The University of Hong Kong Faculty of Science

Online Credit Transfer Application System (OCTAS)

User Manual for Student

(Updated in November 2022)

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A. General Guidelines and Frequently Asked Questions on Credit Transfer Application

General Guidelines

Please read the following instructions before submitting your application:

- You should try to identify an equivalent course at HKU as far as practicable. You may consult the relevant course offering unit(s)/department(s)/faculty(ies) in advance. However, the advice would be for reference only, and that the final application result is subject to approval of the Faculty Office. For Science courses, you may discuss your study plan with the Course Selection Adviser(s) of your declared/intended Major(s)/Minor(s).
- 2. If a similar course is not offered at HKU, please indicate the relevant discipline and level of course (e.g. MATH introductory level course, MATH advanced level course). [Note: This option is **NOT** applicable to Common Core courses.] Please take note that courses being transferred as Science introductory/advanced level courses could NOT serve to fulfill the curriculum requirements of Science programmes/majors/minors; and these courses may only be transferred as **FREE ELECTIVES**. Subject to the approval of the relevant course offering unit(s)/department(s)/faculty(ies), introductory/advanced level courses may fulfill the curriculum requirements of **Non-Science** programmes/majors/minors.
- 3. If a similar discipline is not offered at HKU, you may transfer the course as a **Free Elective**.
- 4. You are not allowed to transfer courses that
 - (a) are not offered for 3 consecutive academic years (previous academic year, current academic year and next academic year), unless otherwise specified as the disciplinary course in the student's declared major/minor,
 - (b) you have taken and passed.

Frequently asked questions

- Q: I have taken 72 credits in the current academic year. Can I transfer additional credits from my winter visiting / summer exchange programme?
- A: If it is the case, please contact the Faculty Office and we will further review your case. Approval will be on a case-by-case basis.
- Q: I have no idea about the course equivalency and fulfillment. What should I do?
- A: You may consult the relevant course offering unit(s)/department(s)/faculty(ies). However, the advice would be for reference only, and that the final application result is subject to approval of the Faculty Office. For Science courses, you may discuss your study plan with the Course Selection Adviser(s) of your declared/intended Major(s)/Minor(s).

Q: Can I apply to transfer Common Core courses?

- A: Yes, students are allowed to transfer Common Core courses as long as they have fulfilled the Common Core requirements. (For details of the requirements, please visit the website of Common Core Office: <u>https://commoncore.hku.hk/introduction/#prog_req</u>).
- Q: Is it acceptable that syllabus(es) provided by the host institution is(are) not written in English?
- A: Except for language courses, all syllabuses submitted should be written in English. If English syllabus(es) is(are) not available, please translate it(them) in English.

- Q: My host institution will only provide me with the syllabus(es) in the first lecture. Can I submit my application late?
- A: If it is the case, please submit your application for leave of absence first. Please note that there would be delay in announcing your credit transfer result(s) and you may not be able to make change(s) to your application duly.

Q: Can I revise my application after submission?

- A: Yes, you are allowed to make change(s) to your application **ONCE** after your first submission. Further revisions will not be entertained.
- Q: What kinds of information will be recorded on my HKU transcript after completing my exchange study?
- A: The following information will be recorded on your HKU transcript: (1) name of the host institution; (2) exchange country; (3) course(s) you have applied for transfer of credits; (4) fulfillment of curriculum for the transferred course(s); and (5) number of credits transferred.

Q: If I fail a course at the host institution, will it be recorded on my HKU transcript?

A: No, only the passed course(s) in your credit transfer application will be recorded on your HKU transcript.

B. Application for Leave of Absence only (For outgoing *exchange* students)

1. Please login the system with your HKU Portal ID and password.

c	Diline Application for Credit Transfer & Leave of Absence For Bisc/Bisc(Actuarsc)/Bassc(AppliedAl) Students	
Student	Staff HKU Portal Login	

2. Please click "Add a new programme" to start your application and input the required information.

Add a new programme Applicable for students who have For students who have joined the information should have been dis	e joined term-time/summer/winter visiting programme only. e HKUWW Undergraduate Student Exchange Programme / Facu splayed below. If no information is being displayed, please conta	ilty-level or Departmen ct the Faculty Office.	tal-level Exchange Programme, the prograr	nme
Add a new programme Applicable for students who hav For students who have joined th information should have been discussed 	ve joined term-time/summer/winter visiting programme only. ne HKUWW Undergraduate Student Exchange Programme / Fa isplayed below. If no information is being displayed, please cor	culty-level or Departm tact the Faculty Office	ental-level Exchange Programme, the prog	gramme
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Add a new programme Add a new programme Add a new programme For students who have joined the information should have been di Exchange Year Please select Exchange Programme Please select Next	ve joined term-time/summer/winter visiting programme only. te HKUWW Undergraduate Student Exchange Programme / Fa isplayed below. If no information is being displayed, please con	volty-level or Department tact the Faculty Office	Course Year (in exchange year) Course Year (in exchange year) Please select Host Institution * If your intended host institution is please contact the Science Faculty of	gramme v not listed above, Office.

3. If you do not wish to apply for credit transfer, please select "Apply for leave of absence ONLY" and click "Save".

Exchange Programme	HKUWW Exchange programme	
Country	Canada	
Host Institution	the University of Waterloo	
Exchange Semester	2019 - Semester 2	
Course Year	3	
3 Type of application(s): Apply for leave of absence ONLY. Apply for credit transfer AND leave of absence. Reset Reset		

4. Your application is completed.

Exchange Programme	HKUWW Exchange programme	
Country	Canada	
Host Institution	the University of Waterloo	
Exchange Semester	2019 - Semester 2	
Course Year	3	
Application Type	Apply for leave of absence ONLY	
Status: Application is completed		

C. Application for Leave of Absence only (For outgoing *visiting* students)

1. Please login the system with your HKU Portal ID and password.

Exchange / Visiting Study Online Application for Credit Transfer & Leave of Absence For Bsc/Bsc(Actuarso)/Basc(AppliedAi) Students Online Credit Transfer Application System (OCTAS)
Studont Staff HKU Portal Login

2. Please click "Add a new programme" to input the information. For "Exchange Programme", please select "Visiting Study".

		 Add a new programme Applicable for students who have joined term-time/summer/winter visiting programme only. For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office. 			
 Add a new programme Applicable for students who have joined term-time/summer/winter visiting programme only. For students who have joined the HKUWW Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office. 					
Please select	•	Please select	•	Please select	•
Exchange Programme		Country		Host Institution	
Please select	•	Please select	•		•

3. If you do not wish to apply for credit transfer, please select "Apply for leave of absence ONLY" and click "Save".

Exchange Programme	Visiting Study	
Country	Canada	
Host Institution	the University of Waterloo	
Exchange Semester	2019 - Semester 2	
Course Year	3	
Type of application(s): Apply for leave of absence ONLY. Apply for credit transfer AND leave of absence. Save Reset		

4. Please click "Input information of host institution" to continue your application.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for <i>leave of absence</i> ONLY
	Step 1 Input information of host institution

5. Please click "Upload document" to upload the admission letter issued by the host institution.

Admission Letter from Host Institution	
Please submit your document in a PDF file Upload document	
Q Preview	



Upload Admission Letter from Host Institution	×
Please submit your document in a single PDF file. Choose File No file chosen	
Upload Close	

6. You can view the document you have just uploaded or you can re-upload the document. Please click "Preview" to continue your application.

Admission Letter from Host Institution	
Please submit your document in a PDF file	
Document : View Re-Upload document	
Q Preview	

7. If the document is ready, please click "Confirm and submit".

The following details are required for the Faculty to process your application fo	r transfer of credits. You may need to contact the host institution for such details.
Admission Letter from Host Institution	
Please submit your document in a PDF file Document : View	
Back Confirm and submit	

8. Your application will be processed by the Faculty Office and you will be notified the application result in due course.

Exchange Programme	Visiting Study		
Country	Canada		
Host Institution	the University of Toronto		
Exchange Semester	2018 - Semester 1		
Course Year	3		
Application Type	Apply for leave of absence ONLY		
	Step 1 Input information of host institution		
	1. Host institution information : View		
	Status: Pending for faculty pre-processing		

9. Your application for leave of absence has been approved and confirmed by the Faculty.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Toronto
Exchange Semester	2018 - Semester 1
Course Year	3
Application Type	Apply for <i>leave of absence</i> ONLY
	Step 1 Input information of host institution
	1. Host institution information : View
	Status: Application is completed

D. Application for Leave of Absence and Credit Transfer (For outgoing *exchange* students)

1. Please login the system with your HKU Portal ID and password.

c	Contine Credit Transfer Application System (OCTAS)
Student	Staff HKU Portal Login

2. Please click "Add a new programme" to start your application and input the required information.

 Applicable for students who have j For students who have joined the information should have been disp 	joined term-time/summer/winter visiting programme only. HKUWW Undergraduate Student Exchange Programme / Faculty- played below. If no information is being displayed, please contact th	-level or Department he Faculty Office.	al-level Exchange Programme, the programme	
Add a new programme				
 Applicable for students who have For students who have joined the 	bioled term-time/summer/winter visiting programme only. HKUWW Undergraduate Student Exchange Programme / Faculty	Ity-level or Departm	ental-level Exchange Programme, the programm	ne
Applicable for students who have For students who have joined the information should have been dis Exchange Year	e joined term-time/summer/winter visiting programme only. e HKUWW Undergraduate Student Exchange Programme / Facul splayed below. If no information is being displayed, please contac Exchange Semester	Ity-level or Departm t the Faculty Office.	ental-level Exchange Programme, the programn Course Year (in exchange year)	ne
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3. Please select "Apply for credit transfer AND leave of absence" and click "Save" to continue.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Type of application(s): Apply for leave of absence ONLY. Apply for credit transfer AND leave of absence. Save Reset	

4. Please click "Input information of host institution" to continue.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer

5. In this section, you are required to upload supporting documents (e.g. academic calendar, degree regulations, credit unit statement etc.) to support the information you are going to fill in. Please combine all documents into one PDF file. You may consult the host institution if you are not able to find the information on the official website. Please click "Preview" after you have filled in the information.

Upload document	randbook and synabuses from the nost institution to	support the information below. Other	wise your application for transfer of credits carifier be p	nocessed.
he following details are required for the Faculty to	o process your application for transfer of credits	. You may need to contact the host	institution for such details.	
. Duration of the undergraduate degree curriculum		Please choose		
. Number of teaching weeks in each semester/term				
Number of teaching weeks in each year				
. Number of credits required for graduation (credit/uni	it)			
. Approximate number of contact hours of each credit	/unit of course			
. Standard semester/term study load (credit/unit)				
. Important dates of each semester/term in the acade	mic year:			
Start date of semester	Deadline of course add/drop period		Expected date of announcement of all examination results	
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD	
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD	
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD	

6. Please click "Confirm and submit" to continue your application.

6. Standard semester/term study load (credit/unit)		30		
7. Important dates of each semester/term in the academic year.			Evocted data	
Start date of semester	Deadline of course add/drop period		of announcement of all examination results	
2019/01/20	2019/05/31		2019/07/02	
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD	
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD	
Back Confirm and submit				

7. You will be directed to the front page again. Please click "Apply for credit transfer" to continue.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer 1. Host institution information : View

8. Please click "Add host U course" to input the course information of the host institution and click "Add HKU course" to input the equivalent HKU course. You should read the notes and instructions carefully before inputting the information.

Add host U course	Course Mapping Pair#1
Add host U course	Course Mapping Southard Course Pair #2

For the course information of host institution, you should fill in the information prescribed on the official syllabus and upload the syllabus to the system. Taking "ACTSC 331 Life Contingencies 2" offered by the University of Waterloo as an example:

ourse Information of F	Host Institution			×
Course Code	Course Title	Credits/ Units Syll	labus	
ACTSC 331	✓ Life Contingencies 2	• 0.5 •	Choose File ACTSC 331 – Life Contingencies 2.pdf	·
Please input 'NIL' if The course title and Please upload an U outdated syllabus r	i course code is not available d credits/units should be identical to the official t JPDATED and DETAILED syllabus (with course nay not be accepted.	asscript to be submitted, other vise fur description, topics covered, assessme ACTSC 331 LEC, TUT 0.	rther confirmation and clarification from the host institution may be required. ent methods, reference book list etc.). Syllabus with inadequate information or Course ID: 003295	
		Life Contingencies 2		

For the equivalent HKU course, you should fill in the information prescribed on the syllabus of your HKU Major/Minor/Programme:

Equivalent Course Informa	tion of HKU								×
Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	•			Fulfillment of Curriculum Require	ment	Transfer as a free elective cours if not approved?	e
STAT3909	6 **	Q Actuarial Science BSc in Actuarial Science	Sc in Actua	rial Science 🔻]	Disciplinary Core	~	No	•
No Course Code • Multip • For a • For in	Title Credit P	re-requisite	Available i 2019 202 - 2020 - 20	n Semester offered in 2019 - 2020 20 0=year long 1=1st sem 2=2nd sem S=Summer TBC= To be confirmed	Exam. Qu held in 2019 - 2020 TBC= To be confirmed	ota Course Coordinator	Major Minor (The Major/M Disciplinary Core Course	inor that this course app Disciplinary Elective	ears as.)
Save Clo: 1 STAT3909	ttics & Actuarial Science	ass in STAT3901, or already enrolled in this ourse; and or BSc(Actuarial Science) students only.	Y	Y 2	May	Dr D Lee, Statistics & Actuarial Science	BSc in Actuar Science (2019,2018,2 2015,2014,20	ial 017,2016, 13,2012)	

9. You can now check the information you have just inputted and make any necessary amendment(s) by clicking "Amend":

Course Code	Course Title	Credits /Units	Syllabus		Course Mapping O Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	
ACTSC 331	Life Contingencies 2	1	View	Amend		STAT3909	6	BSc in Actuarial Science	Disciplinary Core	No	Amend
Add host U cou	rse					Add HKU cour	se				

10. Please complete Section C and click "Save Draft and Preview" to continue your application.

Section C:	
(1) I would like to (2) I would like to (3) Please indicat Profession (4) Special reque	to apply for 6
Save Draft and Pr	Preview

11. Please check the inputted information carefully and you are not able to amend your application after submission. If your application is ready, please click "Confirm and Submit" to submit your application.

	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?
CTSC 331	Life Contingencies 2	1	View	Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	No
ection B: Res	erve Course							
Section C:								
1) I would like t	o apply for 6 • credit	s of transfer.						
2) I would like t	o apply for 0 v extra	free elective credits	of transfer.					
(3) Please indica	ate your intendend primary	major or declared ma	ajor/minor.					
Profess	sional Core in BSc (Actu	larial Science)						
					1			
(4) Special requ	est(s):							

12. Your application for credit transfer and leave of absence will be processed by the Faculty Office. You can check your application status by clicking "View" next to "2. Submitted credit transfer requests".

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Image: Step 2 Step 2 Apply for credit transfer Image: Step 2
	1. Host institution information : View 2. Submited credit transfer requests : View
	Status: Pending for faculty pre-processing

Your application is under processing at the moment:

Course Code Course Title Credits/Units Syllabus Course Mapping Opinitie Credits Fulfillment of Major/Minor/Programme Approval Result (Equivalent Course & Curriculum Requirement) Transfer as a free elective ACTSC 331 Life Contingencies 2 1 View View Pair #1 Credits at HKU Credits Fulfillment of Major/Minor/Programme Approval Result (Equivalent Course & Curriculum Requirement) Transfer as a free elective	Section A: Course Mapping								
ACTSC 331 Life Contingencies 2 1 View Pair #1 approved?	Approval Result (free								
	elective)								
STAT3909 6 BSc in Actuarial Science (Disciplinary Core) PENDING No	N/A								

Your application has been approved:

Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not	Approval Result (free
ACTSC 331	Life Contingencies 2	1	View	Pair #1			r i		approved?	elective)
					STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	YES	No	N/A

13. The whole application process is completed. Please be reminded that you are required to submit the official transcript to the Faculty Office to confirm your credit transfer application.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer
	1. Host institution information : View 2. Submited credit transfer requests : View
	Status: Application is completed

E. Application for Leave of Absence and Credit Transfer (For outgoing *visiting* students)

1. Please login the system with your HKU Portal ID and password.

EXCHANGE / VISITING STUDY Online Application for Credit Transfer & Leave of Absence For BSc/BSc(ActuarSc)/BASc(AppliedAl) Students Online Credit Transfer Application System (OCTAS)	
Student Staff HKU Portal Login	

2. Please click "Add a new programme" to start your application and input the required information. For "Exchange Programme", please select "Visiting Study".

Applicable for students who have For students who have joined the information should have been dis	i joined term-time/summer HKUWW Undergraduate splayed below. If no inform	r/winter visiting programme only. Student Exchange Programme / Facu nation is being displayed, please contac	Ity-level or Departmen t the Faculty Office.	al-level Exchange Programme, the program	me
Add a new programme	re joined term-time/summ	er/winter visiting programme only.	cultu lovel er Departm	antel Javel Evokango Programmo (ho progr	
Add a new programme Applicable for students who have For students who have joined th information should have been di Exchange Year	re joined term-time/summ le HKUWW Undergradual isplayed below. If no infor	er/winter visiting programme only. te Student Exchange Programme / Fa mation is being displayed, please cont Exchange Semester	culty-level or Departm lact the Faculty Office.	ental-level Exchange Programme, the progr Course Year (in exchange year)	amme
Add a new programme Applicable for students who hav For students who have joined th information should have been di Exchange Year Please select	e joined term-time/summ e HKUWW Undergradual isplayed below. If no infor g	er/winter visiting programme only. te Student Exchange Programme / Fa mation is being displayed, please cont Exchange Semester Please select	culty-level or Departm tact the Faculty Office.	ental-level Exchange Programme, the progr Course Year (in exchange year) Please select	amme
Add a new programme • Applicable for students who have • For students who have joined th information should have been di Exchange Year Please select Exchange Programme	re joined term-time/summ le HKUWW Undergradual isplayed below. If no infor	er/winter visiting programme only. te Student Exchange Programme / Fa mation is being displayed, please cont Exchange Semester Please select Country	culty-level or Departm tact the Faculty Office.	ental-level Exchange Programme, the progr Course Year (in exchange year) Please select Host Institution	amme
Add a new programme Applicable for students who have For students who have joined th information should have been di Exchange Year Please select Exchange Programme Please select	re joined term-time/summ ie HKUWW Undergradual isplayed below. If no infor	er/winter visiting programme only. te Student Exchange Programme / Fa mation is being displayed, please cont Exchange Semester Please select Country Please select	culty-level or Departm lact the Faculty Office.	ental-level Exchange Programme, the progr Course Year (in exchange year) Please select Host Institution	amme •

3. Please select "Apply for credit transfer AND leave of absence" and click "Save" to continue.

Exchange Programme	Visiting Study
Country	Canada
lost Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Type of application(s): Apply for leave of absence ONLY. Apply for credit transfer AND leave of absence. Save Reset	

4. Please click "Input information of host institution" to continue.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer

5. In this section, you are required to upload supporting documents (e.g. academic calendar, degree regulations, credit unit statement etc.) to support the information you are going to fill in. Please combine all documents into one PDF file. You may consult the host institution if you are not able to find the information on the official website. As you are applying for a visiting study, you are required to upload the admission letter/admission-related document issued by the host institution. Please click "Preview" after you have filled in the information.

lease upload supporting documents such as course handbook and syllabuses from the host institution to support the information below. Otherwise your application for transfer of credits annot be processed Upload document											
Admission Letter from Host Institution											
Please submit your document in a PDF file Upload document											
The following details are required for the F	aculty to process your application for tran	nsfer of credits. You may nee	d to contact the host institution for suc	ch details.							
. Duration of the undergraduate degree curri	culum	Please choose	v								
. Number of teaching weeks in each semest	er/term										
. Number of teaching weeks in each year											
. Number of credits required for graduation (credit/unit)										
Approximate number of contact hours of ea	ich credit/unit of course										
. Standard semester/term study load (credit/	unit)										
. Important dates of each semester/term in the	he academic year:		European dista								
Start date of semester	Deadline of course add/drop period		of announcement of all examination results								
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD								
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD								
YYYY/MM/DD	YYYY/MM/DD		YYYY/MM/DD								

6. Please click "Confirm and submit" to continue your application.

nportant dates of each semester/term in the academic year:		
art date of semester	Deadline of course add/drop period	Expected date of announcement of all examination results
2019/01/20	2019/05/31	2019/07/02
YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD
YYYY/MM/DD	YYYY/MM/DD	YYYY/MM/DD

7. You will be directed to the front page again. Please click "Apply for credit transfer" to continue.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer
	1. Host institution information : View

8. Please click "Add host U course" to input the course information of the host institution and click "Add HKU course" to input the equivalent HKU course. You should read the notes and instructions carefully before inputting the information.

Add host U course	Course Mapping Pair #1
Add host U course	Course Mapping O Pair #2

For the course information of host institution, you should fill in the information prescribed on the official syllabus and upload the syllabus to the system. Taking "ACTSC 331 Life Contingencies 2" offered by the University of Waterloo as an example:

urse Information of	Host Institution			
Course Code	Course Title	Credits/ Units	Syllabus	
ACTSC 331	✓ Life Contingencies 2	✔ 0.5 ✔	Choose File ACTSC 331 – Life Contingencies 2.pdf	
 Please upload an outdated syllabus 	UPDATED and DETAILED syllabus (with c may not be accepted.	ACTSC 331 LEC,T	Sement methods, reference book list etc.). Syllabus with inadequ	ate information or
Save Close		Policy Values: Annu alterations. Modified contingencies; assun multiple decrement i on joint lives depen	2 al, 1/mthly and continuous cases. Thiele's equation. Policy policies. Multiple State Models: Applications in life ptions; Kolmogorov equations; premiums, policy values, nodels. Joint Life Models: Valuation of insurance benefits	
			dent and independent cases.	

For the equivalent HKU course, you should fill in the information prescribed on the syllabus of your HKU Major/Minor/Programme:

Equivalent Course Informa	tion of HKU										×
Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	,					Fulfillment of Curriculum Requiren	nent	Transfer free elec if not app	as a tive course proved?
STAT3909	6 **	QActuarial Science BS BSc in Actuarial Science	e in Act	tuarial	Science 🔻			Disciplinary Core	~	No	Y
Notes: • Multip • For ar • For in	îtie Credit F	re-requisite	Availab 2019 - 2020	2020 - 2021	Semester offered in 2019 - 2020 0=year long 1=1st sem 2=2nd sem S=Summer TBC= To be confirmed	Exam. held in 2019 - 2820 TBC= To be confirmed	Quota	Course Coordinator	Major (Minor (The Mojor/Mir Disciplinary Core Course	or that this	course appears as , Disciplinary Elective
Department of Statis Save Clos 1 STAT3909 L	tics & Actuarial Science	ass in STAT3901, or already enrolled in this ourse; and or BSc(Actuarial Science) students only.	Y	Y	2	May		Dr D Lee, Statistics & Actuarial Science	BSc in Actuaria Science (2019,2018,20 2015,2014,201	ıl 17,2016, 3,2012)	

9. You can now check the information you have just inputted and make any necessary amendment(s) by clicking "Amend":

Course Code	Course Title	Credits /Units	Syllabus		Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	
ACTSC 331	Life Contingencies 2	1	View	Amend		STAT3909	6	BSc in Actuarial Science	Disciplinary Core	No	Amend
Add host U cou	rse					Add HKU cour	se				

10. Please complete Section C and click "Save Draft and Preview" to continue your application.

Section C:
(1) I would like to apply for 6
ave Draft and Preview

11. Please check the inputted information carefully and you are not able to amend your application after submission. If your application is ready, please click "Confirm and Submit" to submit your application.

Section A: Cou	Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?			
ACTSC 331	Life Contingencies 2	1	View	Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	No			
Section B: Rese	erve Course										
Section C:											
 (1) I would like to (2) I would like to (3) Please indica Profess (4) Special request 	apply for 6 • credits apply for 0 • extra fr te your intendend primary m ional Core in BSc (Actua est(s):	of transfer. ee elective credits ajor or declared ma rial Science)	of transfer. ijor/minor.		ß						
Back Confirm	n and Submit										

12. Your application for credit transfer and leave of absence will be processed by the Faculty Office. You can check your application status by clicking "View" next to "2. Submitted credit transfer requests".

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Semester 1
Course Year	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer
	1. Host institution information : View 2. Submited credit transfer requests : View
	Status: Pending for faculty pre-processing

Your application is under processing at the moment:

Section A: Cour	se Mapping									
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Result (Equivalent Course & Curriculum Requirement)	Transfer as a free elective course if not	Approval Result (free
ACTSC 331	Life Contingencies 2	1	View	Pair #1			r		approved?	elective)
					STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	PENDING	No	N/A

Your application has been approved:

Section A: Course Mapping												
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Course Equivalent Mapping Course at HKU		dits Fulfillment of Major/Minor/Programme		val Result alent Course iculum Requirement)	Transfer as a free elective course if not	Approval Result (free	
ACTSC 331	Life Contingencies 2	1	View	Pair #1			r			approved? elec	elective)	
					STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	YES		No	N/A	

13. The whole application process is completed. Please be reminded that you are required to submit the official transcript to the Faculty Office to confirm your credit transfer application.

Exchange Programme	Visiting Study							
Country	Canada							
Host Institution	the University of Waterloo							
Exchange Semester	2020 - Semester 1							
Course Year	3							
Application Type	Apply for credit transfer AND leave of absence							
	Step 1 Input information of host institution Step 2 Apply for credit transfer							
	 Host institution information : View Submited credit transfer requests : View 							
	Status: Application is completed							

F. Application for Credit Transfer only (For Summer/Winter exchange students)

1. Please login the system with your HKU Portal ID and password.

EXCHANGE / VISITING STUDY Online Application for Credit Transfer & Leave of Absence For BSc/BSc(Actuarso)/BASc(AppliedA)) Students Online Credit Transfer Application System (OCTAS)
Student Staff HKU Portal Login

 Please click "Add a new programme" to start your application and input the required information. For "Exchange Programme", please select "Summer Exchange Programme" or "Winter Exchange Programme".

Add a new programme • Applicable for students who have joined term-time/summer/winter visiting programme only. • For students who have joined the HKUVWV Undergraduate Student Exchange Programme / Faculty-level or Departmental-level Exchange Programme, the programme information should have been displayed below. If no information is being displayed, please contact the Faculty Office.	 Applicable for students who hav For students who have joined th information should have been division 	e joined term-time/summer/winter visiting programme only. e HKUWW Undergraduate Student Exchange Programme / Fa splayed below. If no information is being displayed, please cor	culty-level or Departmental-lev act the Faculty Office.	el Exchange Programme, the progra	mme
	Add a new programme				

3. Please select "Apply for credit transfer ONLY" and click "Save" to continue.

Exchange Programme Summer Exchange Programme							
Country	Canada						
Host Institution	the University of Waterloo						
Exchange Semester	2018 - Summer						
Course Year (in exchange year)	3						
Type of application(s): Apply for credit transfer ONLY. Save Reset							

4. Please click "Input information of host institution" to continue.

Exchange Programme	Summer Exchange Programme							
Country	Canada							
Host Institution	the University of Waterloo							
Exchange Semester	2018 - Summer							
Course Year (in exchange year)	3							
Application Type	Apply for credit transfer ONLY							
	Step 1 Input information of host institution Step 2 Apply for credit transfer							

5. In this section, you are required to upload supporting documents (e.g. academic calendar, degree regulations, credit unit statement etc.) to support the information you are going to fill in. Please combine all documents into one PDF file. You may consult the host institution if you are not able to find the information on the official website. Please click "Preview" after you have filled in the information.

Supporting Documents from Host Institution Please upload supporting documents such as course handbook and syllabuses from the host institution to support the information below. Otherwise your application for transfer of credits cannot be processed Upload document									
The following details are required for the Faculty to process your application for tr	ansfer of credits. You may need to contact the host institution for such details.								
1. Duration of the undergraduate degree curriculum	Please choose 🔹								
2. Number of teaching weeks in each semester/term									
3. Number of teaching weeks in each year									
4. Number of credits required for graduation (credit/unit)									
5. Approximate number of contact hours of each credit/unit of course									
6. Standard semester/term study load (credit/unit)									
Q Preview									

6. Please click "Confirm and submit" to continue your application.

1. Duration of the undergraduate degree curriculum	3 🔻
2. Number of teaching weeks in each semester/term	12
3. Number of teaching weeks in each year	30
4. Number of credits required for graduation (credit/unit)	180
5. Approximate number of contact hours of each credit/unit of course	6
6. Standard semester/term study load (credit/unit)	30
Back Confirm and submit	

7. You will be directed to the front page again. Please click "Apply for credit transfer" to continue.

Exchange Programme	Summer Exchange Programme							
Country	Canada							
Host Institution	the University of Waterloo							
Exchange Semester	2018 - Summer							
Course Year (in exchange year)	3							
Application Type	Apply for credit transfer ONLY							
	Step 1 Input information of host institution Step 2 Apply for credit transfer 1. Host institution information : View							

8. Please click "Add host U course" to input the course information of the host institution and click "Add HKU course" to input the equivalent HKU course. You should read the notes and instructions carefully before inputting the information.

Add host U course	Course Mapping Pair #1
Add host U course	Course Mapping O Pair #2

For the course information of host institution, you should fill in the information prescribed on the official syllabus and upload the syllabus to the system. Taking "ACTSC 331 Life Contingencies 2" offered by the University of Waterloo as an example:

urse Information of	Host Institution			
Course Code	Course Title	Credits/ Units	Syllabus	
ACTSC 331	✓ Life Contingencies 2	✔ 0.5 ✔	Choose File ACTSC 331 – Life Contingencies 2.pdf	
 Please upload an outdated syllabus 	UPDATED and DETAILED syllabus (with c may not be accepted.	ACTSC 331 LEC,T	Sement methods, reference book list etc.). Syllabus with inadequ	ate information or
Save Close		Policy Values: Annu alterations. Modified contingencies; assun multiple decrement i on joint lives depen	2 al, 1/mthly and continuous cases. Thiele's equation. Policy policies. Multiple State Models: Applications in life ptions; Kolmogorov equations; premiums, policy values, nodels. Joint Life Models: Valuation of insurance benefits	
			dent and independent cases.	

For the equivalent HKU course, you should fill in the information prescribed on the syllabus of your HKU Major/Minor/Programme:

Equivalent Course Informa	ation of HKU											×
Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programm	•					Fulfillment of Curriculum Requiren	nent	Transfer free elec if not ap	as a tive course proved?	
STAT3909	6 **	Q Actuarial Science B: → BSc in Actuarial Science	Sc in Act	uarial	Science V			Disciplinary Core	*	No	v	
No. Course Code • Multip • For at • For in	Title Credit F	?re-requisite	Availab 2019 - 2020	le in 2020 - 2021	Semester offered in 2019 - 2020 0=year long 1=1st sem 2=2nd sem S=Summer TBC= To be confirmed	Exam. held in 2019 - 2820 TBC= To be confirmed	Quota	Course Coordinator	Major (Minor (The Mejor/Mi Disciplinary Core Course	nor that this	s course appears Disciplinary Elective	as.)
Save Clo: 1 STAT3909	stics & Actuarial Science	Pass in STAT3901, or already enrolled in this ourse; and or BSc(Actuarial Science) students only.	Y	Y	2	May		Dr D Lee, Statistics & Actuarial Science	BSc in Actuari Science (2019,2018,20 2015,2014,20	al)17,2016, 13,2012)		

9. You can now check the information you have just inputted and make any necessary amendment(s) by clicking "Amend":

Course Code	Course Title	Credits /Units	Syllabus		Course Mapping Pair #1	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	
ACTSC 331	Life Contingencies 2	1	View	Amend		STAT3909	6	BSc in Actuarial Science	Disciplinary Core	No	Amend
Add host U cou	rse					Add HKU cour	se				

10. Please complete Section C and click "Save Draft and Preview" to continue your application.

Section C:	
(1) I would like to apply for 6	credits of transfer.
(2) I would like to apply for 0	 extra free elective credits of transfer.
(3) Please indicate your intendend prin	imary major or declared major/minor.
(4) Special request(s):	(Actuarial Science)
Save Draft and Preview	

11. Please check the inputted information carefully and you are not able to amend your application after submission. If your application is ready, please click "Confirm and Submit" to submit your application.

Section A: Cou	Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?			
ACTSC 331	Life Contingencies 2	1	View	Pair #1	STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	No			
Section B: Res	erve Course										
Section C:											
(1) I would like to	o apply for 6 • credits	of transfer.									
(2) I would like to	o apply for 0 🔻 extra f	ree elective credits	of transfer.								
(3) Please indica Profess	ional Core in BSc (Actua	najor or declared ma arial Science)	ajor/minor.								
	x	,									
(4) Special requ	est(s):				"						
					ĥ						
Back Confin	m and Submit										

12. Your application for credit transfer will be processed by the Faculty Office. You can check your application status by clicking "View" next to "2. Submitted credit transfer requests".

	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Winter
Course Year	3
Application Type	Apply for credit transfer ONLY
	Step 1 Input information of host institution Image: Step 2 Step 2 Apply for credit transfer Image: Step 2
	1. Host institution information : View 2. Submited credit transfer requests : View
	Status: Pending for faculty pre-processing

Your application is under processing at the moment:

Section A: Course Mapping										
Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Approval Res (Equivalent C & Curriculum	ult ourse Requirement)	Transfer as a free elective course if not	Approval Result (free
Life Contingencies 2	1	View	Pair #1			Г			approved?	elective)
				STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	PENDING		No	N/A
	ourse Title ife Contingencies 2	ourse Title Credits/Units ife Contingencies 2 1	iourse Title Credits/Units Syllabus ife Contingencies 2 1 View	ourse Title Credits/Units Syllabus Course Mapping ife Contingencies 2 1 View Pair #1	iourse Title Credits/Units Syllabus Course Mapping ife Contingencies 2 1 View Pair #1 STAT3909	Course Title Credits/Units Syllabus Course Mapping Equivalent Course at HKU Credits ife Contingencies 2 1 View Pair #1 STAT3909 6	ourse Title Credits/Units Syllabus Course Mapping Pair #1 Equivalent Course at HKU Credits Fulfillment of Major/Minor/Programme ife Contingencies 2 1 View Pair #1 STAT3909 6 BSc in Actuarial Science (Disciplinary Core)	iourse Title Credits/Units Syllabus Course Mapping of HKU Regulation of the Course at HKU Status of the Course at	Course Title Credits/Units Syllabus Course Mapping Pair #1 Equivalent Course at HKU Credits Fulfillment of Major/Minor/Programme Approval Result (Equivalent Course & Curriculum Requirement) Ife Contingencies 2 1 View Pair #1 STAT3909 6 BSc in Actuarial Science (Disciplinary Core) PENDING	Course Title Credits/Units Syllabus Course Mapping Pair #1 Equivalent Course at HKU Fulfillment of Major/Minor/Programme & Approval Result (Equivalent Course & Curriculum Requirement) approved? Transfer as a free elective course in not approved? ife Contingencies 2 1 View View STAT3909 6 BSc in Actuarial Science (Disciplinary Core) PENDING No

Your application has been approved:

Section A: Cour	Section A: Course Mapping										
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Appro (Equiv & Curr	val Result alent Course iculum Requirement)	Transfer as a free elective course if not	Approval Result (free
ACTSC 331	Life Contingencies 2	1	View	Pair #1	urme			u oun	1	approved?	elective)
					STAT3909	6	BSc in Actuarial Science (Disciplinary Core)	YES		No	N/A

13. The whole application process is completed. Please be reminded that you are required to submit the official transcript to the Faculty Office to confirm your credit transfer application.

Exchange Programme	Visiting Study
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2020 - Winter
Course Year	3
Application Type	Apply for credit transfer ONLY
	Step 1 Input information of host institution Image: Step 2 Apply for credit transfer Image: Step 2
	 Host institution information : View Submited credit transfer requests : View
	Status: Application is completed

G. Request for Application Revision

1. If you are approved to revise your application, the system will re-open for your revision. You have to go through 4 steps to complete the revision. Please click "1. Cancel approved requests" to start.

Exchange Programme	HKUWW Exchange programme
Country	Canada
Host Institution	the University of Waterloo
Exchange Semester	2019 - Semester 2
Course Year (in exchange year)	3
Application Type	Apply for credit transfer AND leave of absence
	Step 1 Input information of host institution Step 2 Apply for credit transfer

2. In this section, you can cancel any approved/disapproved requests by ticking the box "Apply cancellation of this request". If you do not wish to cancel any requests, please click "Confirm and Next" to continue.

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #2	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ACTSC 446	Mathematics of Financial Markets	1	View		STAT3911	6	BSc in Actuarial Science	Disciplinary Core	No	YES
				[Apply cancella	ation of this	request.			
Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #3	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ECON 212	Introduction to Game Theory	1	View		ECON2214	6	Elective	Elective	No	YES
Section B: Rese	rve Course				Apply cancella	ation of this	request.			
Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping Pair #1	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
STAT 450	Estimation and Hypothesis Testing	1	View		STAT3602	6	BSc in Actuarial Science	Disciplinary Elective	No	YES
	.9			[Apply cancella	ation of this	request.			
Back Confirm	n and Next									

3. You will be directed to the front page again and you have to click "2. Swap reserved requests" to continue.

Step 1 Input information of host institution Image: Step 2 Step 2 Apply for credit transfer Image: Apply for credit transfer Image: Step 2
Step 3 Revise application 1. Cancel approved requests
1. Host institution information : View 2. Submited credit transfer requests : View
Status: Pending for revised application

4. In this section, you can swap your requests from the main list (Section A) to the reserve course list (Section B) or from the reserve course list (Section B) to the main list (Section A).

For example, if you would like to move "ECON 212" to the reserve course list, please click "Move request to Section B (Reserve Course)", and if you would like to move "STAT 450" to the main list, please click "Move request to Section A".

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping O Pair #3	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
ECON 212	Introduction to Game Theory	1	View		ECON2214	6	Elective	Elective	No	YES
					¥ Move reque	est to Sectio	n B (Reserve Course)			
Section B: Rese	rve Course									
Section B: Rese Course Code	rve Course Course Title	Credits /Unit	Syllabus	Course Mapping Pair #1	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
Section B: Rese Course Code STAT 450	Course Title Estimation and Hypothesis Testing	Credits /Unit	Syllabus View	Course Mapping Pair #1	Equivalent Course STAT3602	HKU Credit	For fulfilling programme of OR declared intended major/minor in BSc in Actuarial Science	Fulfillment of Curriculum Requirement Disciplinary Elective	Transfer as a free elective course if not approved? No	Result YES
Section B: Rese Course Code STAT 450	Course Title Estimation and Hypothesis Testing	Credits /Unit	Syllabus View	Course Mapping Pair #1	Equivalent Course STAT3602	HKU Credit 6	For fulfilling programme of OR declared intended major/minor in BSc in Actuarial Science	Fulfillment of Curriculum Requirement Disciplinary Elective	Transfer as a free elective course if not approved? No	Result YES

If you do not wish to swap any requests, please click "Confirm and Next" to continue.



The courses have now been swapped and you can click "Confirm and Next" to continue.

Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping O Pair #3	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
STAT 450	Estimation and Hypothesis Testing	1	View		STAT3602	6	BSc in Actuarial Science	Disciplinary Elective	No	YES
					¥ Move requ	est to Sectio	on B (Reserve Course)			
Section B: Res	erve Course									
Course Code	Course Title	Credits /Unit	Syllabus	Course Mapping O Pair #1	Equivalent Course	HKU Credit	For fulfilling programme of OR declared intended major/minor in	Fulfillment of Curriculum Requirement	Transfer as a free elective course if not approved?	Result
Course Code	Course Title	Credits /Unit	Syllabus View	Course Mapping Pair #1	Equivalent Course ECON2214	HKU Credit	For fulfilling programme of OR declared intended major/minor in Elective	Fulfillment of Curriculum Requirement Elective	Transfer as a free elective course if not approved? No	Result

5. You will be directed to the front page again and you have to click "3. Add new requests" to continue.

Step 1 Input information of host institution Step 2 Apply for credit transfer
Step 3 Revise application 1. Cancel approved requests Image: Concentration of the second
1. Host institution information : View 2. Submited credit transfer requests : View
Status: Pending for revised application

6. You can now add course(s) in Section A and/or Section B as per your previous application.

Section A: Course Mapping • Up to 3 SIMILAR / RELATED courses from • Up to 2 HKU courses could be transferred	host institution could be combined to transfer HKU course(s) in a single pair of application, and please be alerted that you MUST PASS ALL courses or the application will be invalid. A SINGLE PAIR of APPLICATION, depending on the course equivalency and course credits, and both courses should be in the SAME discipline.
Add host U course	Course Mapping OPair #1
Add host U course	Course Mapping O Pair #2
Add host U course	Course Mapping Pair #3
Section B: Reserve Course	
Add host U course	Course Mapping Pair #1

7. If you have added the new course(s) or if you do not wish to add any new course(s), please click "Save and Preview" to continue.

Section C:		
(1) I would like to apply for	18 •	credits of transfer.
(2) I would like to apply for	0 •	extra free elective credits of transfer.
(3) Please indicate your inte	endend primary major or decla	red major/minor.
Professional Core	e in BSC (Actuarial Scienc	B)
(4) Special request(s):		
Save Draft and Preview		

8. You can now preview your newly added course(s) and please click "Confirm and Next" to continue.

Section A: Cou	Section A: Course Mapping							
Course Code	Course Title	Credits/Units	Syllabus	Course Mapping	Equivalent Course at HKU	Credits	Fulfillment of Major/Minor/Programme	Transfer as a free elective course if not approved?
ACTSC 471	Advanced Corporate Finance	1	View	Pair #1	FINA2311	6	Elective (Elective)	No
Section B: Res	erve Course							
Section C:								
(1) I would like to	apply for 24 ~ credit	s of transfer.						
(2) I would like to	apply for 0 - extra fr	ee elective credits o	f transfer.					
(3) Please indica	ate your intendend primary m	ajor or declared maj	or/minor.					
Profess	ional Core in BSc (Actua	arial Science)						
(4) Special requ	est(s):				ii.			
	()							

9. You will be directed to the front page again and you have to click "4. Preview and submit revised application" to view and submit your revised application.

Step 3 Revise application 1. Cancel approved requests . 2. Swap reserved requests . 3. Add new requests . 4. Preview and submit revised application
1. Host institution information : View 2. Submited credit transfer requests : View
Status: Pending for revised application

10. If your revised application is ready, please click "Confirm and Submit" to submit your application.

		100		0	at HKU			
ECON 212	Introduction to Game Theory		View	Pair #1	ECON2214	6	Elective (Elective)	No
Section C:								
(1) I would like	to apply for 24 + credits	of transfer.						
(2) I would like	to apply for 0 + extra free	e elective credits	of transfer.					
(3) Please indic	cate your intendend primary maj	or or declared m	ajor/minor.					
Profes	sional Core in BSc (Actuari	al Science)						
(4) Special reg	uest(s).				1			
					4			
	1000							
Back Conf	irm and Submit							

11. Your revised application is completed and will be processed by the Faculty Office.

Exchange Programme	HKUWW Exchange programme				
Country	Canada				
Host Institution	the University of Waterloo				
Exchange Semester	2019 - Semester 2				
Course Year	3				
Application Type	Apply for credit transfer AND leave of absence				
	Step 1 Input information of host institution Implication Step 2 Apply for credit transfer Implication				
	 Host institution information : View Submited credit transfer requests : View 				
	Status: Pending for faculty pre-processing				