City University of Hong Kong

College of Liberal Arts and Social Sciences

Department of Social and Behavioural Sciences (SS)

Procedures for Incoming Exchange Student Enrollment (for ==Departmental Level== only)
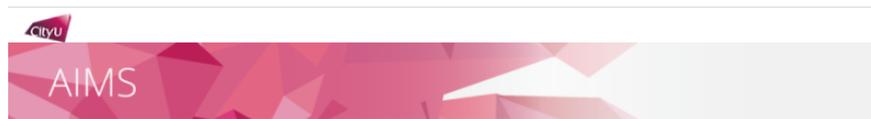
ONLINE application period:

8 April - 15 May 2023: for Semester A 2023/24

Step 1:   Create an application account:

i)   For creating new application account, please click the link below:

https://banweb.cityu.edu.hk/pls/PROD/hwieuserreg_cityu.P_Main_Dept

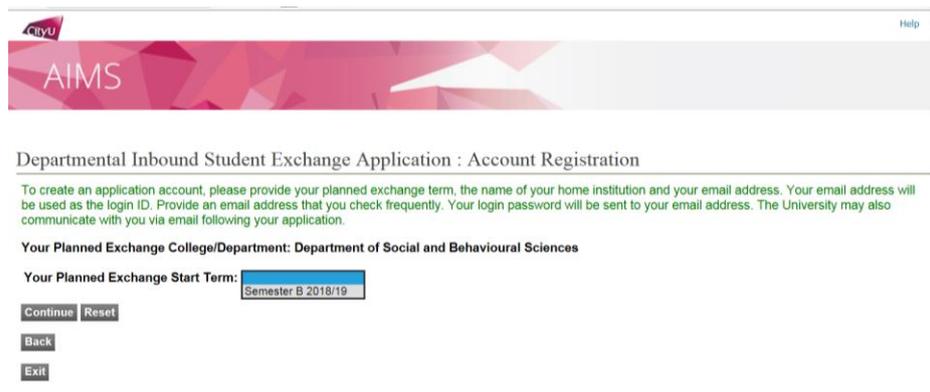**At Account Registration page, click on "Department of Social and Behavioural Sciences"**

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

iii) Select your Home Institution from the list and provide a frequently used email address
→ Press "Continue":

iv) Check if data is correct, press "Continue", then "Confirm".

v) Account registration is completed:

vi) You will receive an email as below:

Sample Email:

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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 to activate your pin.

For enquiries or assistance, please contact us.

Department of Social and Behavioural Sciences

City University of Hong Kong

[This email is for your information only.]

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vii) **Activate your pin** (password) by clicking "here" in the email received from CityU.

viii) After you activate your pin (password), proceed to Step 2 below to file an application form.

Step 2:   File an application ONLINE:

i)   Fill in your email address and pin (password) at this link below:

https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login

ii)   Fill in the application form online for the following pages:
-    Personal Information
-    Exchange and Academic Information
-    Supplementary Info – Language Proficiency
-    Study Plan – access the course list of Department of Social and Behavioural Sciences in **Sem A 2023/24** via this link

     http://www6.cityu.edu.hk/class/exchange/content/inbound/course_info.aspx,

     also read Remarks **#** below).
-    Upload Doc (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).
-    Other Applications – Student Residence Application (click "Apply for Student Residence" button and read Remarks ***** below).

Remarks #:　In each semester, full-time students must register for courses to a total of 12 – 18 credit units as required by the HK Immigration Department.　Since some courses in your original course selection will be pre-registered for you if there's no time clashes, please check your credit load when the class schedule is available, and add/drop courses via the AIMS system as appropriate.　Subsequent changes to your course selection may still be possible upon your arrival at CityU.

Remarks *:　Since more inbound exchange students have come to CityU over the years, the University cannot guarantee in-campus student residence place for all.　Some students may have to live off-campus.　If you are unable to be allocated with in-campus student residences, or prefer to live off-campus, you are strongly advised to arrive in Hong Kong two to three weeks before the semester begins in order to secure off-campus private accommodation.　In such cases, you may need to arrange temporary accommodation on your own before suitable private accommodation is secured.　Please visit the Student Residence Office (SRO): http://www.cityu.edu.hk/sro/ for detail information.

iii)　Check if all data is inputted correctly before submission.　NO CHANGES can be made afterwards.

Step 3:　Wait for an acceptance letter from CityU

The letter of acceptance will be issued when course approval is received for 12 credit units, and within 4 weeks after the application deadline.　It will be sent to your institution and/or your mailing address.

Step 4:　Apply for VISA and Insurance

Upon receipt of the acceptance letter from CityU, please apply for student VISA and settle with an insurance plan as desired before coming.　Please follow the procedure for applying VISA and insurance plan if you decide to adopt the plan suggested by CityU:

1)　Check in Global Engagement Office (GEO) website: http://www.cityu.edu.hk/geo
2)　Browse Incoming Exchange Students > Visa > Student Visa/Entry Permit
3)　Browse Incoming Exchange Students > Health & Insurance
4)　Return all the original application forms with supporting documents to GEO of CityU at the following address:

International and Non-local Students Team,
Global Engagement Office,
Room 3210, 3/F, Cheng Yick-chi Building
City University of Hong Kong,
83 Tat Chee Avenue, Kowloon, Hong Kong

Enquiry Email:　　　　geoins@cityu.edu.hk
Enquiry Hotline:　　　(852) 3442 8089

Upon receiving all necessary documents and settling all the payment by the applicant, the

University will issue the application form ID995B named "Application for Entry for Study (Sponsor) in Hong Kong" and will submit it together with the completed "Application for Entry for Study in Hong Kong" by applicant to the Hong Kong Immigration Department. When approval is granted the Immigration Department, the University will collect the student visa/entry permit label (a self-adhesive label) on behalf of the student from the Immigration Department and will send it to the applying student.

Keep in touch with our Department

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