

## Application Record Sheet

(Please complete and include this sheet to the application 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 respective Regional Programme Officer at the 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 Business Administration Master's Programme 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.)

### Section 1 - To be completed by student

#### 1. Application Details

Application No.:  
Name of Applicant:  
Home Institution:  
Proposed Admission Status:  
Proposed Study Period:  
Admission Type:  
Online Form Submitted on:

#### 2. Academic Performance (Please tick as appropriate)

- Cumulative grade point average (CGPA) of 3.00 or better (out of 4.00)       Grade B or better in average (or equivalent)  
 Cumulative grade point average (CGPA) of 2.99 or lower (out of 4.00)       Lower than Grade B in average (or equivalent)

#### 3. Application Documents Checklist (Please tick as appropriate)

- Printout of your completed online application form**  
 **Completed application record sheet**  
 **Official transcripts from all the institutions you have attended** (including the transcript for your bachelor's degree if you are a postgraduate)  
(If the transcripts are not in English, an official English translation is needed. All transcripts must include its grading scale in English.)  
 **A photocopy of the identification and particulars page of your passport**  
 **A photocopy of your "Exit-entry Permit for Traveling to and from Hong Kong and Macao (EEP) 來往港澳通行證"** if you are a PRC citizen and will enter Hong Kong directly from Mainland China.  
 **A photocopy of your Hong Kong Permanent Identity Card** (i.e. HKPID card, if any). Students with a HKPID card do not need to apply for a student visa.  
 **TOEFL or IELTS score report** (if applicable)  
 **Other proof of English proficiency** (e.g. written support from the study-abroad office of your home institution) (if applicable)

For exchange students only:

- ONE completed academic recommendation form in either English or Chinese** from a professor or advisor at your home institution, if your cumulative GPA is less than 3.0 out of 4.0 (or below Grade B in average or equivalent).

For study abroad students only:

- TWO completed academic recommendation forms in either English or Chinese**, regardless of your GPA. ONE of the two recommendations must be from a professor or advisor at your home institution.  
 Application fee of HK\$400 or US\$52

### Section 2 - To be completed by home institution

#### Endorsement (Must be completed by Exchange / Study Abroad Programme Coordinator of the applicant's home institution)

NOTE: If the applicant is applying as a study abroad student without any financial or administrative support from home institution, it is unnecessary to complete this section.

**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 confirm that the above-mentioned applicant:** (Please tick as appropriate)

- is **able** to meet the minimum grade point average of 3.0 on a 4.0 scale, or a Grade B or better in average (or equivalent).  
 is **unable** to meet the minimum grade point average of 3.0 on a 4.0 scale, or a Grade B or better in average (or equivalent). A completed **academic recommendation form(s)** from a professor or advisor at the home institution is attached for consideration.

**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 Deposit (Refundable)
- Hostel Fee
- Meal Charge (For undergraduate students assigned to specific Colleges only)
- Student Union Membership Fees (For undergraduate study abroad students only)

(If the invoice should be sent to the home institution, please indicate the details below. For overseas payment, remittance by telegraphic transfer including USD40 bank surcharge should be sent directly to the CUHK bank account. Information will be provided with the invoice in due course.)

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

Full Name of the Exchange / Study Abroad Programme Coordinator: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_ Tel. No.: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_