

**City University of Hong Kong
Department of Materials Science and Engineering
Study Plan for Student Exchange Programme
Application for Pre-Approval for Credit Transfer**

Notes to Applicants:

- (1) Students should submit the application form for pre-approval for credit transfer before departing for student exchange programme.
- (2) Students should enclose the course syllabus of the Host University for review.
- (3) Upon completion of exchange programme, students should submit the transcript issued by the Host University to the Department for processing the credit transfer.

Student Name: _____ **Student No:** _____

Major/Programme Title: _____

Contact No : _____ **CityU Email :** _____

Signature of the Applicant: _____ **Date:** _____

Host University: _____ **Exchange Period:** Sem A/B/Summer, 20__ -20__

Host University			Corresponding Course at CityU			Approval from Course Leader		
Course Code	Course Title	Credits	Course Code	Course Title	Credits	Yes	No	Signature (Name)

Approved by: _____

(Major Leader: _____)

(Major: _____)

Date: _____