# Student Exchange Programme

## Fact Sheet 2018/19

### General Information

| **Address** | Hong Kong Baptist University  
**International Office**  
Room AAB 703, Level 7, Academic and Administration Building  
Baptist University Road Campus  
Kowloon Tong, Kowloon  
Hong Kong |
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Telephone</strong></td>
<td>+852 3411 2188</td>
</tr>
<tr>
<td><strong>Fax</strong></td>
<td>+852 3411 5568</td>
</tr>
<tr>
<td><strong>Email</strong></td>
<td><a href="mailto:exchange@hkbu.edu.hk">exchange@hkbu.edu.hk</a></td>
</tr>
</tbody>
</table>
| **Website** | University [http://www.hkbu.edu.hk](http://www.hkbu.edu.hk)  
Student Exchange Programme [http://intl.hkbu.edu.hk](http://intl.hkbu.edu.hk) |
| **Heads of International Office** | Peter Li  
Director, International Office  
Sandy Lee  
International Programme Manager |
| **Coordinators (for both incoming and outgoing exchange)** | Christina Chan, Assistant Programme Manager  
Coordinator for Americas and Asia Pacific (except China)  
E-mail: cchanfh@hkbu.edu.hk  
Tel: +852 3411 5328 |
| | Elaine Leung, Programme Officer  
Coordinator for Europe (except Denmark, Finland, Ireland, Norway, Sweden and the U.K.)  
E-mail: elaineleung@hkbu.edu.hk  
Tel: +852 3411 5335 |
| | Felicia Low, Programme Officer  
Coordinator for Europe (Denmark, Finland, Ireland, Norway, Sweden and the U.K.) and China  
E-mail: felicia@hkbu.edu.hk  
Tel: +852 3411 7650 |
## Academic Calendar

| Semester 1  | Start          | First week of September |
|            | End (including exams) | Late December (exams will end before Christmas) |
| Semester 2 | Start          | Second week of January  |
| (Spring semester) | End (including exams) | Late May |

*All important semester dates such as add/drop dates, examination dates and holidays, etc. can be found at [http://buar2.hkbu.edu.hk/curr/acad_calendar](http://buar2.hkbu.edu.hk/curr/acad_calendar).*

## Academic Information

### Academic Requirements

Minimum 2.5 cumulative GPA or equivalent

### Language Requirements for Non-Native English Speakers

Non-native English speakers are required to have attained an English proficiency level of TOEFL 550 (paper-based)/80 (internet-based) or IELTS 6.0 or above

### Full-time Study Load

Minimum study load per semester: 12 credit units (approx. 4 courses)

Maximum study load per semester: 18 credit units (approx. 6 courses)

### Courses Available to Exchange Students


### Course Restrictions

Courses are not listed in the above web link.

### Language Courses

Credit-bearing Mandarin and Cantonese courses for non-Chinese speakers are available.

### Course Registration

Students will receive an email about online course registration period and procedures after they have been accepted.

Students are advised to allow flexibility in the study plan in case of unsuccessful registration in some courses. They may adjust the course registration during the course add/drop period during the first 2 weeks of classes. The Academic Registry will provide details about the course add/drop system at the orientation.

### Transcripts

Transcripts are generally available about 2 months after the final exams. The Academic Registry will send a student copy of transcript to student’s home address and an official one to the student’s home institution free of charge. Students may apply for additional copies at [http://buar2.hkbu.edu.hk/curr/application_centre/application_transcripts](http://buar2.hkbu.edu.hk/curr/application_centre/application_transcripts).

### Student Visa Application

All students must apply for a student visa/permit in order to study in Hong Kong. HKBU International Office will coordinate with the Hong Kong Immigration Department (IMMD) in Hong Kong on the students’ behalf. Please note that students do not need to arrange their visas at their local Chinese embassy/consulate. It normally takes the IMMD 6-8 weeks to process a visa application. Once available, HKBU International Office will collect the student visa and send it to the student’s mailing address by courier service. Students will be required to pay HKBU for the visa fee after arriving in Hong Kong.

Student visa application form (ID 995A) and further information can be found at [https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/visa](https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/visa)

Sample Completed Visa Application:
Supporting Documents

- Original copy of the official transcript in English or Chinese
- For non-native English speakers, English language proficiency proof (TOEFL or IELTS) or a support letter issued by home institution
- Three passport size photos
- Two copies of passport page (with personal particulars) (The passport should be valid for at least 6 months beyond the student’s 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.
- Evidence of the student's financial standing in English or Chinese, e.g. bank statements, savings account passbooks, scholarship letters, etc.

Submit **ALL the completed forms with required documents** by the fastest possible means *(courier service preferred)* via your home institution **on or before the application deadline** to the following address:

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

<table>
<thead>
<tr>
<th>Acceptance documents to be sent to students</th>
<th>For admission to Semester 1</th>
<th>July onward</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>For admission to Semester 2</td>
<td>November onward</td>
</tr>
</tbody>
</table>

---

### Accommodation and Facilities

#### Application Deadlines

<table>
<thead>
<tr>
<th>University Housing</th>
<th>Semester 1 (Fall)</th>
<th>Mid June</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester 2 (Spring)</td>
<td>Mid November</td>
</tr>
</tbody>
</table>

#### University Housing

Undergraduate exchange students may stay in the 21-storey Undergraduate Halls *(http://sa.hkbu.edu.hk/sass/ugh)* on campus. All rooms are on sharing basis, and beds are reserved on a first-come-first-served basis. Application details will be announced to admitted exchange students. If they choose to stay off-campus, it will be individual student’s own responsibility to make his/her accommodation arrangements.

Postgraduate exchange students may stay at the NTT International House (NTT) on campus on a first-come-first-served basis *(http://sass.hkbu.edu.hk/sass/ntt/students/en/index.html)*. Once admitted, postgraduate exchange students will be put in direct contact with NTT for housing applications.

#### Duration of Stay

<table>
<thead>
<tr>
<th>Duration of Stay</th>
<th>Semester 1</th>
<th>Late August – Late December</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Semester 2</td>
<td>Early January – Late May</td>
</tr>
<tr>
<td></td>
<td>Full year</td>
<td>Late August to Late May</td>
</tr>
</tbody>
</table>

* Expected check-in and –out dates will be announced in due time. No
**Other Facilities On-Campus**

Sports centre, swimming pool, library, computer centre, bookshop, clinic, Chinese medicine clinic, cafeteria, Chinese restaurant, mini-banks

---

**Insurance**

**Health Insurance Requirements**

All exchange and study abroad students are required to obtain adequate insurance prior to arrival in Hong Kong. Students should check with their home institutions and/or insurance agents about medical and accident insurance coverage. If the home insurance policy covers the concerned student for his/her overseas study, he/she should retain it. If that is not the case, the student is advised to negotiate for coverage of his/her overseas study in Hong Kong (including personal trips outside Hong Kong) before travelling.

---

**Arrival Information and 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.

<table>
<thead>
<tr>
<th>Expected Arrival Dates for Exchange Students</th>
<th>Semester 1</th>
<th>Last week of August</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation Programme</td>
<td>Semester 1</td>
<td>Last week of August</td>
</tr>
<tr>
<td></td>
<td>Semester 2</td>
<td>First week of January</td>
</tr>
</tbody>
</table>

“Meet and Greet” Service

Free-of-charge “meet and greet” service will be offered on two specified arrival dates (exact dates will be announced to students) – from Hong Kong International Airport or Hung Hom Railway Station to campus.

Students arriving on dates other than the expected arrival dates will need to make their own way to the campus. The International Office will provide them with public transportation information.

---

**Fees**

<table>
<thead>
<tr>
<th>Fees Payable to HKBU</th>
<th>Administration fee (including visa application): HK$1,650</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Students may need to pay material fees if they take Visual Arts courses. Students taking courses that include study field trips will need to pay the relevant fees, if any.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Estimated Monthly Expenses (excluding housing costs as indicated above)</th>
<th>Meals</th>
<th>HK$3,000-5,000</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Entertainment</td>
<td>HK$1,000</td>
</tr>
<tr>
<td></td>
<td>Transportation</td>
<td>HK$150-800</td>
</tr>
<tr>
<td></td>
<td>Air-conditioning (Undergraduate Halls)</td>
<td>HK$150-700</td>
</tr>
<tr>
<td></td>
<td>Miscellaneous</td>
<td>HK$200-1,000</td>
</tr>
<tr>
<td></td>
<td>Total</td>
<td>HK$4,500-8,500</td>
</tr>
</tbody>
</table>