

**Office Use**

Application Number

**Academic Registry**

Kowloon Tong, Hong Kong

**Application for Enrollment
HKBU Summer Programme 2019**

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| **Part A: Personal Particulars**Photograph (Please do not staple) |

 Name (as shown in passport, type or use capital letters)

|  |  |
| --- | --- |
| Surname/Family Name |  |
| Given Names |  |
| Chinese Name (if applicable) |  |
| Date of Birth (ddmmyy) |  |  Sex |  | Nationality |  |
| Passport Number |  | Expiry Date |  |
| Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) Number (applicable to Chinese applicant only) |  | Expiry Date |  |
| Hong Kong/China ID Number (if applicable) |  | Phone Number (including country code) |  |
| E-mail  |  |

 Correspondence Address (Do **not** use P. O. box address. Please provide address and postcode in **Chinese** if applicable.)

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 Permanent Address (Do **not** use P. O. box address. Please provide address and postcode in **Chinese** if applicable.)

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| **Part B: Home Institution**  |

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| **Home Institution** | **Major / Specialization** | **Year of Admission** | **Expected Year of Graduation** |
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| **Part C: Emergency Contact Information**  |
| Surname/Family Name |   | Given Names |  |
| Chinese Name (if applicable) |  |  Relationship |  |
| E-mail  |  |
| Home Phone Number (including country code) |   | Contact Phone Number (including country code) |  |
| Address (in Chinese if applicable) |  |
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| **Part D: Proposed Study Plan at HKBU** |

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| **All courses offered are credit bearing courses. Each will be a 2 or 3-credit course. The maximum study load is 6 credit hours.****Number of Course(s) to Enroll:** 🞎 1 Course (Recommended) 🞎 2 Courses (Please 🗹 as appropriate)**List 4-6 Courses in Priority Order for the Summer Programme at HKBU.** We will enroll you in the courses in accordance with the priority that you list below.The University reserves the right to cancel courses offered due to insufficient enrollment. Please refer to the HKBU Summer Programme 2018 on our website for course offerings. Course offerings for Summer 2019 will be available in due course at <http://www.hkbu.edu.hk/ar/summer>. |
| **Course Code** | Course Title |
| 1. |  |
| 2. |  |
| 3. |  |
| 4. |  |
| 5. |  |
| 6. |  |

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| **Part E: Endorsement by Home Institution** |

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| Home Institution |  |
| Contact Person |  |  Job Title |  |
| Correspondence Address |  |
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| Phone Number |  |  Fax Number |  |
| E-mail |  |
| Signature |  |  Date |  |

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| **Part F: Declaration** |

I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will lead to disqualification of my application for admission and enrollment in Hong Kong Baptist University.

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| Student’s Signature |  |  Date |  |

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| **Part G: Application Documents** |

I am aware that my application will not be processed before the following documents are attached to my application:

🞎 Official transcript from home institution

🞎 Completed visa application form

🞎 2 photocopies of travel document (e.g. passport, EEP, China ID, HKID, whichever is applicable)

🞎 Financial verification document

🞎 3 recent passport-size photographs (not larger than 55 mm x 45 mm and not smaller than 50 mm x 40 mm)

🞎 TOEFL or IELTS result slip (required for non-native English speaker)

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| **For Office Use** |  |
| Director, International Office |  | Date |  |
| Senior Assistant Academic Registrar |  (Yvonne Lee) | Date |  |

 (Vivien Lam)



**Agreement to the Use of Personal Data**

To: Academic Registry

I understand, agree and accept that in enrolling as a student of the Hong Kong Baptist University (“the University”),

1. the University may use my personal data for different academic and administrative purposes which are in relation to my study at the University;
2. the University may provide my personal data to the Government and local authorities when it is obliged to do so during the information gathering exercises; and
3. I, on completion of my study, shall automatically become a member of the University alumni. My personal data and basic study information will be transferred to the Alumni Affairs Office (AAO) to become alumni data.

**In addition, I hereby;**

 agree do not agree

 to give my consent to the University for releasing my personal data to the University Students' Union and my related academic societies for the purposes of conducting and promoting student activities; and

 agree do not agree

 to give my consent to the Academic Registry for transferring the following: address, telephone number, email, date of birth, to Alumni Affairs Office (AAO) of the University after I have completed my study at HKBU so that AAO can keep in touch with me.

(**Note**: In accordance with the relevant provisions of the Personal Data (Privacy) Ordinance, AAO is committed to ensuring that the data provided by you are treated and kept strictly confidential. The data may be shared with appropriate parties and personnel of the University for administration, communication and other related purposes only, e.g., University news, activities, giving initiatives and publications. AAO will not disclose your personal information to any external parties unless your consent has been obtained or it is required to do so by law.)

Student Name : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date : \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_



Academic Registry

**To : Exchange students seeking admission to HKBU Summer Programme**

**Personal Information Collection Statement**

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1. The information provided by you will be used for the following purposes:

(a) as a basis for selection for admission to HKBU Summer Programme offered by the University and for other relevant or related purposes;

(b) for obtaining from the relevant institutions information about your candidature for public examinations and studies in institutions in Hong Kong and elsewhere;

(c) for transferring the relevant part of your personal data to the student record system of the University upon successful outcome of your application.

2. Under the provision of the Personal Data (Privacy) Ordinance, you have the right :

(a) to check whether the University holds data about you;

(b) to request a copy of the data generally available to you during and after the admission exercise, before such data is destroyed (please note that evaluative data will only be accessible after completion of the year’ admission exercise);

(c) to require the University to correct any of your personal data.

3. In accordance with the Ordinance, the University is given 40 days to process the above mentioned applications and has the right to charge a reasonable search and photocopying fee for the processing of any request for access to personal data.

4. Please address your request for personal data access or correction to :

The Academic Registrar

Academic Registry

Hong Kong Baptist University

Room AAB 701, Level 7

Academic and Administration Building

Baptist University Road Campus

Kowloon Tong

Kowloon

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