# Dean of Students' Office Mainland Opportunities

# Mainland Cultural Exchange and Learning Opportunities Application Guide

### **Step 1: Check Our Website for Details**

 Details are available at DSTO website → Programs → Mainland Opportunities - Mainland Cultural Exchange and Learning Opportunities

#### **Step 2: Submit Application**

- Read carefully "Note to Applicant" (available in Chinese version ONLY)
- Submit your online application (Incomplete or late applications will not be considered and processed)

#### Notes:

- Students can only submit ONE application for each recruitment round.
- Some host institutions may give priority to local students, only consider applications from them, or set quota for non-local students.
- Shortlisted applicants will be notified usually within two weeks after submission, while non-shortlisted applicants will be notified only when the recruitment process is ended completely. Do look out and pay attention to emails about result announcement.

## Step 3: Allotment (on rolling basis) & Result Announcement

- 1st Round Allotment Offers are made on first-come-first-served basis, taking into account the *First Choice* indicated in application form
- 2<sup>nd</sup> Round Allotment Vacancies left after the completion of 1<sup>st</sup> Round Allotment will be
  allocated on first-come-first-served basis, taking into account the <u>Second Choice</u> indicated in
  application form

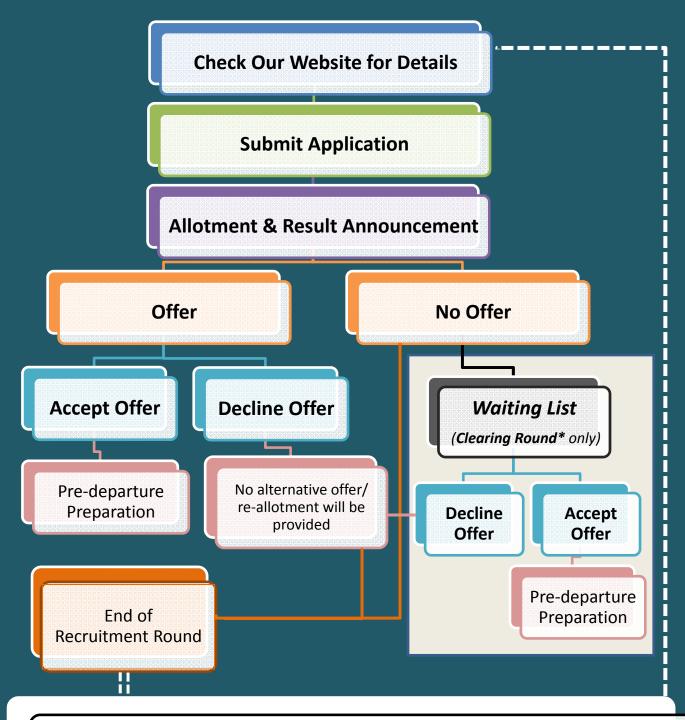
### Step 4: Accept/ Decline Offer

- Successful Candidates will have 3 5 calendar days to make their decisions:
  - Accept: Complete Online Reply Slip by uploading
    - (1) receipt of deposit payment **HK\$500/HK\$800** [those programs involve purchasing of transportation tickets in advance by the host university] (refundable **ONLY** upon successful program completion, or any program change / cancellation made by the host institution),
    - (2) proof of valid travel permit to Mainland China,
    - (3) application form/other documents as required by host institution (if any).
  - **Decline**: If declining reply or no response of acceptance is received by assigned deadline, it is understood as no longer interested in participating and hence NO further alternative offer/re-allotment is offered.

All declined offers (if any), together with new opportunities (if any), will be promoted in a **Further / Clearing Recruitment Round(s) \***, open for another round of application. Students who are interested must submit their application form once again.

\*The Clearing Recruitment Round follows the same procedure as the Main Recruitment Round, except that non-shortlisted students of this round are automatically put into a waiting list and will be notified once there is vacancy available.

# **Application Process Flow Chart**



All declined offers (if any), together with new opportunities (if any), will be promoted in a **Clearing Recruitment Round\***, open for another round of application.

• Applicants in the Clearing Round with no offer will be put in the waiting list and notified once there is vacancy available.