

THE CHINESE UNIVERSITY OF HONG KONG  
OFFICE OF ACADEMIC LINKS

**CUHK Student Exchange Programmes (3rd Placement Round, 2018-19)**

**Authorization Form**

If you are unable to complete the programme selection in person, you MUST authorize a person to do it for you. The authorized person MUST provide the following documents at the venue on the appointment date:

- (i) the original of the signed Authorization Form (this form) [此份已簽署的授權書正本]
- (ii) a photocopy of your student ID card [你的學生證副本]
- (iii) his/her HKID card for verification on the spot [獲授權人的身份證明文件]
- (iv) your IELTS/TOEFL score report which was taken **on or after 1 September 2016** (if any) [你在**2016年9月1日或以後**參加的IELTS/TOEFL考試成績證明文件 (如有)]

Your authorized person will not be allowed to complete the programme selection for you if any of the required documents is missing or not clear/complete.

I, (Applicant's Name) \_\_\_\_\_ Student ID No.: \_\_\_\_\_ ,

hereby authorize (Name of Authorized Person) \_\_\_\_\_ , [Hong Kong Identity Card No. \_\_\_\_\_ ]

to confirm or amend my choice of programmes on my behalf. I agree that the Office of Academic Links will do the placement for me according to the final decision made by the above-mentioned authorized person. I agree to accept the result and arrangement, and understand that no request for changing my nomination/exchange offer will be accepted.

By signing on this authorization form, I confirm that I fully understand and agree to the following statements.

- (1) I understand that the final decision of acceptance rests with the host institution and agree to accept any arrangement decided by the host institution concerned.
- (2) I understand that once my authorized person signs to accept the exchange nomination/offer on my behalf, request for changing the exchange nomination/offer will not be considered.
- (3) If I refuse/decline the exchange nomination/offer or withdraw from the exchange programme, I understand and agree to accept the following arrangements/penalties:
  - (a) The nomination deposit will be debited from my credit card account as per my instructions stated on the Payment for Student Exchange Nomination Deposit form, and
  - (b) 20 percent of my composite score will be automatically deducted from my next application to OAL for student exchange programmes. I also understand if I refuse/decline the exchange nomination/offer or withdraw from the exchange programme as stated above on two occasions, my future student exchange applications will not be processed.
- (4) I understand that I should seek advice/support from my parents/guardians/major department(s) and relevant CUHK units for my exchange plan beforehand. Lack of support from my parents/guardians for my exchange plan or concerns about course availability/transferability and graduation schedule are not compelling reasons for refusing/declining an exchange nomination/offer or withdrawing from an exchange programme.
- (5) I understand that if I change my major discipline before going on exchange and become no longer eligible for the exchange programme designated for particular majors, I have to inform OAL immediately and understand that the change of major may result in cancellation of the exchange nomination/offer.
- (6) I understand that I should maintain a good academic and disciplinary standing at CUHK before departure for the exchange and any decline in the standing will disqualify me from participating in CUHK student exchange programmes and also will result in cancellation of my exchange nomination/offer.
- (7) I agree to release my personal particulars, such as college affiliation, major, contact information and host institution to other exchange students so that they can contact me for exchange related information and matters.
- (8) I understand that I am obligated to undertake a maximum of 20-hour voluntary work during my exchange period for CUHK and/or after my period of exchange for OAL.
- (9) I understand that the exchange nomination/offer is contingent on my status of CUHK full-time student which has to be maintained in good standing at the time of participation in the exchange programme.
- (10) I understand that I should in each academic term enroll and complete courses at the host institution which are equivalent to the minimum course load at CUHK. I have read the sections of 'Credit Transfer' and 'Course Load Requirements' on the OAL website to learn more about the requirements.
- (11) I understand that CUHK full-time students are only allowed to go on exchange for a maximum of one academic year (i.e. two regular terms plus one u-wide summer exchange). Since students who have not joined any regular term-time or u-wide summer exchange programme in the current/previous academic year will be given a higher priority in the OAL selection exercises, if I accept the exchange nomination/offer, the composite score of my next exchange application to OAL will be discounted by 20 percent.
- (12) I understand that I should settle the tuition payment and other exchange related fees (if any) according to the schedule set by the University or prior to my departure for exchange unless otherwise have successfully applied for due date extension.
- (13) For assessment of my eligibility for financial support under the Scheme for Subsidy on Exchange for Post-secondary Students (SSE) and the Scheme for Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students (SSEBR) (if applicable), I agree to give my consent (i) for CUHK to forward my name and HKID No. to the Student Finance Office (SFO) of the Working Family and Student Financial Assistance Agency, HKSAR Education Bureau (EDB) and/or Social Welfare Department (SWD); (ii) for SFO to release the results of my applications (i.e. level of assistance) to the Financial Assistance Scheme for Post-secondary Students/Tertiary Student Finance Scheme to CUHK; and/or (iii) for SWD to release information of my family's Comprehensive Social Security Assistance status to EDB and CUHK.

Signature of Applicant: \_\_\_\_\_

Date: \_\_\_\_\_