

Extracted from Summer@CUHK. For full version, please visit:
<http://www.summer.cuhk.edu.hk/issjulyapplication/>

Required documents for application

To ensure your application can be approved as soon as possible, please have all the required documents listed below ready before you apply for ISS. Failure to submit any of the required documents at the time of application will delay your application process and might result in your application being declined.

	Non-local Fee-paying Students
Transcript¹	Compulsory
Passport copy (Copy of the page that contains personal details including name, nationality, photo and date of expiry)	Compulsory ²
Supporting document for English proficiency³ <ul style="list-style-type: none"> • TOEFL (iBT) score of at least 71, or • IELTS score of at least 6.0 • For students from mainland China institutions only: <ul style="list-style-type: none"> – College English Test Band-4 score of at least 550, or College English Test Band-6 score of at least 520 	Compulsory ³

¹ Please provide a scanned or electronic copy of the official transcript issued by your current institution. It must show your name as well as the name of your school. For first year students who do not have a transcript, please provide the admission letter issued by your current institution.

² For verification purpose only. All personal identification documents uploaded to the application system will be deleted after verification.

³ Students studying at institutions in English-speaking countries and territories can be exempted.

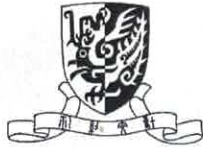
Application Procedure

You can apply for the ISS as a NON-LOCAL FEE-PAYING STUDENT if you fall into one of the categories below:

1. Full-time undergraduate students from an institution that is not a CUHK exchange partner
2. Students studying at a CUHK exchange partner but are NOT nominated for exchange
3. High school seniors who has received a confirmed offer from a recognized university

Application Period:

Early February – 30 April 2019



Application Procedures:

Step 1

Click the "ONLINE APPLICATION" button above to access the application system. Create an account with a username and password, complete the required information, upload the required documents and submit your application.

You must upload the following documents to the application system before you submit your application:

1. Latest **transcript** from your home institution
2. **Completion receipt of your Language Background Test** (if you plan to take a Chinese language course)
3. **Documentation of your English proficiency** (Students studying at institutions in English-speaking countries and territories can be exempted)
4. **Other supporting documents** if necessary (e.g. Course syllabus for prerequisite)

If you are applying courses with prerequisites, please make sure the required course(s) are listed on your latest transcript.

If you plan to take a Chinese language course, you are required to complete a **Language Background Test** online before you submit your application. After you have completed the test, upload the completion receipt that you received by e-mail to the application system.

If you are a year 1 student, please upload a photocopy of your student ID card and the letter of admission from your home institution. If you are a pre-university student, please upload a photocopy of the letter of admission to undergraduate studies.

You might also need to provide additional information on your academics and English proficiency.

You will receive your application result by email, normally within 21 working days. In case a final decision cannot be made about your application, you will be placed on "hold". You will be notified of the application result once available. Your application process will be delayed if you are unable to submit all the required information and/or documents at the time you submit your application.

Step 2

Login to your application account (via the ONLINE APPLICATION button above) to confirm your course(s) offered and pay the fees within 3 working days after your application is approved (we accept Visa and MasterCard).

Step 3

After settling your payment, you can login to your application account (via the ONLINE APPLICATION button above) to download your welcome pack, which contains important information about the programme and detailed instructions for applying a student visa. The welcome pack can normally be accessed within a week after your payment is cleared.

Step 4

Apply for a student visa, if you are not a resident of Hong Kong. Follow the instructions in your welcome pack and return the Confirmation of Acceptance and other required documents for student visa application, to CUHK by courier (FedEx, DHL, UPS or SF Express) before the deadline. Processing a student visa takes time, so please do it immediately after you have all the documents ready.



Step 5

You're all set! Brace yourself and enjoy the summer at CUHK!

Notes:

- If you are admitted to the ISS, you may be asked to submit an original/certified true copy of your university transcript/letter of admission to undergraduate studies for verification. Failure to do so may result in disqualification from the ISS and all fees paid will NOT be refunded.
- As all academic courses offered at the ISS are conducted in English, students should at least have an English proficiency equivalent to a TOEFL (iBT) score of 71, or an IELTS score of 6.0. For students studying at mainland China institutions who do not have a TOEFL (iBT) score of 71 or an IELTS score of 6.0 or equivalent, a College English Test Band-4 score higher than 550, or a College English Test Band-6 score higher than 520, is required.

Warm Reminder for Application

1. All information submitted in the application should be in English. Applicants should input all details in **Proper Case** instead in **BLOCK LETTER** or in **lower case**.
2. Full and detail addresses should be submitted in proper English address format. For example, Room 1301, Block 1, Happy Garden, Huangpu Qu, Shanghai, China, 200000.
3. Applicants do not need to submit their CV, recommendation letters or award certificates in the application. Application with excessive information will not be considered.
4. Applicants can take up to two courses in the morning (09:30 – 12:30) and in the afternoon (14:30 – 17:30). Applicants should list at least **5** course options in each session for prompt handling.
5. Pre-requisites are required for taking the courses below:
 - FINA3020 International Finance
 - MGNT2040 Managing Human Capital
 - MGNT4540 Asian Business
 - MKTG4080 Internet Marketing

Pre-requisites requirement is listed in each course syllabus. Only completed, passed and graded course can be considered as pre-requisites. Courses studied in current semester, and do not obtain a grade before the application deadline would not be considered as pre-requisites.