Document Submission Checklist for Incoming Exchange Application

A. Exchange Application Documents*

- To be *verified and uploaded by the exchange coordinator* of applicant’s home institution:
  1. Official transcript (include translation if it is not in English)
  2. Proof of English Language proficiency*: 
     - Non-native English speaker:
       - IELTS / TOEFL / IB / GCSE / GCEO / SAT / other acceptable qualifications
     - Native English speaker and/or English as medium of instruction at home institution:
       - English Proficiency Statement signed by exchange coordinator
   ^The University of Hong Kong reserves the right to ask for further proof of sufficient English language proficiency.

- To be *uploaded by applicant*:
  3. Copy of the Personal Information Page of your Passport (only one page)
  4. Curriculum vitae (for Faculty of Law applicants only)

*Application Documents will be submitted to our online application system (hard copies are NOT required). We will communicate with you immediately if hard copies of the documents are specifically required by the host faculty.

B. Visa Application Documents**

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<th>(i) Apply through ONE of the following offices:</th>
<th>(ii) Application procedures</th>
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<tr>
<td>Centre of Development and Resources for Students (CEDARS) – for non-local students with nationalities other than Chinese, or Chinese nationals with residency in overseas</td>
<td>Please visit <a href="https://www.cedars.hku.hk/campuslife/visamatters/visa">https://www.cedars.hku.hk/campuslife/visamatters/visa</a> for detailed application instructions from CEDARS.</td>
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<tr>
<td>China Affairs Office (CAO) – for Mainland Chinese students, and Chinese students from institutions outside China</td>
<td>Submit online application via CAO <a href="https://www.applyvisa.hku.hk/application/auth/login?c=mainland-china">https://www.applyvisa.hku.hk/application/auth/login?c=mainland-china</a></td>
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| (iii) Mail the complete set of application (in hard copy) to: |

| Centre of Development and Resources for Students 3/F, Meng Wah Complex The University of Hong Kong Pokfulam, Hong Kong RE: Visa Application - Exchange | China Affairs Office G/F, Fong Shu Chuen Amenities Centre The University of Hong Kong Pokfulam Road, Hong Kong RE: Visa Application - Exchange |

**All documents must be with hand-written signature of the applicants. Printed or soft copies will not be accepted. You may be requested to submit other supporting document(s), if any.

For further enquiries, please contact us at exchange@hku.hk.

Updated: 13/02/2019