

**THE CHINESE UNIVERSITY OF HONG KONG
OFFICE OF ACADEMIC LINKS**

Indication of Intention to Extend Study Period

All Final Year **Postgraduate** Students who are shortlisted in the selection of 2019-20 CUHK Student Exchange Programmes organized by Office of Academic Links are required to fill out this form. They should get a pre-approval of their proposed exchange period from their Graduate Division **on or before 14 December 2018**. Your endorsed form will be forwarded to the Graduate School for record if you receive and accept the exchange offer. You should submit leave / application to extend expected graduation date to the Graduate School separately. The form, when no longer necessary, will be discarded in due course.

(I) Personal Particulars (Please tick the appropriate one)

Name: [in English] _____ [in Chinese] _____ Student ID No.: _____
Graduate Degree/ Year of Original Expected
Division: _____ Programme: _____ Attendance: _____ Graduation Date: _____
(DD/MMM/YYYY)
Contact Tel. No.: _____ Email Address: _____

Proposed Exchange Period: Either Term 1 or Full Year of 2019-20 (Term 2 is not applicable to final year students.)

Proposed Expected Graduation Date: _____ (i.e. Academic Year 20__ – 20__ (Term 1 Term 2)
(DD/MMM/YYYY)

(II) Reason(s) for Applying for Extension of Study Period at CUHK

(If there is insufficient space, please give details on a separate sheet to be attached to the application.)

Important Note: If you are a research student and intend to submit your thesis prior to the exchange, you should consult your Graduate Division on the deferment of your thesis assessment schedule through a written request; otherwise, you will become ineligible for student exchange under any circumstances when the assessment of your thesis is completed and your student status at CUHK is terminated.

(III) Declaration

- I declare that the information given in support of this application is accurate and complete. I understand that any misrepresentation will result in disqualification of my application for admission and subsequent participation in the exchange programme.
- If my proposed exchange period is pre-approved by my Graduate Division, I understand that I can only select those pre-approved exchange period in my online application form for CUHK Student Exchange Programmes.
- I understand that if I decide to withdraw from the exchange programme, it is my responsibility to inform my Graduate Division, Graduate School and Office of Academic Links about my decision as early as possible.

Signature of student: _____ Date: _____

(IV) Endorsement by Graduate Division Head (For Pre-approval Purpose only)

I support the above student's intention to extend the study period.

Comments (if any) :

Signature of Graduate Graduate
Division Head: _____ Division Chop: _____ Date: _____

**The endorsed form must be submitted to i-Centre, 1/F, Yasumoto International Academic Park, CUHK
on or before 14 December 2018 for further processing. Otherwise, your student exchange application
for term-time programme(s) will not be considered.**