Please complete and attach this sheet to your supporting documents.

(NOTE: Exchange students must submit a copy of their completed online application form, application record sheet and supporting documents to the Study Abroad Office (or equivalent office) of their home institution for forwarding to the Regional Programme Officer of Office of Academic Links (OAL), CUHK by email (one pdf file for each student). Study abroad students should mail a copy of their completed online application form, application record sheet, supporting documents and the application fee to OAL as soon as possible. For those who are applying as MBA/MAcc/MSc exchange or study abroad students, please follow the application instructions from the relevant programme offices. For those who are applying for Summer Undergraduate Research Programme (SURP), please follow the application instructions on the SURP webpage.)

1. Application Details
   Name of Applicant: 
   Home Institution: 
   Proposed Admission Status: 
   Proposed Study Period: 
   Admission Type: 
   Online Form Submitted on: 

2. Student Visa Application (Please tick as appropriate)
   - The applicant will need to apply for a student visa
   - The applicant does not need to apply for a student visa

3. Checklist of Documents to be Submitted (Please tick as many as appropriate)
   - Official Transcript(s) or Official English Translation of Transcript(s) (if transcripts are issued in any language other than English)
   - TOEFL / IELTS Score Report (if applicable)
   - Other Proof of English Proficiency (if applicable)
   - First Academic Recommendation (For exchange students whose cumulative GPA is less than 3.0 out of 4, or below B in average, or equivalent; and all study abroad students)
   - Second Academic Recommendation (For study abroad students only)
   - A photocopy of the identification / particular page of your national passport
   - A photocopy of your Hong Kong Permanent Identity Card (if any)
   - A copy of your completed online application form
   - A copy of your completed ‘Application Record Sheet’
   - Application fee of HK$400 / US$52 (For study abroad students only)

4. Endorsement (Must be completed by Exchange / Study Abroad Programme Coordinator of the applicant’s home institution)
   I, the undersigned, confirm that the above-mentioned applicant is nominated / supported by the home institution to participate in the Student Exchange / Study Abroad Programme for the period indicated. I have reviewed the application and met with the student to confirm that the student is suitable for exchange / study at the Chinese University of Hong Kong. All required information and documents are enclosed herewith.

   I notice that the following fees will be billed to the applicant (if applicable) in due course.
   - Administration Fee
   - Visa Application Fee
   - Programme Fee (For study abroad students only)
   - Hostel Fee
   - Hostel Deposit (Refundable)
   - Meal Charge (For undergraduate students assigned to specific Colleges only)
   - Student Union Membership Fees (For undergraduate study abroad students only)

   Remarks (To be added by Exchange / Study Abroad Programme Coordinator of the applicant's home institution)

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Full Name of the Exchange / Study Abroad Programme Coordinator: 
Title: 
Email Address: 
Signature: 
Tel. no: 
Date: 