Thank You Letter” to Mr. Lau (for Joseph Lau Student Exchange Awards recipients only)

* 70% of approved funding for CB students; 80% of approved funding for non-CB students.

GEO Email: geosep@cityu.edu.hk
Funding & Subsidies for Outbound Exchange Students (Semester A 22-23)

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.

GEO Email: geosep@cityu.edu.hk
Funding & Subsidies for Outbound Exchange Students (Semester A 22-23)

For HKSAR Government subsidies (SSE, Means-tested SSEBR, Non-means-tested SSEBR and Non-means-tested MES), the result will only be available in November, at the earliest. Payment of the subsidies will be arranged in around November/December after these conditions are ALL fulfilled:

Documents that you should have uploaded before abroad

- “Student Undertaking – COVID-19”
- Acceptance letter issued by host institution
- Proof of English language proficiency, if necessary
- Copy of insurance policy (includes COVID-19 coverage) covering the entire exchange period

Documents should be uploaded after abroad

- “Confirmation of Enrolment” or a copy of your student card at the host institution
- A “Thank You Letter” to Mr. Lau (for Joseph Lau Student Exchange Awards recipients only)

GEO Email: geosep@cityu.edu.hk
Funding & Subsidies

• Please expect 2 to 3 weeks of processing time for Finance Office to arrange the payment to your bank account.

• 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 kept effective for one year from the beginning of the exchange term. So does caution money.

GEO Email: geosep@cityu.edu.hk
Updating Bank Account Information on AIMS:

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

GEO Email: geosep@cityu.edu.hk
# Updating Bank Account Information on AIMS:

## Outbound Student Exchange Application

<table>
<thead>
<tr>
<th>Name</th>
<th>Chinese Name</th>
<th>Student No.</th>
</tr>
</thead>
</table>

Student may click on [here](#) to view the regulation details.

For information related to Student Exchange Programme financial support, please read the [Financial Support webpage](#) at Global Engagement Office Website.

### Current Term Application

**Application Term:** Semester B 2020/21

<table>
<thead>
<tr>
<th>Description</th>
<th>From</th>
<th>To</th>
</tr>
</thead>
<tbody>
<tr>
<td>Student Exchange Programme Application Period</td>
<td>02-Dec-2020</td>
<td>25-Jan-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Application Result Announcement</td>
<td>10-Feb-2021</td>
<td>31-Dec-2021</td>
</tr>
<tr>
<td>Student Exchange Programme Acceptance Period</td>
<td>10-Feb-2021</td>
<td>31-Mar-2021</td>
</tr>
</tbody>
</table>

**Application Status:** Successful

### Pending Exchange Programme

Move

### Approved Exchange Programme

Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>Semester B 2020/21</td>
<td>Institutional</td>
<td>Nanyang Technological University, Singapore</td>
<td>Semester A 2021/22</td>
<td>Semester A 2021/22</td>
<td>Selected</td>
<td>Accept</td>
<td>23-JUN-2021</td>
<td>N</td>
<td>N</td>
<td>N</td>
<td>Proceed</td>
</tr>
</tbody>
</table>

### Your Application History

Please click "Proceed" to complete procedures.

<table>
<thead>
<tr>
<th>Application Term</th>
<th>Category</th>
<th>Institution</th>
<th>Start Term</th>
<th>End Term</th>
<th>Outcome</th>
<th>Application Status</th>
<th>SEP Acceptance Date</th>
<th>Language Result</th>
<th>Insurance Policy</th>
<th>Offer Letter</th>
<th>Action</th>
</tr>
</thead>
</table>

GEO Email: geosep@cityu.edu.hk
Updating Bank Account Information on AIMS:

Outbound Student Exchange Application

Name: Chinese Name: Student No.:

Important Notes
To enable the University to manage your exchange programme application and funding allocation (if available), you are requested to take the following actions:

- Check and update your emergency contact on AIMS, as necessary.
- Check and update your bank account for exchange funding payment, if available.
- If you are under the age of 18, send the completed parental consent form to geos@cityu.edu.hk.

Emergency Contact Information
Hereunder, I provide two emergency contact numbers of my parent(s), guardian or next of kin to the University or the organizer of the Programme. By providing these emergency contact numbers, I agree to authorize the University or the organizer of the Programme to release my personal and/or academic information (as the case may be) to third parties external to the University on a need-to-know basis should emergency situations as determined by the University occur. This authorization shall continue to be effective until the end of the Programme.

<table>
<thead>
<tr>
<th>Contact Person</th>
<th>Relation</th>
<th>Telephone</th>
<th>Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Update Emergency Contact

Student Bank Account
According to our system, your current bank account is 12345678. This bank account will be used for exchange-related funding transfer (if applicable). You may click the button below to provide your updated bank account information.

Update Bank Account Information

Outbound Exchange Application Result

Application Term: Semester B 2020/2021
Application Status: Successful

<table>
<thead>
<tr>
<th>Institution</th>
<th>Nanyang Technological University: Singapore</th>
</tr>
</thead>
<tbody>
<tr>
<td>Category</td>
<td>Institutional</td>
</tr>
<tr>
<td>Exchange Term</td>
<td>202109 (Semester A 2021/2022)</td>
</tr>
</tbody>
</table>

GEO Email: geosep@cityu.edu.hk
As the pandemic continues to evolve, you are reminded to closely evaluate all risks involved and get prepared for changes.

Make your decision and ensure all SEP conditions are met before your departure.

You may withdraw anytime, but you are encouraged to make your decision **before the end of CityU Add/Drop Period** so that you may still be able to register for CityU courses, subject to course availability.

GEO Email: geosep@cityu.edu.hk
Enquiries

Global Engagement Office (GEO)
Email: geosep@cityu.edu.hk
- AIMS records
- Institutional-level exchange arrangements
- Funding matters

College/School/Department
- Academic advising
- Credit transferability
- Non-institutional-level exchange arrangements