

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 settled Remaining Fees at Admission settled
- Student Visa Application Fee settled (*if applicable*)
- 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 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 **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. If you have already received a study offer from PolyU SPEED and would like to apply for a change of your programme choice(s), the number of programmes that you can change or add is up to the maximum number of programme choices minus one, **as the original programme offered to you has already occupied one of your selections**.
5. Further to Note 4 above, your status of registration or offer of the original programme will be updated as “decline offer” or “withdrawn” as appropriate at the time when your application is processed.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 register for any newly selected programme, the CPCE Academic Registry will notify the HKSAR Immigration Department accordingly. **This may extend the processing time for a (new) visa/ entry permit to study in Hong Kong.**
9. The information given in this form will only be used for processing this application and/ or statistics purposes.

Submission Method:	E-mail:	spadmission@speed-polyu.edu.hk
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