

Step 3: Select Subjects

Check the course details:

- **Courses on offer:** <https://www.polyu.edu.hk/summerschool/programme/subjects-on-offer-2023/>
- **Class timetable:** click [here](#)
- **Course combination**
 - **Take One subject:** One subject from Morning Session or Afternoon Session; or
 - **Take TWO subjects:** One subject from Morning Session and One subject from Afternoon Session.



Student Exchange / Study Abroad Application

My Application | Change Password | Logout

Home | Application Instruction | Contact Us

Application | Enrolment | Subject Registration | Pre Departure

Welcome, ISS TEST TwoO two Three Save Back Next

Student ID no.: Pending Exchange Period: Summer programme 2022/23 Application Status: Saved

[Personal Particular](#) > [Exchange Details](#) > [Required Documents](#) > [Payment and Submit](#)

Exchange Details

Optional Study Tour: There is no Study Tour for ISS23. Select "Not attended".

Summer Session:

Morning Session subject (please choose at least 3 subjects according to your preference) - Subject

Afternoon Session Subject (please choose at least 3 subjects according to your preference) - Subject

1. to choose Morning or Afternoon Session Subjects;

2. both if you will take 2 subjects from both sessions.

3. 3.


4. 4.

5. 5.

6.

7. Drop down to prioritize your subject preference.

Save Back Next

<p>Photograph Requirements</p> <p>Recent identity photo in JPEG format. Please note below for the requirements of your photograph:</p> <ul style="list-style-type: none"> ○ Recent colour photograph showing full frontal face (from chin to crown) with clear facial features ○ Plain white background ○ Must be in JPEG format with file size between 3MB ○ Acceptable dimension: <ul style="list-style-type: none"> (1) Captured by digital camera - image size 1200 pixel(W) x 1600 pixel(H) (2) Captured by scanner (scanner quality in 600dpi) - photograph size 40mm(W) x 50mm(H) (3) Photograph Requirements HERE. 	✓ In JPEG format	✓ Send 2 photo copies (put down your name on the back)
<p>Visa Application Form</p> <ul style="list-style-type: none"> ○ Please complete form ID995A (https://www.immd.gov.hk/pdfforms/ID995A.pdf). (SAMPLE FORM here) ○ Page 1 to 4 MUST be completed and pen-signed, with photo affixed on page 2. E-signature is not acceptable. You may complete the form by computer, but please print out the form for signature with black or blue ink, before uploading the scanned copy of the application form. <p>The Hong Kong Immigration Department requires original pen-signed application for visa approval. Please send the original pen-signed form with photo affixed on page 2 to PolyU Global Engagement Office (refer to Step 6 below for the detailed address) by speed post/ courier.</p> <p><i>*Hong Kong student and student with right of abode or right to land, you are not required to apply for visa. But the HK\$550 administration fee which applies to all exchange students is not waived.</i></p>	✓	✓ Original (Pen-signed on P.1 to 4 and photo affixed on P.2)
<p>Copy of Financial Proof</p> <p>Financial Proof should be a bank document with evidence showing that you will be financially supported during your exchange in PolyU. Please refer to Appendix 2 for sample.</p> <ul style="list-style-type: none"> ○ Minimum holding in account: <ul style="list-style-type: none"> ○ Exchange student: HKD30,000 or more per semester ○ Fee-paying study abroad student: HKD 115,000 or more per semester ○ Summer school student: HKD6,000 or more per month ○ Document should contain: <ul style="list-style-type: none"> ● Name of the bank ● Name of the account owner ● A balance at least equivalent to the minimum amount required ○ Can be a bank statement, or letter issued by your bank ○ Must be in ENGLISH <p>If you are not the account owner, the account owner must write a declaration (Appendix 3) with personal signature that you will be financially supported, and provide a passport copy. The declaration should also be in ENGLISH.</p> <p><i>* Hong Kong student with right of abode or right to land, skip this file upload.</i></p>	✓	✓ Copy

Step 5: Submit the application online and settle the administrative fee

Students nominated by exchange partner institutions on exchange basis (programme fee-waived)

In order to complete your application, regardless of the study mode, all exchange students are required to pay an administrative fee of HKD550 that includes visa application and courier of the PolyU transcript. This administrative fee is non-refundable.

- Settle the administrative fee via PolyU online credit card payment platform. When you click "Payment and Submit" button, a new browser will be opened and you will be directed to the University's secure payment page.
- Only credit card payments are accepted.
- Do not close the browser until you see a "Payment Successful" webpage. **Do NOT make duplicate payment.**
- A confirmation email will be sent to the email account that you provided on the University's payment page. The confirmation email should reach you within **48 hours** after the payment is made.
- Your payment status on this online application will also be changed to "Settled" upon successful pay.
- If payment is refused, declined or delayed by the card supplier, please contact your card issuing bank.
- Should your payment be successful, your application will automatically be submitted to PolyU for processing. Otherwise, your application will remain 'saved' instead of 'submitted'. In that case, please settle the payment again.

****Applications will NOT be processed until the administration fee is received.**

Students joining on programme fee-paying basis

The administrative fee is waived for students who pay full International Summer School programme fee. Please email to inbound.exchange@polyu.edu.hk to apply for administrative fee waiver once you start the online application.

After you are admitted to the Summer School, a debit note will be sent by email to you with programme fee payment instruction. You are required to settle the programme fee to secure your offer.

Step 6: Hong Kong visa application

Courier the original pen-signed [ID995A](#) visa application form with photo affixed on page 2 and the documents listed in Step 4 to us within 2 weeks after completed the online application. All documents submitted will not be returned.

Please mark "**Application for PolyU Global Student Exchange / Study Abroad**" on the envelope.

Postal address:

Global Engagement Office
ST305, 3/F, Ng Wing Hong Building
The Hong Kong Polytechnic University
Hung Hom, Kowloon, Hong Kong
Tel: (+852) 2766 5116

Important Note:

Do NOT submit your student visa application directly to the Hong Kong Immigration Department as that will slow down the process.

After you are admitted to the ISS, PolyU will forward the **complete set of** visa application documents (ID995A + ID995B + supporting documents) to the Hong Kong Immigration Department for visa application review and processing. **Please note that fail to submit any document may result in rejection or delay in the exchange and visa application.**

When your visa is approved by the Hong Kong SAR Immigration Department, we will send you instructions for download & printing.

Special Notes for Chinese Mainland and Taiwan Students on eVisa and Entry Permit Arrangement

Chinese Mainland Students:

By default Chinese Mainland students will use "Exit-entry Permit for Travelling to and from Hong Kong and Macao" [EEP, 往來港澳通行證] for coming to Hong Kong. After receiving the eVisa issued by the Hong Kong Immigration Department, Chinese Mainland Students must return to their hometown to apply for an EEP and a relevant exit endorsement [逗留(D)簽注] from the Public Security Bureau office where your household registration is kept.

If you are not able to return to your home town for the application of EEP and exit endorsement, please upload the following documents in the online application for necessary arrangements:

(1) Upload a written and signed declaration, which should outline:

- The degree which you are currently pursuing in your home university, expected date of graduation, consent to join the PolyU Student Exchange Programme
- The reason for unable to applying for entry permits with Exit-Entry Permit (EEP) for travelling to and from Hong Kong for entry for study in Hong Kong;
- Your travel plan (destination & date for departure and return) for the proposed study in Hong Kong.

(2) In addition to your mainland ID, upload copy of your PRC passport & put down the passport information on the ID995A form;

(3) Upload a copy of your current valid foreign student visa / temporary residential permit of the country that you are staying in (if any).

Taiwan Passport Holder Students:

Students from Taiwan will be issued an "Entry Permit" instead of a student eVisa. The permit is applicable for a single entry.

For details on PolyU International Summer School 2023, please refer to:

<https://www.polyu.edu.hk/summerschool/>.



SAMPLE 1

Chinese Mainland Residence Registration Card (for Chinese Mainland students)

中國內地常住人口登記卡 (中國內地學生適用)

常住人口登記卡

姓 名			户主或关系		
曾用名			性 别		
出生地			民 族		
籍 贯			出生日期		
本市(县)其他住址			宗教信仰		
公民身份 证 件 编 号			身 高	血 型	
文 化 程 度		婚 姻 状 况		兵 役 状 况	
服 务 处 所			职		
何 时 由 何 地 迁 来 本 市 (县)					
何时由何地迁来本址					

承办人签章:

登记日期: 年 月 日

SAMPLE 2

Taiwan Household Registration Record (for Taiwan students)

台灣戶籍謄本 (台灣學生適用)

Front

戶 號：		戶 籍 謄 本		戶 別：共同生活戶	
區 鄉 地 址		臺灣省			
戶 長 變 更 及 全 戶 動 態 記 事					
稱 謂： ：	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國	年 月 日 統一編號		
	出 生 地				
	父				
	母				
	配 偶				
稱 謂： ：	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國	年 月 日 統一編號		
	出 生 地				
	父				
	母				
	配 偶				
稱 謂： ：	姓 名			記 事	
	出 生 別				
	出 生 日 期	民國	年 月 日 統一編號		
	出 生 地				
	父				
	母				
	配 偶				

頁次 0001

Back

本全部謄本與戶籍登記資料無異

新北市新店 主任
戶政事務所

中華民國 103 年 4 月 23 日

新北店戶謄字第(甲) 00

SAMPLE
Financial Proof

XX 銀行
BANK OF XX

个人存款证明
PERSONAL CERTIFICATE OF DEPOSIT

号 码 No. :
开立日期 Date:

兹证明 _____ 先生 / 女士
(有效身份证件名称: 居民身份证 证件号码: _____)
自 _____ 年 _____ 月 _____ 日到 _____ 年 _____ 月 _____ 日在我行存款如下:
We hereby certify that from _____ (DD/MM/YYYY) to _____ (DD/MM/YYYY)
Mr/Ms _____
(type of valid identification Chinese citizen identification ID No. _____)
has deposit accounts with the bank as follows:

存款账号 Deposit Account No.	存款种类 Type of Deposit	货币 / 金额 Currency & Amount	存入日 Deposit Date
00000		CNY200,000.00	
		*****[E]*****	

备注: 有关本个人存款证明相关说明详见背面条款, 请您仔细阅读。
Remarks: For notes of the Personal Certificate of Deposit, please refer to the terms and conditions on the back. Please read carefully.

Bank of XX zhejiang Branch
存款证明
XX 银行股份有限公司 CERTIFICATE OF DEPOSIT (盖章)
Bank of XX 用章 Branch (Seal)
(237)

To: Director of Immigration

Declaration of Sponsor

I, _____, am willing to financially support my

(Sponsor's name)

_____, _____, and cover the tuition fees
(Relationship with applicant) (Applicant's name)

and general expenses in full for his/ her study in Hong Kong.

Signature of Sponsor

Date

Contact Details of Sponsor

Address: _____

Phone number: _____

Email: _____