

II Courses Applied For

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

Mode of registration: (Please ✓ as appropriate.)

Regular Registration Mode

Auditing Mode

Please refer to the course list available for visiting study on the website at www.cityu.edu.hk/sgs/vpg/admission and indicate your intended study course(s) in the table below. For non-local visiting students, they are required to undertake a full-time study load of 12-18 credit units (e.g. at least 4 courses of 3 credit units each) in Semester A or B; at least 6-7 credit units (e.g. at least 2 courses of 3 credit units each) in Summer Term. For students who would like to arrange credit transfer for visiting courses taken at City University of Hong Kong, they are advised to check the acceptability of the course(s) with their home University before submitting their applications.

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

Please indicate your alternative choice(s) of course below in priority. *The alternative choice(s) will be considered only if the first six choices of course listed above are unsuccessful or under timetabling clash.

Priority	Course Code	Course Title	Session(s)#
Alternative*	1 st		Day <input type="checkbox"/> Evening <input type="checkbox"/>
	2 nd		Day <input type="checkbox"/> Evening <input type="checkbox"/>
	3 rd		Day <input type="checkbox"/> Evening <input type="checkbox"/>
	4 th		Day <input type="checkbox"/> Evening <input type="checkbox"/>

Please note that there is no guarantee that the registration of offered course(s) can be given to the session as indicated in this form.

III Secondary Education (Optional)

(Please list in reverse chronological order)

Please attach certified true copies of transcripts.

From (Month/Year)	To (Month/Year)	Name of School and Country	Qualifications Attained/To be Attained (e.g. HKDSE, GCEAL, IB, Certificate, Diploma)	Date of Award / Expected Date of Award (Month/Year)

IV Post-Secondary / Undergraduate / Postgraduate Education

(Please list in reverse chronological order)

Please attach certified true copies of your transcripts and award certificates. Transcripts and certificates which are not in English should be accompanied by an official certified translation.

From		To		Name of Institution and Country	Programme / Award Title <small>e.g. Bachelor of Science (Physics)</small>	Study Mode (FT/PT)	Medium of Instruction	Overall GPA / Mark	Classification of Award	Date of Award		Status of Study <small>(e.g. year 2, year 3, withdrawn etc)</small>
Month	Year	Month	Year							Month	Year	

V Professional Qualifications (Please list in reverse chronological order)

Please attach certified true copies of supporting documents.

Name of Awarding Institution / Body	Country	Title of Professional Qualification	Date of Award / Expected Date of Award (Month/Year)

VI Work Experience (Please list in reverse chronological order)

Number of months of full-time employment

Month		

From (Month/Year)	To (Month/Year)	Name of Organization and Country	Department / Section	Post

VII Points to Note for Non-Local Applicants

- Non-local applicants are persons who require a student visa/entry permit issued by the Hong Kong Immigration Department to study in Hong Kong. Persons who do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education are required by law to obtain a valid student visa/entry permit issued by the Hong Kong Immigration Department before going to Hong Kong. Persons holding a "Permanent Hong Kong Identity Card" (as distinguished from a "Hong Kong Identity Card"), a dependant visa or a full-time employment visa/work permit (for part-time study) issued by the Hong Kong Immigration Department are NOT considered as non-local applicants. It is the student's responsibility to obtain a valid student visa/entry permit before arrival, and to comply with the terms and conditions of the visa/entry permit. If you are unable to produce a valid student visa/entry permit, you will not be allowed to enroll in the courses offered.
- For information on visa application, please consult the website of the Hong Kong Immigration Department at www.immd.gov.hk. For assistance on student visa sponsorship, please visit the website of the Global Services Office at www.cityu.edu.hk/gso to find out the steps to follow.
- Because of visa restrictions, non-local visiting students are required to undertake a full-time study load of ≥ 12 credits (e.g. at least 4 courses of 3 credit units each) in semester A or B; at least 6 credit units in Summer Term (e.g. at least 2 courses of 3 credit units each).
- The University's class schedule is normally available at the time of application for admission in Semester B and Summer Term. For admission in Semester A (September entry), applicants are advised to check the class schedule which will only be available in early August for course(s) offered to avoid timetabling clash.
- It is **MANDATORY** for all non-local students to have suitable and adequate insurance which should include but not limited to travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation / repatriation throughout the entire period of their studies in Hong Kong. You should arrange your own insurance before coming to Hong Kong. If you are not able to do so or would like to have additional coverage, you may purchase the insurance plan for non-local students arranged by the University. Further information is available at the website of our Global Services Office at http://www.cityu.edu.hk/gso/cns_healthninsur.htm.

Global Services Office

Phone: (852) 3442 8089 • Email: gsoins@cityu.edu.hk • Fax: (852) 3442 0223 • Website: <http://www.cityu.edu.hk/gso>

- Due to great demand in residence places, we are unable to offer residence place to the non-local students on non-UGC funded taught postgraduate programmes. Students should arrange their own off-campus accommodation before study. Some basic information on off-campus accommodation is available http://www.cityu.edu.hk/sro/htm/e_off-campus.htm. For students admitted to UGC-funded places of PCLL, please refer to the attachment to the offer letter for information on student accommodation.

For enquiries, please contact the **Student Residence Office**:

Phone: (852) 3442 1200 • Email: sro.offcampus@cityu.edu.hk • Fax: (852) 2794 7716 • Website: <http://www.cityu.edu.hk/sro>

VIII Other Information

1. Please indicate whether you are going to submit / have already submitted an application for visiting undergraduate student.
 Yes No
2. Have you studied at CityU before? Yes (Student ID: _____) No

IX Application Fee HK\$300 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 of payment)*
 Credit card (Visa or MasterCard) Amount authorised: HK\$300

Card Number 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)

X Declaration

- a) I declare that the information set out in this application or any attachments is, to the best of my knowledge, accurate and complete; and agree to provide original certificate(s) or official certification 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, or fail to provide the original certificate or official certification for verification, 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.
- b) I authorize the University to use the information I provide in the application for various types of processing in relation to my application.
- c) I authorize the University to obtain, and the relevant examination authority, assessment body or academic institution in Hong Kong or elsewhere to release, information about my examination results, records of studies or professional qualifications if deemed appropriate.
- d) I authorize the University to check, and the relevant parties to release, my employment records if deemed appropriate.
- e) I understand that the application fee is non-refundable and non-transferable.
- f) I understand that my application information will be used in accordance with the procedures of the University http://www.cityu.edu.hk/admo/aims/direct/use_of_info.htm.
- g) I understand that the University intends to use my personal data (name, address, telephone number, email address, etc.) in direct marketing of its programme and activities. Please indicate below your agreement or otherwise to the use of your personal data. You may change your option by notifying the University <http://www.sgs.cityu.edu.hk/contact/>.
 I agree to the above arrangement given in the item (g).
 I do not agree to the above arrangement given in the item (g) and do not wish to receive any direct marketing materials or communications from the University.

Signature of Applicant: _____ **Date:** _____

XI Check List

Before submitting your application, please check if you have:

- entered the correct course code and title
 attached the proof of fee payment (HK\$300 for each application. Fees paid are non-refundable and non-transferable)
 supplied certified true copies (by issuing authority) of transcripts/certificates/supporting documents for Sections III – V
 signed and dated the application form
 checked that my home university had accepted the credit transfer of my chosen course(s) for visiting study (if applicable)"

Please return the completed application form with all the required documents to the Chow Yei Ching School of Graduate Studies (Visiting Postgraduate Students), 4/F Fong Yun Wah Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong.

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