City University of Hong Kong
College of Liberal Arts and Social Sciences

Procedures for Online Application of Incoming Exchange Student
(for College Level only)

Deadline for ONLINE application

Semester A (Sep 2012 to Dec 2012): 10 May 2012

Step 1: Create an application account


a) Follow the following steps in order to generate a password:

i) Select the semester you want to come for exchange:

Note: If you want to study for more than one semester (i.e. Semesters A and B), you are only required to select Semester A and let us know by email via your home university. We will then update our records accordingly.
ii) Select your Home Institution from the list and provide an email address
   → Press the button “Continue”:

iii) Confirm the data → If correct, press the button “Confirm”: 
(iv) After you confirm the data, you will receive an email as below:

**Sample Email:**

Dear Applicant,

Thank you for your application for admission as an exchange student in CityU. The pin for you to access your account is: txvn64 [sample only]

Click [here](https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login) to activate your pin.

For enquiries or assistance, please contact us.
College of Liberal Arts and Social Sciences
City University of Hong Kong

[This email is for your information only. No reply is required.]

(v) Please activate your pin (password) by clicking “here” in the email which is sent by CityU.

**Step 2: Log-in and fill in the application form online**

(i) Fill in the application form online with the following pages:
   - *Personal Information*
   - *Exchange and Academic Information*
   - *Supplementary Information* (Language Proficiency)
   - *Study Plan* (Course Plan Selection) (please click the link
     [http://www.cityu.edu.hk/class/exchange/course_info.html](http://www.cityu.edu.hk/class/exchange/course_info.html) to search the courses offered by the College of Liberal Arts and Social Sciences, and also read the remarks # below.)
   - *Upload documents* (Please upload all the supporting documents including passport copy and transcript copy. If the medium of instruction at students’ home University is not in English, students have to submit TOEFL / IELTS / CET results as a requirement.)
   - *Student Residence Application* (Please choose the preferred room type and also read the remarks * below.)

Remarks #: In each semester, full-time students must register for courses to a total of 12 – 18 credit units. Please check your credit load when the class schedule is available, and add/drop courses if needed, but make sure you meet the requirement of taking up at least 12 and up to 18 credits finally. Subsequent changes to your course selection are still allowed when you arrive at CityU and within the add-drop period. Students may check the timetable via student account (by the System of AIMs) to avoid timetable and classes clash.

Remarks *: Same as previous year, owing to an increasing number of inbound exchange students to City University of Hong Kong in each academic year, University cannot guarantee all inbound exchange students an on-campus student residence place and some students may have to find off-campus accommodation by themselves. Please visit our Student Residence Office website at [http://www.cityu.edu.hk/sro/htm/e_off-campus2.htm](http://www.cityu.edu.hk/sro/htm/e_off-campus2.htm) for off-campus accommodation information.

(ii) Please check all the data before submission. **NO MORE CHANGES** is allowed after the online application is submitted.