
HKCML Visiting Fellow Application Form

Instructions

- 1) Please use black or blue pen to complete this form in Chinese or English.
- 2) Applications that fail to provide all the information/materials required in this form will not be considered.
- 3) Hong Kong Commercial and Maritime Law Centre reserves the right to require applicant to provide information/materials other than those listed in this form that are relevant to the applicant's application for consideration.
- 4) Visit period normally **cannot be longer than six months**. Given June to August each year are our University's summer holidays, Hong Kong Commercial and Maritime Law Centre generally will not approve any visit to start during this period.
- 5) To ensure there is sufficient time to process the application, any application should be submitted to Hong Kong Commercial and Maritime Law Centre **AT LEAST THREE MONTHS** before the proposed date to commence the visit.

Notes

- 1) **An applicant whose visit application is accepted by Hong Kong Commercial and Maritime Law Centre can only start his/her visit after he/she has obtained valid visa issued by the Immigration Department of the Hong Kong Special Administrative Region.** Hong Kong Commercial and Maritime Law Centre will assist successful applicants in applying for training visas to come to Hong Kong to receive training.
- 2) Applicants must note that they are required to arrange their accommodations during their stay in Hong Kong. All the expenses incurred during the visit (including but not limited to air fare; transportation expenses; expenses on meals, books, accommodation, phone calls, photocopying, etc.) have to be borne by the applicants (or their affiliated institutions).
- 3) Successful applicants are supposed to spend most of their visit period to stay in Hong Kong to receive training and conduct their research. They should notify Hong Kong Commercial and Maritime Law Centre in writing at the time of application if they have planned to leave Hong Kong for more than one week during the visit period.
- 4) Each successful applicant is required to give a one-hour public seminar at Hong Kong Commercial and Maritime Law Centre before the end of his/her visit period to report on the research that he/she has conducted during the visit.

Documents to be Attached to this Application

Please attach the following documents to support your application:

- 1) A full curriculum vitae;
- 2) Copies of academic certificates obtained as listed in Part B of this application form;
- 3) Letter from your current working unit supporting your visit application;
- 4) Two reference letters (for applicants who are taking postgraduate degrees, one of the reference letters must be issued by one of your supervisors/teachers); and
- 5) A detailed training proposal, specifying the proposed training contents by week for the whole visit period, and the outcome you expect to achieve after having completed the visit.

Part A: Personal Particulars

Title <input type="checkbox"/> Dr <input type="checkbox"/> Mr <input type="checkbox"/> Ms <input type="checkbox"/> Prof		Name		Sex Male <input type="checkbox"/> Female <input type="checkbox"/>	
Date of Birth (dd/mm/yy)		Nationality		Country/Territory of Domicile	
Postal Address					
Email		Contact Telephone No.		Fax No.	
Current Employment (Name of Institution and Position Held)					

Part B: Educational Qualifications (in chronological order) (Please list in a separate sheet if the space below is insufficient)

Name of School/College/University/Other Education Institution	Major Subject	Degree/Qualification Obtained	Period of Study	
			From (mm/yy)	To (mm/yy)

Part C: Professional Qualifications (in chronological order) (Please list in a separate sheet if the space below is insufficient)

Professional/Technical Qualifications	Issuing Authority/Organization	Date of Issue (dd/mm/yy)

Part D: Employment Record (in chronological order) (Please list in a separate sheet if the space below is insufficient)

Name and Address of Company/Employer	Position/Occupation	Nature of Duties	Period of Employment	
			From (mm/yy)	To (mm/yy)

Part E: Research Interest (Please specify your research interests and the current research that you are doing. You may list in a separate sheet if the space below is insufficient.)

Part F: Publications (Please list out your representative publications below. You may list in a separate sheet if the space below is insufficient.)

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Part G: Training Proposal

Proposed Training Period	
From (dd/mm/yy)	To (dd/mm/yy)
Topic of Research to be Conducted During the Visit <i>(Please briefly describe below the research you are going to do during your visit <u>AND</u> attach a detailed training proposal to this application form, specifying the training contents by week for the whole visit period, and the outcome you expect to achieve after having completed the visit.)</i>	

Part H: Declaration

I hereby declare that all the information provided by me in this application form is true and correct to the best of my knowledge and I accept that any false declaration or statements shall render my application invalid.

Signature of Applicant:

Name of Applicant:

Date (dd/mm/yy):
