City University of Hong Kong

CityU Fact Sheet on Student Exchange Programme, Academic Year 2018-2019

Contact Information	
Name of university	City University of Hong Kong
Coordinating office	Global Services Office (GSO) – International and Non-local Students section
Mailing address	Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR
Contact information (Coordinator-in-charge)	Name: Mr. Rodger So
	Post: Executive Officer
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	Name: Ms Helen Lam
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	Name: Dr David Cheng
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Website:	http://www.cityu.edu.hk/gso
24-hour campus security	(852) 3442 8888

General Information		
Academic calendar	Semester A (1st semester):	Semester B (2nd semester):
Teaching	3 Sept – 1 Dec 2018	14 Jan – 27 Apr 2019
Revision Period	3 Dec – 8 Dec 2018	29 Apr – 4 May 2019
Examinations	10 Dec – 22 Dec 2018	6 May – 20 May 2019
Semester break	24 Dec 2018 – 12 Jan 2019	21 May – 8 Jun 2019
Link to academic calendar	http://www6.cityu.edu.hk/arro/ac_calendar.asp	

Exchange-related Information		
Application period	Semester A (September Entry): 8 Apr - 15 May 2018	Semester B (January Entry): 1 Sep - 15 Oct 2018
Website for exchange-related information	http://www.admo.cityu.edu.hk/exchange_visiting/exchange/ http://www.cityu.edu.hk/gso	
Online application for admission	https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login	
Application check list	The following supporting documents should be provided at the time of application: • Official academic transcript (online uploading) • TOEFL/IELTS/CET result if English is not the medium of instruction at your institution (online uploading) • Application for Student Residence of CityU (online application)	
Minimum requirement	Students must have already completed their first year at their home university in order to attend CityU as an exchange student. Students are expected to be in good academic standing at their home institution. **Minimum language requirement:** TOEFL 79 (internet-based test), IELTS 6.5 or Chinese Mainland's College English Test Band 6 (total score $\geq$ 450), if English is not the medium of instruction at your institution. *For students applying for law courses, they must meet School of Law's minimum CGPA requirement 3.0; and minimum English requirement of TOEFL 100 (internet-based test) / IELTS 7. The TOEFL and IELTS scores should be valid for 3 years from the test date.	
Can students extend their exchange stint?	Yes, but subject to approval of the home and host institutions. Application for re-admission should be raised before 15 May for Semester A enrolment and 15 October for Semester B enrolment to allow enough time to process the application and apply for extension of visa.	
Activities or services available to exchange students (e.g. student activity group, student club, sports facilities, wellness centre etc.) *Note: Fees will be charged for some of the activities and services.*	• Exchange students may apply for associate membership and join the activities organised by the Students' Union at CityU • Student residence hall activities • Peer support from International Friends Club (IFC) • Community service work organised by the University, e.g. City-Youth Empowerment Project • Access to campus facilities including library, sports complex and medical centre, etc.	

Course-related Information (for exchange students)	
Online course information	http://www.admo.cityu.edu.hk/exchange_visiting/exchange/
Online course schedule/timetable	Once accepted, students can add courses by logging onto their student account via https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login.
Restricted programmes or courses (not open to exchange students)	Some courses with capacity limit do not accept exchange students. For pre-requisite required courses, students must have taken courses considered equivalent to the pre-requisite.
Medium of instruction and assessment	The medium of instruction and assessment at CityU is English unless specified otherwise.
Minimum and maximum number of credits to be taken for each semester	12-18 credit units per semester. Exchange students must take full-time credit-unit load, i.e. at least 12 credits per semester in order to meet the visa requirements set by the Hong Kong SAR Immigration.
Are students allowed to take cross-faculty modules?	Yes, subject to approval by the course-offering department. Still, students will be required to take at least 50% of the credits from the same academic department.
Level of courses	Exchange students are normally allowed to take courses at undergraduate level only (course level: B1-B4) unless approved otherwise.
Any special language courses for exchange students prior to the exchange programme stint?	No.
Official Transcripts	CityU transcripts show letter grades only. A description of the grading system is available at http://www6.cityu.edu.hk/arro/content.asp?cid=498. CityU will mail two copies of the official transcript directly to the partner institution's international office, approximately 6 weeks after the end of examination period.

Accommodation	
Is on-campus accommodation available for exchange students?	Yes, exchange students may apply for accommodation at Student Residence. However, the provision of on-campus accommodation is **NOT guaranteed** due to limited spaces.
Online application for on-campus accommodation	Submit together with exchange application via https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login.
Is accommodation guaranteed?	No.
Is accommodation available over semester breaks?	No, accommodation at Student Residence is not available during term breaks. In summer term, students can apply for Summer Residence with additional charges.
Link to information on off-campus accommodation	http://www.cityu.edu.hk/sro/htm/e_off-campus.htm
Website for information on campus accommodation	http://www.cityu.edu.hk/sro

Visa Requirements	
Are exchange students required to obtain a student visa?	Yes. Details and procedures can be found at http://www.immd.gov.hk and http://www.cityu.edu.hk/gso. Students are encouraged to apply for student visa to Hong Kong via CityU. CityU may act as local sponsor of exchange students who are accepted for admission and meet Hong Kong visa application requirements. Completed application form and other necessary documents should be sent to the **Global Services Office,** Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR at least **6-8 weeks** before the semester starts.
Are exchange students allowed to work?	No. Exchange students are not allowed to work, whether paid or unpaid.

Arrival / Orientation Programme		
Recommended arrival dates	Semester A (tentative dates): 27 – 30 Aug 2018	Semester B (tentative dates): 7 – 10 Jan 2019
Is airport pick-up service available?	Yes, scheduled shuttle bus service from Hong Kong International Airport to CityU Student Residence at Cornwall Street will normally be provided from Monday to Wednesday during the orientation. Reservation is required.	
4-Day mandatory orientation programme	Semester A (tentative dates): 27 – 30 Aug 2018 It normally starts from the week before the semester commences.	Semester B (tentative dates): 7 – 10 Jan 2019 It normally starts from the week before the semester commences.
Cost of orientation programme (if any)	Most of the activities are free of charge, except for excursions.	

Insurance	
Are exchange students required to purchase insurance?	Yes. It is **mandatory** for non-local students (including exchange students) to have insurance. **Students must purchase insurance for themselves before they come to Hong Kong. The insurance should include, but not limited to, medical and travel insurance that will cover the entire period of their study in Hong Kong.** If they are unable to do so or wish to have additional insurance coverage, they may enrol in the insurance plan for non-local students. For more information, please see http://www.cityu.edu.hk/gso/ies_healthninsur.htm.

Estimated Expenses in Local Currency *(The estimated costs are for reference only. Actual expenses may vary from person to person.)*	
University-administered accommodation	Charging rates for residence at Cornwall Street (per semester per person) Double Occupancy: **HK$7,300** per semester per person Single Occupancy: **HK$14,600** per semester per person 3-person Apartment Unit: **HK$9,800** per semester per person Notes: 1. On-campus accommodation is NOT guaranteed. The above charging rates are subject to annual review and revision.

	2. Upon announcement of residence application results, students will be required to pay the residence fee in full to confirm the reservation. 3. The residence does not provide meal plan.
Private accommodation	Private accommodation is expensive and limited in Hong Kong. It may cost around HK$6,000 - HK$15,000 per month for a shared-room or 2-bedroom flat in some of the residential areas. If students choose to live off campus, they need to look up for private residence on their own and act fast. Please see http://www.cityu.edu.hk/sro/htm/e_off-campus.htm for information.
Food/Meals	HK$3,000 – HK$4,500 per month
Personal expenses (e.g. laundry, sundries and local transportation)	HK$2,000 per month
Academic expenses (e.g. books)	HK$500 – HK$600 per month

(Last updated on 6 December 2017)