

Application for Admission as a Visiting Postgraduate Student

Chow Yei Ching School of Graduate Studies

- Please study the website at www.cityu.edu.hk/pg/visiting/visiting-postgraduate-students before completing this form.
- The application fee is HK\$500 per application and per semester (up to 10 courses). Please submit additional applications if you wish to register for more courses.
- Please note that the priority of course registration is given to regular students. There is no guarantee that the applications from visiting students can be considered for the courses listed.
- This form applies to courses at postgraduate level only. Please visit www.cityu.edu.hk/admo/admissions/visiting-students for visiting study at undergraduate level and use a separate form for the application accordingly.
- Please return the full set of application materials to the Chow Yei Ching School of Graduate Studies (Visiting Postgraduate Students), 2/F CityUHK International Centre, City University of Hong Kong, 22 Cornwall Street, Kowloon Tong, Kowloon, Hong Kong before the application deadline (refer to the above website).

Please complete the application form in BLOCK capitals using black ink.

For Office Use

Student Number

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I Personal Particulars

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

Identity Document

(1) HKID No. (if applicable)

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(2) Do you require a student visa/entry permit to study in the Hong Kong SAR? Yes ☐ No ☐

If your answer is "No", please answer no.3. If your answer is "Yes", please answer no.4.

(3) What kind of document do you hold? (please ✓ one only)

1. ☐ Hong Kong Permanent Identity Card 2. ☐ One-way permit for entry to Hong Kong 3. ☐ Full-time employment visa/work permit
 4. ☐ Dependent visa 5. ☐ Entry visa/entry permit for quality migrants 6. ☐ Entry visa/entry permit for capital investment entrants
 7. ☐ IANG visa (Immigration Arrangements for Non-local Graduates) 8. ☐ Entry visa/entry permit for the Second Generation of Chinese HK Permanent Residents

If your answer is 3-8, please enter visa no. _____ and visa expiry date _____.

(4) Overseas passport no. _____.

Name in English

Surname

Other Names

Name in Chinese (if any)

Gender ☐ M / F

Date of Birth

Day	Month	Year
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Nationality

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

Correspondence Address

Country Code

Area Code

Contact Phone No.

E-Mail

Language (Please enter 'Y' for Yes or 'N' for No)

I can speak ☐ English ☐ Cantonese Other language _____ (please specify)

I can write ☐ English ☐ Chinese Other language _____ (please specify)

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/pg/visiting/visiting-postgraduate-students 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 ('the University' or 'CityUHK'), 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 ☐ Evening ☐
2			Day ☐ Evening ☐
3			Day ☐ Evening ☐
4			Day ☐ Evening ☐
5			Day ☐ Evening ☐
6			Day ☐ Evening ☐

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 ☐ Evening ☐
	2 nd		Day ☐ Evening ☐
	3 rd		Day ☐ Evening ☐
	4 th		Day ☐ Evening ☐

[#]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 (mm/yyyy)	To (mm/yyyy)	Name of School and Country	Qualifications Attained/to be Attained (e.g. HKDSE, GCEAL, IB, Certificate, Diploma)	Date of Award/Expected Date of Award (mm/yyyy)

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 (mm/yyyy)	To (mm/yyyy)	Name of Institution and Country	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 (mm/yyyy)	Status of Study (e.g. year 2, year 3, withdrawn etc)

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 (mm/yyyy)

VI Work Experience (Please list in reverse chronological order)

Number of months of full-time employment

Month

From (mm/yyyy)	To (mm/yyyy)	Name of Organization and Country	Department/Section	Post

VII Points to Note for Non-Local Applicants

- Persons holding the following documents issued by the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) (IMMD) are classified as non-local students:
 - student visa/entry permit; or
 - visa/entry permit under the Immigration Arrangements for Non-local Graduates (IANG Visa); or
 - dependant visa/entry permit who were aged 18 years old or above when they were issued with such visa/entry permit by IMMD.
- Persons holding 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 Admissions Office at <http://www.cityu.edu.hk/admo/non-local-students/visa/student-visa> to find out the steps to follow.
- Due to 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 CityUHK. You should arrange your own insurance before coming to Hong Kong. If you 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 <https://www.cityu.edu.hk/admo/non-local-students/insurance> of our Admissions Office:
Email: uciadmin@cityu.edu.hk
- Visiting Postgraduate students are expected to prepare and arrange their own accommodation before their arrival in Hong Kong. For more information regarding off-campus accommodation options, please visit: www.cityu.edu.hk/sro/StudentHousing/oca.htm. For enquiries, please contact the Student Residence Office:
Phone: (852) 3442 1111 • 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 CityUHK before? ☐ Yes (Student ID: _____) ☐ No

IX Application Fee

HK\$500 for each application (Non-Refundable and Non-Transferable)

Method of Payment *(choose one of the following methods)*

- ☐ ATM transfer to CityUHK account (Hang Seng Bank account number 293-318028-003) *(attach the original receipt of payment)*
- ☐ Credit card (Visa or MasterCard) Amount authorised: HK\$500

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 is, to the best of my knowledge, accurate and complete. I agree to provide the original certificate or official certification for verification of my 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 I fail to provide the original certificate or official certification for verification as requested by the University, any offer of admission, whether accepted or not, will be withdrawn by the University and/or my enrolment at the University will be rescinded 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, from the relevant examination authority, assessment body or academic institution in Hong Kong and elsewhere, information about my examination results, records of studies, professional qualifications or employment records if deemed appropriate.
- d) I authorize the University to use my data to carry checks on my applications and any records of my studies at CityUHK and other institutions in Hong Kong and elsewhere if deemed appropriate.
- e) I understand that the application fee is non-refundable and non-transferrable.
- f) I understand that my relevant data will/may be transferred to a) the student record systems of CityUHK; b) partner institution under collaboration arrangements and/or other parties supporting financial schemes/awards, if applicable upon my successful enrolment at CityUHK.
- g) I agree and undertake to observe and abide by all teaching and learning arrangements, including the mode of delivery, examinations, measures for health and safety, as set out, and may be amended from time to time, by the University.
- h) I understand that my application information will be used in accordance with the procedures of the University at www.cityu.edu.hk/admo/aims/direct/PICS.htm.
- i) 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 www.cityu.edu.hk/sgs/contact-us/online.
- ☐ I agree to the above arrangement given in the item (i).
- ☐ I do not agree to the above arrangement given in the item (i) and do not wish to receive any direct marketing materials or communications from the University.
- j) Please refer to the University's European Union and the United Kingdom General Data Protection Regulation (GDPR) Privacy Notice at banweb.cityu.edu.hk/cityu/GDPRPrivacyNotice.pdf that may be applicable to you.

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\$500 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), 2/F CityUHK International Centre, City University of Hong Kong, 22 Cornwall Street, Kowloon Tong, Kowloon, Hong Kong.

Applicants may refer to the website at www.cityu.edu.hk/pg/visiting/visiting-postgraduate-students about the specific use of and the right of access to the information collected in this form.