

Document submission checklist

AY2025–2026 Student Exchange Program

Check	No.	Submission Document	Set
<input type="checkbox"/>	1	Application Form (General Information/Application Information/Confirmations & Understandings/Statement of Purpose (1 st - 7 th Preference))	1
<input type="checkbox"/>	2	ID Photo (Pasted on Application Form) 4cm×3cm	1
<input type="checkbox"/>	3	Pledge *Need to be signed by the guarantor	1
<input type="checkbox"/>	4	Letter of Recommendation *Need to be submitted by the recommender	1
<input type="checkbox"/>	5	Official Transcript (English)	1
<input type="checkbox"/>	6	Language Certificate/Internal Language Proficiency Test Result (if necessary)	1
<input type="checkbox"/>	7	Photocopy of Student ID Card (Applicable if you send the documents by post)	1

*A black non-erasable pen must be used on the documents.

***All of the Submission Documents must be A4 size and single sided without stapled.**

*ID photo must be cut with the size mentioned above.

*Submitted documents will NOT be returned.

*For the Letter of Recommendation, applicants must ask their recommender to submit the letter in person or by post to OIA directly (cannot be submitted by applicants). In case the recommender prefers to submit it with the soft data, please refer to the details on the Letter of Recommendation.

*Transcripts must be issued by the Certificate Issuance Machine or via the Certificate Online Application System in advance prior to the submission date.

*Applicants who take the Internal Language Proficiency Test need to submit the result of the test.

*Applicants who prefer to send documents by post are required to enclose a photocopy of their Student ID Card. The documents should be sent by the registered email or “Letter Pack” with the shipping record and arranged to arrive at OIA before the last Day of the Document Submission period.