



# The Chinese University of Hong Kong

## Office of Academic Links

Tel : (852) 3943 7597 Fax : (852) 2603 5045 Email : [iasp@cuhk.edu.hk](mailto:iasp@cuhk.edu.hk)

### APPLICATION INSTRUCTIONS FOR EXCHANGE STUDENTS

Students studying at a partner university of The Chinese University of Hong Kong (CUHK) are eligible to apply as an exchange student for the International Asian Studies Programme. All student exchange applications must be endorsed by home universities before they are submitted to the Office of Academic Links. Students should approach the Study Abroad / International Office of their home university for a nomination if they are interested in going on exchange at CUHK

#### **Admission Requirements**

No prior study of the Chinese language or Chinese / Asian studies is required.

Undergraduate students should have:

- completed at least two academic terms / semesters of university studies;
- a minimum TOEFL score of 530 (paper-based) / 197 (computer-based) / 71 (internet-based) or IELTS 6 or equivalent;
- a minimum grade point average of 3.0 on a 4.0 scale (B average or better). Applications with a slightly lower GPA will be carefully assessed. (Applicants from institutions not using the GPA system will be judged on their overall academic performance.)

Postgraduate students should have:

- obtained a recognised bachelor's degree or equivalent;
- a minimum TOEFL score of 530 (paper-based) / 197 (computer-based) / 71 (internet-based) or IELTS 6 or equivalent;
- a minimum grade point average of 3.0 on a 4.0 scale (B average or better). Applications with a slightly lower GPA will be carefully assessed. (Applicants from institutions not using the GPA system will be judged on their overall academic performance.)

#### **Important Points to Note**

- Application to exchange programme does not guarantee any course registration. Courses offered by the Faculty of Business Administration and Faculty of Law are very popular. Students should be flexible in their course selection.
- Students who are interested in taking law courses at CUHK should observe the course enrolment requirements, in particular, the English language requirements, as stated at [http://www.oal.cuhk.edu.hk/files/incoming/course\\_exceptions.pdf](http://www.oal.cuhk.edu.hk/files/incoming/course_exceptions.pdf).
- Business major undergraduate students will be given higher priority for enrolling business administration undergraduate courses. Business minor undergraduate students are only allowed to enroll business administration undergraduate courses during the add/drop period in September (for Term 1) and January (for Term 2) through the Chinese University Student Information System (CUSIS).
- Transcripts of International Asian Studies Programme (IASP) will be available for mailing in 2 months after the last day of term / semester.
- For postgraduate students
  - Due to limited number of on-campus hostel spaces available to postgraduate students, postgraduate students (except for those who are applying directly to the Business Administration Master's Programmes / Faculty of Law / Divinity School of Chung Chi College at CUHK) are advised to contact the Office of Academic Links by email at [iasp@cuhk.edu.hk](mailto:iasp@cuhk.edu.hk) to discuss their application with our student advisor.

- Postgraduate students who are applying directly to the Business Administration Master's Programmes / Faculty of Law / Divinity School of Chung Chi College at CUHK, please contact the relevant unit at CUHK for accommodation arrangement in Hong Kong.
- Postgraduate students are not allowed to take business administration undergraduate courses, i.e. courses in 1000-4000 levels offered by the following Schools/ Departments.
  - Accountancy (ACCT)
  - Decision Sciences and Managerial Economics (DSME)
  - Finance (FINA)
  - Hotel and Tourism Management (HTMG)
  - Management (MGNT)
  - Marketing (MKTG)

## **Application Steps**

To apply as an exchange student, please follow the steps below:

Step 1	Approach the Study Abroad / International Office of the home Institution for a nomination for exchange in a particular semester or academic year
Step 2	Submit an online application form at <a href="http://www.oal.cuhk.edu.hk/application">http://www.oal.cuhk.edu.hk/application</a>
Step 3	Print out copies of the following documents: <ol style="list-style-type: none"> <li>(1) Completed online application form; and</li> <li>(2) Application Record Sheet</li> </ol> (Students must click the <b>Submit</b> button at the top right-hand corner of their online application form in order to get access to the Application Record Sheet in the My Application page of the online form.)
Step 4	Complete the Application Record Sheet and ask the Study Abroad / International Office of the home institution to complete the Endorsement part of the Application Record Sheet
Step 5	<p>Submit all the following documents to the Study Abroad / International Office of the home institution for forwarding to Regional Programme Coordinators of the Office of Academic Links, CUHK <b>by email (one pdf file for each student)</b> before the application deadline.</p> <ol style="list-style-type: none"> <li>1. Printout of the completed online application form;</li> <li>2. Completed Application Record Sheet; and</li> <li>3. Supporting documents:           <ol style="list-style-type: none"> <li>(1) <b>An academic recommendation</b> (in either English or Chinese),               <ul style="list-style-type: none"> <li>- If their cumulative GPA is 3.0 out of 4 or over (or minimum B in average or equivalent), they are <u>not required</u> to submit the academic recommendation.</li> <li>- If their cumulative GPA is less than 3.0 out of 4 (or below B in average or equivalent), they should submit one letter of recommendation from a professor. The recommender should mail the completed form directly to The Chinese University of Hong Kong (CUHK). The recommendation form can be downloaded from <a href="http://www.oal.cuhk.edu.hk/files/incoming/recommendation.pdf">http://www.oal.cuhk.edu.hk/files/incoming/recommendation.pdf</a>.</li> </ul> </li> <li>(2) <b>Official transcripts or official English translation of transcripts</b> (if transcripts are issued in any language other than English) from all institutions attended. <b>The grading scale (in English) must also be provided (usually appears on the back page of the transcript).</b></li> <li>(3) A clear and legible <b>photocopy of valid passport / travel document</b> (page with personal particulars)</li> </ol> </li> </ol>

	<p>Additional documents (if applicable):</p> <p>(4) <b>Official TOEFL/IELTS score</b> (taken within two years of application). If their home institution does not use English as the primary language of instruction, applicants should provide a TOEFL/IELTS score report or a written support from the Study Abroad / International Office at their home institution.</p> <p>(5) <b>Scores from achievement tests</b> (e.g., SAT, GRE).</p> <p>(6) <b>A photocopy of Hong Kong Identity (HKID) Card</b>, if any. Unless students possess a Hong Kong Identity Card with the right of abode or right to land in Hong Kong, they will require a visa/entry permit to study in Hong Kong.</p> <p>All successful applicants without proof of a Hong Kong Identity Card with the right of abode or right to land in Hong Kong will be billed for a student visa application fee.</p>
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### **Application Deadline**

For First Term Admission (September – December)	<b>April 1</b>
For Second Term Admission (January – May)	<b>October 2</b>

### **Submission of Application**

All exchange applicants should submit a copy of their completed online application form, application record sheet and supporting documents to the Study Abroad / International Office of their home institution for forwarding to the following Regional Programme Coordinators of the Office of Academic Links (OAL), CUHK **by email (one pdf file for each student)** before the application deadline:

#### Regional Programme Coordinators

- Ms. Heidi O – Europe and South Africa: [heidio@cuhk.edu.hk](mailto:heidio@cuhk.edu.hk)
- Ms. Joey SO – Asia and Oceania: [joeyso@cuhk.edu.hk](mailto:joeyso@cuhk.edu.hk)
- Mr. Louis WONG – Americas & ISEP: [louiswong@cuhk.edu.hk](mailto:louiswong@cuhk.edu.hk)

### **Note for Students Applying through International Student Exchange Program (ISEP)**

Students apply as exchange student through ISEP must indicate the following in the Section 3 (Current or Latest Study) of the online application form:

Institution:           International Student Exchange Program (ISEP)  
**(Please specify the name of the home university in the next textbox)**