1. **Eligibility**

All full-time undergraduate students are eligible to apply for Shaw College outgoing exchange programmes 2018/19. Specific requirements of admission vary according to the exchange programme. Here are some of the typical requirements:

- In good academic and disciplinary standing (cumulative GPA $\geq 2.80$ and fulfill the GPA requirement set by host institution) at CUHK
- Have a valid TOEFL or IELTS score report (the minimum score will vary between different programmes)
- Have basic knowledge of the country or region where you intend to study
- Demonstrates maturity and responsibility in social conduct
- Physically and emotionally healthy
- Commit to submitting a 1,000-word reflection report in English and photos related to their exchange experience within 1 month upon completion of the programme
- Ready to be an exchange student representing Shaw College and CUHK

Note: Some specific universities do not accept current year-one students, please refer to the List of Shaw College Exchange Programmes 2018-19 for details.

2. **Application and Selection Schedule**

<table>
<thead>
<tr>
<th>Year</th>
<th>Date</th>
<th>Time</th>
<th>Deadline/ Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>2017</td>
<td>20 Oct</td>
<td>15:00</td>
<td>Open for application</td>
</tr>
<tr>
<td></td>
<td>14 Nov</td>
<td>15:00</td>
<td>Submission deadline of Application Form and supplementary documents</td>
</tr>
<tr>
<td></td>
<td>13 – 17 Nov</td>
<td>-</td>
<td>Inviting shortlisted applicants for selection interviews</td>
</tr>
<tr>
<td></td>
<td>20 – 30 Nov</td>
<td>09:00-18:00</td>
<td>Selection interviews</td>
</tr>
<tr>
<td>2018</td>
<td>10 Jan</td>
<td>15:00</td>
<td>Submission deadline of TOEFL/IELTS results</td>
</tr>
<tr>
<td></td>
<td>31 Jan</td>
<td>15:00</td>
<td>Release of 1st round placement result <strong>The placement result will be made available online. Selected students will receive a notification email from Shaw College</strong></td>
</tr>
<tr>
<td></td>
<td>2 Feb</td>
<td>12:00</td>
<td>Deadline for accepting 1st round exchange offer</td>
</tr>
<tr>
<td></td>
<td>7 Feb</td>
<td>15:00</td>
<td>Release of 2nd round placement results</td>
</tr>
</tbody>
</table>
3. **Application Procedures**

Applicants should read through the application guidelines thoroughly, submit the printout of the completed Online Application Form (Part I) and Supplementary Application Form (Part II) together with all supporting documents to **Information Counter, LG1, Wen Lan Tang, Shaw College by the below deadlines**.

**Late applications or applications that contain incomplete submission of supporting documents will not be considered.**

<table>
<thead>
<tr>
<th>Item</th>
<th>Submission Deadline</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Printout of your completed Online Application Form (Part I) and Supplementary Application Form (Part II) 3:00 pm 14 Nov 2017(Tue)</td>
</tr>
<tr>
<td>2</td>
<td>Your Study Plan: Your proposed field(s) of study while abroad. Explain in 250 - 300 words your preference of exchange programme and how the exchange experience would help you achieve your future goals. 3:00 pm 14 Nov 2017(Tue)</td>
</tr>
</tbody>
</table>
| 3    | Two Teacher Recommendation Forms 3:00 pm 14 Nov 2017(Tue)  
*Note: Shaw College will only accept the first two Teacher Recommendation Forms from each student.* |
| 4    | A set of copies of academic report(s) of public examinations and transcript(s) issued by CUHK 3:00 pm 14 Nov 2017(Tue) |
| 5    | A completed Application Form for Extension of Study Period with the endorsement from your major Department Chairperson/ Programme Director 3:00 pm 14 Nov 2017 (Tue)  
*(For final year students ONLY)* |
| 6    | A copy of your TOEFL / IELTS test report 3:00 pm 10 Jan 2018 (Wed)  
*Note: Please refer to the General Information of Shaw College Exchange Programme 2018-19 for details.* |
| 7    | A copy of documentary evidence of attainment of appropriate level of non-English Language Proficiency, such as Japanese, German and French (if any) 3:00 pm 10 Jan 2018 (Wed)  
*(For exchange programmes requiring non-English language proficiency ONLY)*  
*Note: Please refer to the General Information of Shaw College Exchange Programme 2018-19 for details.* |
4. **Deposit**

- Applicants who accept an exchange nomination offer will be requested to settle the payment of a refundable deposit in the amount of HK$1,500. Failure to settle the deposit payment on or before 2 Feb 2018 (Fri) will imply forfeiture of the offer.
- The deposit will not be refunded if (i) students request to withdraw from the programme after their acceptance of the exchange nomination offer; or (ii) fail to submit the reflection report with photos to Shaw College by the specified deadline.
- The deposit will be refunded after you have submitted the reflection report to the College after completing the exchange programme.

5. **Links of Application Guidelines and Application Form**

Admission Requirements of Shaw College Exchange Programmes 2018/19

General Information for Shaw College Exchange Programme 2018/19

Online Application Form (Part I) https://cloud.itsc.cuhk.edu.hk/webform/view.php?id=3987589

Supplementary Application Form (Part II)
http://www.shaw.cuhk.edu.hk/images/stories/dl/Exchange_Prog_Supplementary_App_Form.docx

Teacher Recommendation Form
http://www.shaw.cuhk.edu.hk/images/stories/dl/Exchange_Prog_Teacher_Recommendation_Form.docx

Application Form for Extension of Study Period
http://www.shaw.cuhk.edu.hk/images/stories/dl/Exchange_Prog_App_Form_Ext_Study_Period.doc