

**Scheme for Subsidy on Exchange for Post-secondary Students**  
*(Student participating in Student Exchange Programmes (SEP) organised by GAO can skip this part)*

**Proof of Completion**

**To be completed by the Activity Organiser (EdUHK Department / Unit)**

**A. CONFIRMATION FROM THE ORGANISER**

This is to certify that <Student Name> (<Student ID>) has successfully completed the following exchange activity, which is conducted outside Hong Kong.

**B. EXCHANGE ACTIVITY DETAILS**

**Name of activity** : *Official name of activity (English preferred). Please avoid abbreviations*

**Name of organiser** : *e.g. Student Affairs Office, EdUHK*

**Date of activity** : From *dd/mm/yyyy* To *dd/mm/yyyy*

*The activity duration should cover the period from the commencement date to the completion date of the official programme of the exchange activity. Travelling time back and forth between Hong Kong and the exchange destination should not be counted towards the activity duration.*

**Duration (No. of Days)** : **Destination(Country)** *e.g. UK*

**Type of Activity** : ☐ **Learning Activities** *(substantive learning elements and/or intended learning outcomes)*  
 (Please check ✓ the ☐ **Internship Programmes** as well as placements or practicums  
 appropriate box) ☐ **Service Programmes** *(service-learning activities that integrate experiential learning with community services and reflections)*  
☐ **National, Regional and International Events and Competitions** *(Endorsed/ organised by EdUHK to represent EdUHK)*

**Signature**

**Name of Staff**

**Post Title & Faculty/Unit/Dept**

**Telephone Number**

**Date**

*OFFICIAL CHOP*

*The Student Affairs Office of EdUHK shall assess the eligibility of the exchange activity based on the information provided.*