

HONG KONG BAPTIST UNIVERSITY
International Office

Application Procedures and Important Notes
Student Exchange Programme, 1st (Fall) Semester 2014/15

Closing Date: 5 May 2014

Online Application System

Home institutions should **nominate students with their full names as on passport and email addresses**. We will provide each nominated student with a login name and password for the online application.

1. Read **carefully** the Application Checklist before completing all the application forms http://intl.hkbu.edu.hk/exchange/check_list.pdf
2. Apply online at <https://iss.hkbu.edu.hk/intlin/login/signin.seam> with your assigned login name and password
3. Complete the Visa/Entry Permit Application Form ID 995A
<http://www.immd.gov.hk/pdforms/ID995A.pdf>
4. Prepare the required documents including:
 - An official academic transcript (**either in English or Chinese**)
 - A TOEFL or IELTS test report **or** a letter from your home institution certifying your English proficiency (if your first language is not English)
 - 2 photocopies of the travel document containing your personal particulars, its issuance and expiry dates and details of any re-entry visa held (if applicable)

The travel document should be valid for at least 6 months beyond your intended stay in Hong Kong. (For students from Mainland China, Macau and Taiwan, please also attach copies of the identity documents, e.g. identity cards, census papers, etc.)

- 3 passport size photos [*not larger than 55 mm x 45 mm (or 2-1/8" x 1-3/4") and not smaller than 50 mm x 40 mm (or 2" x 1-5/8"), with same full-face view (no snapshots, glamour photos, computer printouts please)*]
- Evidence of your financial standing (**either in English or Chinese**), e.g. bank statements, savings account passbooks, scholarship letters, etc.

The Hong Kong Immigration Department requires that you must have written proof that you have sufficient funds to pay all expenses while studying in Hong Kong. If you will be financially supported by someone else, e.g. parent, please include a letter from that individual sponsor

identifying his/her relationship with you and stating that fees and living expenses will be provided to you while your studies at HKBU. The individual sponsor's financial statement from the bank must be included.

Useful Information:

Sample Completed Application:

<http://www.hkbu.edu.hk/~intl/exchange/Sample.pdf>

Guidebook for Entry for Study in Hong Kong (English Version):

[http://www.immd.gov.hk/pdfforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdfforms/ID(E)996.pdf)

Guidebook for Entry for Study in Hong Kong (Chinese Version):

[http://www.immd.gov.hk/pdfforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdfforms/ID(C)996.pdf)

5. **SUBMIT ALL THE COMPLETED FORMS WITH REQUIRED DOCUMENTS BY THE FASTEST POSSIBLE MEANS (COURIER SERVICE PREFERRED) VIA YOUR HOME INSTITUTION TO THE FOLLOWING ADDRESS ON OR BEFORE 5 May 2014:**

International Office
 Hong Kong Baptist University
 Room AAB 703, Level 7
 Academic and Administration Building
 Baptist University Road Campus
 Kowloon Tong, Kowloon
 Hong Kong
 Phone: (852) 3411-2188
 Fax: (852) 3411-5568

6. **Important Dates for 1st (Fall) Semester 2014/15 (tentative)**

Required Arrival Dates (Meet & greet service available on these two days)	25-26 August 2014
3-Day Orientation Programme (Mandatory)	27-29 August 2014
Classes Begin	1 September 2014
Last Day of Classes (undergraduate courses)	December 2014
Last Day of Classes (MBA courses)	(exact dates to be advised)
Final Examinations (undergraduate courses)	Early–Late December 2014
Final Examinations (MBA courses)	(exact dates to be advised)
Important: No early examinations can be arranged.	
First Check-in Date for Undergraduate Halls	25 August 2014
Last Check-out Date from Undergraduate Halls	Late December 2014 (exact date to be advised)

7. **Required Arrival Dates and Mandatory Orientation Programme**

All exchange and study abroad students are **expected** to arrive on the required arrival dates and attend the orientation programme. Please plan your schedule and travel arrangements accordingly.

8. Accommodation

Application details will be announced to admitted exchange students. Exchange students have the option to choose to live on- or off-campus. Undergraduate exchange students are housed in the 21-storey Undergraduate Halls. Graduate exchange students are housed in the NTT International House. **All rooms are on sharing basis.** On-campus bed spaces are provided on a first-come-first-served basis. If you prefer to live off-campus, it will be your own responsibility to make the accommodation arrangements.

9. Medical and Accident Insurance

All exchange and study abroad students are **required** to obtain adequate insurance prior to arrival in Hong Kong. You should check with your home institutions and/or insurance agents about medical and accident insurance coverage. If your home insurance policy covers your overseas study, you should retain it. If that is not the case, please negotiate for coverage of your overseas study in Hong Kong (**including personal trips outside Hong Kong**) before coming.

10. Other Useful Links

Academic Calendar (http://buar.hkbu.edu.hk/index.php/ar_academic_calendar)

Course Selection (<http://buar.hkbu.edu.hk/uploads/files/admissions/int/int.htm>)

HKBU Catalogue/Bulletin (http://buar2.hkbu.edu.hk/curr/calendar_bulletin/)

11. Enquiries

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Coordinator for China and Europe

HKBU International Office

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