

HONG KONG CHU HAI COLLEGE Student Exchange Scheme (Inbound)

Information and Application Guidelines 2025/2026

1. Information about the College and Academic Programmes

Hong Kong Chu Hai College (the College) is a comprehensive tertiary institution comprising 3 Faculties: Faculty of Arts and Social Sciences, Faculty of Business and Faculty of Science and Engineering and 1 research institute: Ng Teng Fong · Sino Group Belt and Road Research Institute. Together, we offer 14 undergraduate programmes and 16 postgraduate programmes to prospective students. The current campus in Tuen Mun with state-of-the-art facilities to support teaching and learning has been in operation since 2016.

For information about our undergraduate programmes and courses, please visit
<https://www.chuhai.edu.hk/undergraduate>

For information about our postgraduate programmes and courses, please visit
<https://www.chuhai.edu.hk/postgraduate>

2. Contact Information

College website	https://www.chuhai.edu.hk/eng/index.html
International Affairs Office	iao@chuhai.edu.hk
International Affairs Office Webpage	https://iao.chuhai.edu.hk/
Mailing & Visiting Address	7/F, International Affairs Office Hong Kong Chu Hai College 80 Castle Peak Road Castle Peak Bay, Tuen Mun Hong Kong

3. Application Deadlines

	Spring Semester 2025 (Jan – May)
Nomination	20 September 2024 (Friday)
Application	16 October 2024 (Wednesday)

	Fall Semester 2025 (Sept – Dec)
Nomination	7 March 2025 (Friday)
Application	25 April 2025 (Friday)

Information about teaching and examination periods, College holidays and other important dates are available online at <https://www.chuhai.edu.hk/academic-calendar>.

4. Course Load Information

To meet the student visa requirements of the Hong Kong Immigration Department, exchange students are required to enrol in a minimum of 12 credits for each semester to be considered as a full-time student.

5. Nomination Procedures

Partner institutions shall contact the College and submit nomination information by email to iao@chuhai.edu.hk.

Please provide the below information of the nominee:

- Family name (as stated on passport or any official identification documents)
- Given names (as stated on passport or any official identification documents)
- Student's email address
- Student's date of birth (format: DD-MMM-YYY)
- Level of study at home university/institution
- Semester apply for
- Academic programme applied for (**Not all programme are open to application every semester. Please contact Registrar Office for information*)

6. Exchange Application Procedures

The College will inform the partner school regarding application and documents submission

Students are advised to complete and return the application along with the supporting documents no later than the application deadline. Late submission will be not considered.

A student seeking admission to our Exchange Programme should submit the documents listed below to the respective office of the home university for processing:

Documents for admissions	Documents for Student Visa application
<ul style="list-style-type: none">a. Application Form RO-025 (2 pages)b. Photocopy of the personal details page in the applicant's passportc. Original academic official transcript from the home universityd. Recommendation letter from the home university	<p>A student visa application normally takes eight weeks or longer to process. The applicant should submit the following documents by the specified deadline to ensure that the student visa could be issued before the commencement of studies at the College:</p> <p>Visa Application Form ID995A</p>

e. Three (3) recent passport-sized photos (printout from the computer is not acceptable)	<ul style="list-style-type: none"> Applicant should download, complete and print out the completed form. The form can be downloaded at https://www.immd.gov.hk/pdfforms/ID995A.pdf The guidebook for completing the form is available at https://www.immd.gov.hk/pdfforms/ID(E)996.pdf
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Documents for admissions	Documents for Student Visa application
	<p>Photocopy of the applicant's passport</p> <ul style="list-style-type: none"> Applicant should provide a photocopy of his/her passport with personal particulars, date of issue and date of expiry clearly visible. Passport must remain valid until the end of the period of exchange with <u>6 extra months</u>. <p>Proof of financial support</p> <ul style="list-style-type: none"> Applicant should provide documents to show that he or she is capable of meeting the study and living expenses during the period of exchange. Photocopies of bank statements, passbooks or investment statements should be submitted. In the event where the applicant is unable to provide proof of financial support, his or her parents may submit the following: <ul style="list-style-type: none"> ✓ A letter to guarantee that they would support their son or daughter's study and living expenses in Hong Kong (a sample is attached as Appendix A); ✓ Photocopies of the passport of the applicant's parents; and ✓ Photocopies of documents, e.g. bank or investment statements, to show that the parents' financial status is capable of supporting the applicant during the exchange period. <p>Visa fee</p> <ul style="list-style-type: none"> Upon arrival, the applicant is required to pay a visa application fee of HK\$230* to the College. Here is a fee table for reference https://www.immd.gov.hk/eng/services/fee-tables/ (*Subject to adjustment according to the fee schedule of the Immigration Department)

7. Submission Checklist

For admissions

- ☐ Completed Application Form RO-025 (2 pages)
- ☐ Photocopy of the applicant's passport (details page)
- ☐ Original academic official transcript
- ☐ Recommendation Letter
- ☐ Three (3) recent passport-sized photos

For visa application

- ☐ Completed application form ID995A
- ☐ Photocopy of the applicant's passport (details page)
- ☐ Proof of financial support
- ☐ Photocopies of bank statements, passbooks or investment statements from the applicant OR the following documents from the applicant's parents:
 - A letter to guarantee that they would support their son or daughter's study and living expenses in Hong Kong (a sample is attached as appendix A)
 - Photocopies of the passport of the applicant's parents
 - Photocopies of financial documents, e.g., bank or investment statements

8. Accommodation

About the Student Residential Hall	<p>The Student Residential Hall is located on the Tuen Mun campus. Bedrooms on the 2/F and 3/F are allocated to male residents, while others on the 4/F, 5/F and 6/F are allocated to female residents. Approximately 190 places are offered to our students each year.</p> <p>Bedrooms are fully furnished. Each resident is assigned one single bed, a mattress, a 3-layer drawer pedestal, a wardrobe, a bookshelf, a desk and a chair. Communal facilities include a laundry room, pantries, shower rooms and toilets. Each pantry is equipped with a water dispenser, a microwave oven, a refrigerator and a first aid box.</p> <p>For more information https://sao.chuhai.edu.hk/about-the-student-dormitory/</p>
Application and Deadline	https://sao.chuhai.edu.hk/admission-application/
Check In/Out Procedure	https://sao.chuhai.edu.hk/check-in-out-procedures/

9. Working in Hong Kong

According to the condition of stay, exchange students are not allowed to take up any employment, whether paid or unpaid; or establish or join in any business. Should any student want to take up an internship after the study, a training visa sponsored by the employer is required.

10. Campus Map



Appendix A

SAMPLE

To: Director of Immigration
Immigration Department
The Government of the HKSAR

Declaration by Financial Sponsor

I, CHAN TAI MAN, am FATHER

(name of financial sponsor) (relationship with student, e.g. father/mother)

of CHAN SIU MAN. I hereby undertake that I would financially support
(name of student)

the study and living of the student named above for his/her stay in Hong Kong.

Sponsor's Signature: _____

Date: _____