

**Application for Change of Programme(s)
(for Applicants of PolyU-SPEED Award Degree Programmes)**

Please read the notes overleaf before completing this form.

I. PARTICULARS OF APPLICANT

Name _____ Application No.

									S
--	--	--	--	--	--	--	--	--	---

[as shown on Hong Kong Identity (HKID) Card / Travel Document]

HKID Card or Other Travel Document No.

--	--	--	--

[Enter the first 4 alphanumeric characters of your HKID Card, e.g. "Y123" if your HKID No. is Y123456(7). Other valid travel documents are acceptable only for those who do not possess a HKID Card.]

Email Address _____ Contact No. _____

Are you a non-local student requiring a visa/ entry permit to study in Hong Kong?
(The HKSAR Immigration Department will be informed of your change of registered programme as appropriate.) Yes No

II. CHANGE OF PROGRAMME(S)

(A) CURRENT PROGRAMME CHOICE(S)

My current programme choice(s) in my application as displayed on the SPEED Online Application for Admission (OAA) system is/are:

	Programme Code	Programme Title	Mode of Study	Application Status
1st choice:	_____	_____	_____	_____
2nd choice: <i>(if applicable)</i>	_____	_____	_____	_____
3rd choice: <i>(if applicable)</i>	_____	_____	_____	_____
4th choice: <i>(if applicable)</i>	_____	_____	_____	_____

(B) NEW PROGRAMME CHOICE(S)

I would like to apply for a change (addition/ deletion) of programme choice(s) in my application as below:

	Programme Code	Programme Title	Mode of Study
1st choice <small>Note 4:</small>	_____	_____	_____
2nd choice: <i>(if applicable)</i>	_____	_____	_____
3rd choice: <i>(if applicable)</i>	_____	_____	_____
4th choice: <i>(if applicable)</i>	_____	_____	_____

Reason(s) for the change of programme choice(s):

III. DECLARATION OF APPLICANT

I understand that each applicant is allowed to make a change of programme choice(s) **once only**. I have taken deliberate consideration before submitting this application.

By submitting this application, I understand that I have given up the study offer on the programme that I had, if any, and that SPEED reserves the right not to consider my further application for retrieving my original programme study offer.

Signature of Applicant: _____ Date: _____

IV. FOR OFFICE USE ONLY

Please tick the box(es) as appropriate:

- A Current application for admission checked on SMS by _____ on _____
- B Payment status checked on SAS by _____ on _____
- No payment Registration Fee (HK\$5,000) settled Remaining Fees settled
- C Programme choice(s) updated on SMS by _____ on _____
- D Programme Team(s) [of the next programme choice(s)] notified by _____ on _____
-
-

NOTES TO APPLICANTS

1. This form is to facilitate applicants of PolyU-SPEED award degree programmes to submit their application for a change of programme choice(s) during the admission period. For current students who wish to apply for transfer of study, please fill in **Form CAR 22**.
2. The duly completed application form should be submitted to the CPCE Academic Registry via email to spadmission@speed-polyu.edu.hk **one month before the programme commencement at the latest**.
3. Each applicant is normally allowed to apply for a change of programme choice(s) **ONCE** only. Applicants should take deliberate consideration before submission of this application.
4. The maximum number of programme choices for an applicant is **4**. However, if you have already had a study offer from SPEED and would like to apply for a change of your programme choice(s), the number of programmes that you can change/ add is up to **3**, as the original programme offered to you has already occupied one of your four choices.
5. Further to Note 4 above, your status of registration/ offer of the original programme will be updated as “withdrawn”/ “decline offer” as appropriate at the time when your application is processed.
6. Your application for a change of programme choice(s) will be reflected on the SPEED Online Application for Admission (OAA) system **normally within 10 working days**, upon receipt of a complete application.
7. Offering of a study place depends on the applicant’s suitability for the newly selected programme(s) and the availability of study places. Additional interviews and/or written tests may be required for the newly selected programme(s).
8. For non-local applicants who are offered a place and subsequently registered in any of the newly selected programme(s), the CPCE Academic Registry will inform the HKSAR Immigration Department accordingly.
9. The information given in this form will only be used for processing this application and/ or statistics purposes.

CPCE Academic Registry

Room S1201, 12/F, South Tower, PolyU West Kowloon Campus, 9 Hoi Ting Road, Yau Ma Tei, Kowloon
Room 807, 8/F, PolyU Hung Hom Bay Campus, 8 Hung Lok Road, Hung Hom, Kowloon

E-mail: sp.car@speed-polyu.edu.hk

Telephone: 3746 0900