PRE-APPLICATION INFORMATION SESSION

UG Student Exchange Programme 2023-24

Second Round Application (14 August 2023 to 4 September 2023)

Updated: 18 Aug 2023

The presentation slides here will not be updated according to the latest information. Please always refer to the most updated information announced by the University.
What will be covered today?

- Student Exchange Programme (SEP)
- Application Details
- Regulations of SEP
- Funding Resources
- Q&A
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

• Maintain a full-time student status at host institution

• Earn and transfer academic credits (but not grades or GPA) back to CityU, subject to approval of academic units
Locations of our Partner Institutions

CityU offers 400+ exchange programmes in 40+ destinations around the world:
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 usually specific to the College/School's discipline

**Departmental-level Exchange**
- Exchange programmes available only to students from a specific Department
- Course offerings are usually specific to the Department's discipline
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
• Fulfil 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
English Language Requirements

One of the following:

• Overall band score of 6.5 in IELTS (Academic) ^
• 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 English proficiency results may also be considered on case-by-case basis.
Check programme choices and requirements on GEO webpage and your College/School/Department’s webpage

Identify 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 interested programmes and decide your study plan
*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?

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>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
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<td>7</td>
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<td></td>
</tr>
<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?

**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/YYYY]

Choose the type of Proof of English Proficiency according to your eligibility.

*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.

You may provide a list of courses you plan to study during your exchange. This study plan is not final and is only for reference.

---

*Remember to save your application after completing this section.*
Where to apply on AIMS?

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>
</table>

**Student Particulars**

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

You may add up to 5 records in this part.

**Extra-curricular Activities (within past 3 years)**

- **Period:**
- **Organization:**
- **Description:**
- **Position held:**

*Remember to save your application after completing this section.*
Where to apply on AIMS?

Outbound Student Exchange Application

<table>
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<tr>
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<th>Decision</th>
</tr>
</thead>
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<td>Student Particulars</td>
<td></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>
<td></td>
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<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exp.Grad Date:</td>
<td>Acad. Standing:</td>
<td>CGPA:</td>
<td>Status:</td>
<td>Local Student:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

You may add up to 3 records in this part.

- N/A -

Scholarship Record

<table>
<thead>
<tr>
<th>Award Date:</th>
<th>mm/yyyy</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name of Scholarship:</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Amount($):</th>
</tr>
</thead>
</table>

Save
Click "Save" to continue.

Back to Application Management

*Remember to save your application after completing this section.*
Where to apply on AIMS?

Outbound Student Exchange Upload Support Documents

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

**Uploaded Documents**
-- N/A --

**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

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

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

Back to Application Management

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IMPORTANT DATES

<table>
<thead>
<tr>
<th>Application Submission on AIMS</th>
<th>Result Announcement</th>
<th>Offer Acceptance</th>
</tr>
</thead>
<tbody>
<tr>
<td>14 August 2023</td>
<td>From 13 September 2023 onwards</td>
<td>By 20 September 2023 in general</td>
</tr>
</tbody>
</table>

*Note 1: You may edit your application as many times as you wish before the system closes at 23:59 on 4 September 2023. Only your last edited version will be kept. No late application will be accepted.

*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 fulfil all requirements of the host institution. CityU reserves the right to withdraw the conditional offer if you fail to fulfil any requirements set by the University and/or the host institution.

*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.

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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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Regulations of Student Exchange Programme

- 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

- 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 covers both travel and medical 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 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

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

• 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

• GEO-administered Funding
• HKSAR Government Subsidies
# Funding Resources for SEP in 2023-24

<table>
<thead>
<tr>
<th>Funding and Subsidies</th>
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<tr>
<td><strong>GEO-administered Funding</strong></td>
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<tr>
<td>Student Exchange Fund (SEF)</td>
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<tr>
<td>Special Fund for Non-Local Outbound Exchange Students (SF)</td>
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<td>Explorer Grant (EG)</td>
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<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
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<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>
</tr>
</tbody>
</table>

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**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>

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 2023-24

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.

Updated: 18 Aug 2023
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 designated institutional-level exchange programmes
- Funding amount: HK$10,000
- Selected candidates will be notified during offer acceptance period.

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).
• **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 during the offer acceptance period.
# Funding Resources for SEP in 2023-24

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<td><strong>HKSAR Government Subsidies</strong></td>
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<tr>
<td>Scheme for Subsidy on Exchange (SSE)</td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
</tr>
<tr>
<td>Scheme for Non-means-tested Subsidy on Exchange to “Belt and Road” Regions (Non-means-tested SSEBR)</td>
</tr>
<tr>
<td>Non-means-tested Mainland Experience Scheme (Non-means-tested MES)</td>
</tr>
</tbody>
</table>

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Funding Resources for SEP in 2023-24

HKSAR Government Subsidy:

4) Scheme for Subsidy on Exchange (SSE) #

- Application: required at the time of exchange offer acceptance
- 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

# Details of the scheme is subject to changes announced by the Government. For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources for SEP in 2023-24

**HKSAR Government Subsidy:**

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

- Application: required at the time of exchange offer acceptance
- 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

# Details of the scheme is subject to changes announced by the Government.
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).
HKSAR Government Subsidy:

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

- Application: required at the time of exchange offer acceptance
- 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

# Details of the scheme is subject to changes announced by the Government. For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources for SEP in 2023-24

HKSAR Government Subsidy:

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

• Application: required at the time of exchange offer acceptance
• 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

# Details of the scheme is subject to changes announced by the Government.
For details, please visit https://www.cityu.edu.hk/geo/StudentExchange/studentlan/financial-support.html.
Funding Resources for SEP in 2023-24

- CityU reserves the right to withdraw full/partial sponsorship if students fail to fulfil funding conditions & criteria concerned.

- Approved funding/subsidy will only be made available for claim for one year from the beginning of the 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>
<td></td>
</tr>
<tr>
<td>Explorer Grant (EG)</td>
<td>Sep 2023</td>
<td>1st disbursement: After physical enrolment at host institution</td>
</tr>
<tr>
<td>Student Exchange Fund (SEF)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Special Fund for Non-Local Outbound Exchange Students (SF)</td>
<td>Nov 2023</td>
<td>2nd disbursement: After satisfactory programme completion</td>
</tr>
<tr>
<td><strong>HKSAR Government Subsidies</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange (SSE)</td>
<td>Nov / Dec 2023</td>
<td></td>
</tr>
<tr>
<td>Scheme for Subsidy on Exchange to “Belt and Road Regions” (Means-tested SSEBR)</td>
<td>Nov / Dec 2023</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>Nov / Dec 2023</td>
<td></td>
</tr>
<tr>
<td>Non-means-tested Mainland Experience Scheme (Non-means-tested MES)</td>
<td>Nov / Dec 2023</td>
<td></td>
</tr>
</tbody>
</table>

* Please expect additional 2 to 3 weeks of processing time for the payment to reach your bank account.
Funding Resources for SEP in 2023-24

For GEO-administered funding (SEF, SF and EG), the 1st disbursement* will be arranged after these documents are ALL uploaded on AIMS:

**Documents that you should have uploaded before abroad**
- Acceptance letter issued by host institution
- Proof of English language proficiency, if applicable
- Proof of insurance subscription covering the entire exchange period.
  (# Only documents in English or Chinese will be accepted)

**Documents should be uploaded after abroad**
- “Confirmation of Enrolment” or a copy of your student card issued by host institution

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

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Funding Resources for SEP in 2023-24

For GEO-administered funding (SEF, SF and EG), 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 submitted to GEO:
   - A copy of official transcript issued by your host institution
   - At least 5 quality photos or a one-to-two-minute video

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 2023-24

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

(1) The funding result is released
(2) The followings documents are uploaded on AIMS:
   • Acceptance letter issued by host institution
   • Proof of English language proficiency, if applicable
   • Proof of insurance subscription covering the entire exchange period.
     (# Only documents in English or Chinese will be accepted)
   • “Confirmation of Enrolment” or a copy of your student card issued by host institution

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Funding Resources for SEP in 2023-24

- CityU reserves the right to withdraw and/or request for refund, in full or partial amount, if students fail to fulfil 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 claim 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 ON
STUDENT EXCHANGE PROGRAMME

Global Engagement Office
Email: geosep@cityu.edu.hk
Website: www.cityu.edu.hk/geo/studentexchange/

- Application on AIMS
- Funding matters
- Institutional-level exchange arrangements

College/School/Department
Find the exchange coordinators:
www.cityu.edu.hk/geo/studentexchange/student-exchange-coordinator.html

- Academic advising
- Credit transferability
- College-/School-/Departmental-level exchange arrangements

Updated: 18 Aug 2023
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Home Academic Unit refers to:

- College of Business
- Jockey Club College of Veterinary Medicine and Life Sciences

- College of Engineering
- College of Liberal Arts and Social Sciences
- College of Science

- School of Creative Media
- School of Data Science
- School of Energy and Environment
- School of Law

Please contact your:

**College**

**Department**

**School**

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TIME FOR Q&A

SEP Email: geosep@cityu.edu.hk

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