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## *Outgoing Exchange Workflow Guideline for Students*

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### *~ Before Exchange ~*

#### **1. Exchange preparation**

- a. Y1 and Y2 students should start to think of the desired Universities of exchange
  - i. Understand the Academic Calendar of targeted Universities
  - ii. Adjust the study plan based on the courses want to take overseas
  - iii. Prepare English test according to requirement of targeted schools
- b. Y3, Y4 and post graduate students should prepare documents they need for applying exchange

#### **2. Application**

- a. Application period : 1<sup>st</sup> semester / Feb; 2<sup>nd</sup> semester / Aug
- b. Document required
  - i. Application form
    - Submit to FBA General Office (Submit to GAO if program conducted by GAO);
  - ii. Self-graduation checking list
    - Tick all completed courses on the self-graduation checking list form of own major;
  - iii. Study plan
    - Fill in the courses students need to take in UM after exchange
    - Check if the courses will be available later on, students must understand they may need to study for more than the normal 4-year period
  - iv. Recommendation letter from academic staff
    - From any academic staff who has ever taught the student
    - On demand only when a) CGPA lower than 2.5; b) required by exchange institution, or c) special request from FBA academic staff
  - v. English proficiency proof
    - Subject to the requirement of the desired exchange institution
  - vi. Two personal photos, copy of passport and 港澳往來通行證 for china students
- c. All forms needed are to be uploaded on Faculty Exchange webpage for students to download

#### **3. Interview may be arranged by Faculty**

#### **4. Attend pre-going briefing hosted by FBA for necessary information once accepted**

- a. Need to confirm if the students are going
  - i. Once a student confirms to go, he/ she can't withdraw

- Justification letter is needed if the student requests for withdrawal due to special reasons

## **5. Send application to Host University with sufficient document**

- Be aware of different schools have different practices
- Send the full set of required documents to Host University, if required, by express mail
- Take note of the application deadline

## **6. Submit learning agreement to FBA**

- FBA assist to get approval from academic staffs of FBA or other faculties
- Sign the FBA Approval of Exchange Learning Agreement and submit to FBA with the learning agreement
- Refer to the learning agreement guideline for more details

## **7. Apply for Outgoing Exchange Grant (OEG) funded by GAO**

- Three types of grants
  - Financial Neediness
  - Academic Standing
  - Special Recommended Exchange Programmes
- See more details on the official website of the OEG

## **8. Prepare for the miscellaneous**

- Reserve air ticket and accommodation
- Purchase international exchange insurance package (See if the exchange University helps students to purchase insurance)
- Prepare bank status, money transfer and currency exchange (Contact your local bank)
- Complete all other procedures that are required by your Host University. You are expected to keep contact with the international office of your corresponding Host University before and during the exchange period

## **9. Pick up Documents from FBA for Visa applying and apply for Visa**

- Official Transcript
- Testimonial
- Letter of Exchange
- Letter of Acceptance

## **10. Courses Enrollment**

- Exchange students do not need to do pre-enrollment in UM
- Drop all UM courses during add-drop period incase courses are assigned due to special situation
- Enroll courses at Exchange University according to Learning Agreement
  - Learning agreement needs to be renewed and resent to FBA immediately
  - Change of courses without any notification may lose the guarantee of credit transfer
- Be reminded to do the pre-enrollment for the next semester in UM

**11. Go to school, make friends and get good grades!**