

Checklist for Incoming Student Exchange Nomination & Application

****Please carefully read and follow the instructions before submission****

All documents **MUST** be in English or Chinese; documents in other languages are not accepted. Alternatively, please submit the original documents along with certified translations in English or Chinese.

Nomination (completed by home university)	
1.	The latest official transcript of the student (Must be in English)
2.	The student's passport copy
Application (completed by students)	
1	A completed Visa Application Form (Form ID995A) [Sample] <ul style="list-style-type: none"> With one recent photo <u>affixed</u> on page 2 of the Form ID995A With <u>date and sign</u> on pages 1 to 4
2	A copy of travel documents containing personal particulars, its issuance and expiry dates as follows: <i>*Travel document must be valid for at least six months beyond the end of your exchange at HKBU*</i> <u>Students from countries/region other than mainland China, Macao, Taiwan</u> <ul style="list-style-type: none"> Passport <u>Students from Mainland China</u> <ul style="list-style-type: none"> Passport People's Republic of China Resident Identity Card (中華人民共和國居民身份證) • Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證) (if applicable) <u>Students from Macao</u> <ul style="list-style-type: none"> Passport Macao Identity Card Visit Permit for Residents of Macao SAR to HKSAR (澳門居民往來香港特別行政區旅遊證) <u>Students from Taiwan</u> <ul style="list-style-type: none"> Passport Taiwan Identity Card (front and back pages) Household Registration Transcript (戶籍謄本) (front and back pages)
3	A copy of financial proof (<i>MUST</i> be in English or Chinese) <ul style="list-style-type: none"> An official bank statement OR a letter issued from the bank clearly shows the name of the bank account holder, the current balance and the date of proof (issued within 6 months); and/or Supporting documents of loans/ grants / scholarships received <u>If students are financially supported by an individual, please also provide:</u> <ul style="list-style-type: none"> A copy of passport of sponsor, AND A completed Financial Declaration Form (Template) <u>Notes:</u> N1) The total amount of financial proof is sufficient to cover the total estimated cost of living indicated on page 3 of Form ID995A. N2) Screenshot is not accepted.
4	Latest Official Academic Transcript (in English) issued by home institution
5	A copy of the Online Enrollment Summary <ul style="list-style-type: none"> Print and save a copy of the online enrollment summary after completing it via the online application portal

6	Valid TOEFL/IELTS score report, OR a letter issued by home institution to certify English proficiency
7	One digital passport-size photo with plain background
8	A copy of Hong Kong Identity Card (if applicable)
9	A copy of deed poll (in English) (for students who indicated change of name on page 4 of Form ID995A) (if applicable)

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