

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:**

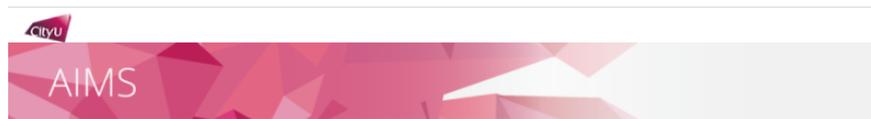
**8 April - 15 May 2023:** for Semester A 2023/24

**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](https://banweb.cityu.edu.hk/pls/PROD/hwieuserreg_cityu.P_Main_Dept)

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



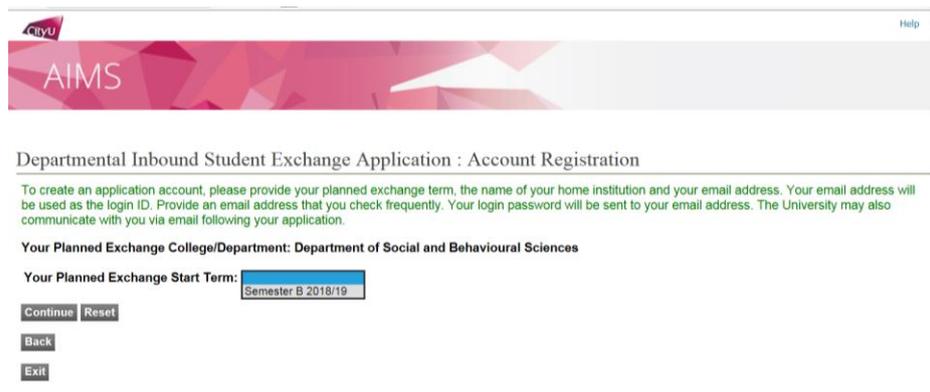
Departmental Inbound Student Exchange Application : Account Registration

The application system will not be available from 4:00 am to 7:00 am (GMT + 8:00) daily.

Your Planned Exchange College/Department	Contact
<a href="#">College of Engineering</a>	<a href="mailto:ceng_office@cityu.edu.hk">ceng_office@cityu.edu.hk</a>
<a href="#">College of Liberal Arts and Social Sciences</a>	<a href="mailto:ch_exchange@cityu.edu.hk">ch_exchange@cityu.edu.hk</a>
<a href="#">College of Science</a>	<a href="mailto:csci_office@cityu.edu.hk">csci_office@cityu.edu.hk</a>
<a href="#">Department of Architecture and Civil Engineering</a>	<a href="mailto:acedept@cityu.edu.hk">acedept@cityu.edu.hk</a>
<a href="#">Department of Asian and International Studies</a>	<a href="mailto:ais_enquiry@cityu.edu.hk">ais_enquiry@cityu.edu.hk</a>
<a href="#">Department of Biomedical Sciences</a>	<a href="mailto:hamilton.c@cityu.edu.hk">hamilton.c@cityu.edu.hk</a>
<a href="#">Department of Chemistry</a>	<a href="mailto:chungyma@cityu.edu.hk">chungyma@cityu.edu.hk</a>
<a href="#">Department of Chinese and History</a>	<a href="mailto:cah@cityu.edu.hk">cah@cityu.edu.hk</a>
<a href="#">Department of Computer Science</a>	<a href="mailto:csadm@cityu.edu.hk">csadm@cityu.edu.hk</a>
<a href="#">Department of Electrical Engineering</a>	<a href="mailto:eedept@cityu.edu.hk">eedept@cityu.edu.hk</a>
<a href="#">Department of English</a>	<a href="mailto:enwinnie@cityu.edu.hk">enwinnie@cityu.edu.hk</a>
<a href="#">Department of Linguistics and Translation</a>	<a href="mailto:LTenquiry@cityu.edu.hk">LTenquiry@cityu.edu.hk</a>
<a href="#">Department of Materials Science and Engineering</a>	<a href="mailto:mse@cityu.edu.hk">mse@cityu.edu.hk</a>
<a href="#">Department of Media and Communication</a>	<a href="mailto:ducheng@cityu.edu.hk">ducheng@cityu.edu.hk</a>
<a href="#">Department of Public Policy</a>	<a href="mailto:sawanica@cityu.edu.hk">sawanica@cityu.edu.hk</a>
<a href="#">Department of Social and Behavioural Sciences</a>	<a href="mailto:joey.tam@cityu.edu.hk">joey.tam@cityu.edu.hk</a>
<a href="#">Department of Systems Engineering and Engineering Management</a>	<a href="mailto:qigichow@cityu.edu.hk">qigichow@cityu.edu.hk</a>
<a href="#">School of Creative Media</a>	<a href="mailto:smgo@cityu.edu.hk">smgo@cityu.edu.hk</a>
<a href="#">School of Energy and Environment</a>	<a href="mailto:see_enquiry@cityu.edu.hk">see_enquiry@cityu.edu.hk</a>
<a href="#">School of Law</a>	<a href="mailto:lwllb@cityu.edu.hk">lwllb@cityu.edu.hk</a>

Exit

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.]

\*\*\*\*\*

- 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](https://banweb.cityu.edu.hk/pls/PROD/hwieapplacs_cityu.P_Login)

CityU

# AIMS

Help

## Inbound Student Exchange Application: Login

Please visit our [Exchange Students website](#) for information on exchange requirements before applying for exchange studies.

To be eligible for exchange application, your home institution should have signed an exchange agreement with City University of Hong Kong. Find our partner institutions [here](#). Approval of your participation in exchange study is at the discretion of your home institution.

### First Time Users - Account Registration

For [institutional level](#) exchange applicants, applications should be submitted online. Please click the "First Time User for institutional level exchange" button below to open an application account.

[First Time User for institutional level exchange](#)

For [college/departmental level](#) exchange applicants, [applications](#) (*requires Acrobat Reader*) should be sent directly to the respective academic units of CityU. Online applications may be available for some academic units. Please check the application method with the exchange coordinator of your home institution before submitting your application.

### Online System Login - Submit Application or Check Application Status

Use your email address and password to login.

Email Address:

Password:

[Login](#) [Reset](#)

If you have forgotten your password, click "Forgot Password". To protect your privacy, please press the "Exit" button and close your browser when you have finished.

[Forgot Password](#)

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](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](mailto: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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