



Student Exchange Programme

Fact Sheet 2019/20

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
Telephone	+852 3411 2188
Fax	+852 3411 5568
Email	exchange@hkbu.edu.hk
Website	University http://www.hkbu.edu.hk
	Student Exchange Programme http://intl.hkbu.edu.hk
Heads of International Office	<p>Yvonne Lee Director, International Office</p> <p>Sandy Lee International Programme Manager</p> <p>Christina Chan, Assistant Programme Manager Coordinator for Americas and Asia Pacific (except China) E-mail: cchanfh@hkbu.edu.hk Tel: +852 3411 5328</p> <p>Felicia Low, Programme Officer Coordinator for China, Eastern and Northern Europe, Ireland and the U.K. E-mail: felicia@hkbu.edu.hk Tel: +852 3411 7650</p> <p>Frances So, Programme Officer Coordinator for Europe (except Eastern and Northern Europe, Ireland and the U.K.) E-mail: frances@hkbu.edu.hk Tel: +852 3411 6470</p>
Coordinators (for both incoming and outgoing exchange)	

Application by Nominated Students	<ul style="list-style-type: none"> • A nominated student should log in to HKBU Online Application System and complete the HKBU application form. • Upon submission of his/her online application form, the student should send all the required supporting documents to HKBU International Office. • The student should at the same time submit the Hong Kong student visa application form and required documents to HKBU International Office. Please see below for visa requirements.
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Student Visa Application	<p>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 <u>not</u> 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.</p> <p>Student visa application form (ID 995A) and further information can be found at https://www.immd.gov.hk/eng/forms/forms/id995a.html</p> <p>Sample Completed Visa Application: https://intl.hkbu.edu.hk/f/upload/464/ID995A_Sample.pdf Guidebook for Entry for Study in Hong Kong (English Version): 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</p>
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Supporting Documents	<ul style="list-style-type: none"> • Original copy of the official transcript in English or Chinese • For non-native English speakers, English language proficiency proof (TOEFL or IELTS) <u>or</u> 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.
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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

Acceptance documents to be sent to students	For admission to Semester 1 (Fall semester)	July onward
	For admission to Semester 2 (Spring semester)	November onward

Accommodation and Facilities

Application Deadlines	Semester 1 (Fall semester)	Mid June
	Semester 2 (Spring semester)	Mid November
University Housing	<p>Undergraduate exchange students may stay in the 21-storey Undergraduate Halls (https://sa.hkbu.edu.hk/sas/ug-housing/overview) 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.</p> <p>Postgraduate exchange students may stay at the NTT International House (NTT) on campus on a first-come-first-served basis (https://sa.hkbu.edu.hk/sas/pg-housing/overview). Once admitted, postgraduate exchange students will be put into direct contact with NTT for housing applications.</p>	
Duration of Stay	Semester 1 (Fall semester)	Late August – Late December
	Semester 2 (Spring semester)	Early January – Late May
	Full year	Late August to Late May
	* <i>Expected check-in and –out dates will be announced in due time. No early check-in will be accepted.</i>	

Other Facilities On-Campus

Fees		
Fees Payable to HKBU	Administrative fee (including visa application): HK\$1,650 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.	
Estimated Monthly Expenses (excluding housing costs as indicated above)	Meals	HK\$3,000-5,000
	Entertainment	HK\$1,000
	Transportation	HK\$150-800
	Air-conditioning (Undergraduate Halls)	HK\$150-700
	Miscellaneous	HK\$200-1,000
	Total	HK\$4,500-8,500

*Hong Kong Baptist University
International Office
January 2019*