



HONGKONG

# STUDENT EXCHANGE PROGRAMME

QUICK REFERENCE GUIDE 2025/26



香港浸會大學  
HONG KONG BAPTIST UNIVERSITY

# GENERAL INFORMATION

Hong Kong Baptist University  
International Office  
AAB 703, Level 7  
Academic and Administration Building  
Baptist University Road Campus  
Kowloon Tong  
Hong Kong

**Phone** +852 3411 2188

**Fax** +852 3411 5568

**Email** [exchange@hkbu.edu.hk](mailto:exchange@hkbu.edu.hk)

**Website** University  
<http://www.hkbu.edu.hk>  
Student Exchange Programme  
<http://intl.hkbu.edu.hk>

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1

**START**

First week of September

**END (including exams)**

Late December (exams will end before Christmas)

**SEMESTER**  
(Fall Semester)

2

**START**

early January

**END (including exams)**

Late May

**SEMESTER**  
(Spring Semester)

\* All important semester dates such as add/drop dates, examination dates and holidays, etc. can be found at <https://ar.hkbu.edu.hk/academic-calendar>.

# ACADEMIC INFORMATION

1

**ACADEMIC REQUIREMENTS**

Minimum 2.5 cumulative GPA or equivalent

2

**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)/79 (internet-based) or IELTS 6.0 or above.

3

**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)

4

**COURSES AVAILABLE TO  
EXCHANGE STUDENTS**

<https://ar.hkbu.edu.hk/student-services/incoming-exchange/course-list>

5

**COURSE RESTRICTIONS**

Courses that are not listed in the above web link.

6

**LANGUAGE COURSES**

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

7

**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.

8

**TRANSCRIPTS**

Official transcripts in electronic format are generally available about 2 months after the final exams. Students will receive a notification email when the transcripts are available. Students may log into the [HKBU Digital Credential System](#) to access and share their official transcripts with their home institutions **FREE OF CHARGE**.



# NOMINATION AND APPLICATION PROCESS

1

## NOMINATIONS – BY HOME INSTITUTION

1 May 2025 (Thur)

SEP TO DEC  
**SEMESTER**  
(Fall Semester)

## APPLICATIONS – BY STUDENTS

15 May 2025 (Thur)

2

## NOMINATIONS – BY HOME INSTITUTION

1 October 2025 (Wed)

JAN TO MAY  
**SEMESTER**  
(Spring Semester)

## APPLICATIONS – BY STUDENTS

15 October 2025 (Wed)

### NOMINATIONS BY HOME INSTITUTION

- Home institution will nominate students to HKBU in accordance with the mutually agreed number of exchange places.
- HKBU will create an online application account for each nominated student and inform the student of his/her login details.

### APPLICATIONS BY NOMINATED STUDENTS

- A nominated student should log into the HKBU Online Application System and complete the application form.
- Upon submission of his/her online application form, the student should submit the Hong Kong student visa application form and all the required supporting documents via our online form. Please see below for visa requirements.

### 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 8 weeks to process a visa application. Once available, HKBU International Office will collect the student visa and send it to the student. 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://www.immd.gov.hk/eng/forms/forms/id995a.html>

Sample Completed Visa Application:

<https://intl.hkbu.edu.hk/f/upload/3094/ID995ASample.pdf>

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

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

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

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

### 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
- One passport size photo
- 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 **on or before the application deadline** via our online form.

# ACCEPTANCE DOCUMENTS

TO BE SENT  
TO STUDENTS

FOR ADMISSION TO  
**SEMESTER 1**  
(Fall Semester)

**JULY ONWARD**

**NOVEMBER ONWARD**

FOR ADMISSION TO  
**SEMESTER 2**  
(Spring Semester)





## UNIVERSITY HOUSING

Undergraduate exchange students may stay in the Undergraduate Halls (<https://sa.hkbu.edu.hk/en/accm/on-campus-accommodation/apply-for-ug-accommodation/exchange-students.html>) or Village CARE (<https://sa.hkbu.edu.hk/en/accm/on-campus-accommodation/village-care/overview-of-village-care.html>) on campus. All rooms are on sharing basis for exchange students, 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 Dr. Ng Tor Tai International House (NTT) on campus on a first-come-first-served basis (<https://sa.hkbu.edu.hk/en/accm/on-campus-accommodation/pg-housing/overview.html>). Once admitted, postgraduate exchange students will be put into direct contact with NTT for housing applications.

## ACCOMMODATION AND FACILITIES

APPLICATION  
DEADLINES

**SEMESTER 1**  
(Fall Semester)

MID JULY

**SEMESTER 2**  
(Spring Semester)

MID NOVEMBER

## OTHER FACILITIES ON CAMPUS

Cafeteria, Chinese medicine clinic, clinic, computer centre, learning commons, library, sports centre, and swimming pool

DURATION  
OF STAY

**SEMESTER 1**  
(Fall Semester)

LATE AUGUST –  
LATE DECEMBER

**SEMESTER 2**  
(Spring Semester)

EARLY JANUARY –  
MID MAY

**FULL YEAR**

LATE AUGUST –  
MID MAY

\* Check-in and check-out dates will be duly announced.  
No early check-in and late check-out will be entertained.





# INSURANCE

## HEALTH INSURANCE REQUIREMENTS

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

## EXPECTED ARRIVAL DATES FOR EXCHANGE STUDENTS

**SEMESTER 1**  
(Fall Semester)

LAST WEEK OF AUGUST

**SEMESTER 2**  
(Spring Semester)

FIRST WEEK OF JANUARY

## ORIENTATION PROGRAMME

**SEMESTER 1**  
(Fall Semester)

LAST WEEK OF AUGUST

**SEMESTER 2**  
(Spring Semester)

FIRST WEEK OF JANUARY

## BUDDIES SCHEME

Exchange students are matched with one or more of our Buddy volunteers. The buddies will share their knowledge of HKBU and Hong Kong and help new students become familiar with their new surroundings, particularly during the first month of arrival at HKBU. Likewise, the buddies will learn about the culture and country of the students with whom they are matched.

The Buddies Scheme serves a meaningful platform for all participants to gain lifelong friendships and a deeper understanding of their own culture.





FEEES

## FEES PAYABLE TO HKBU

**ADMINISTRATIVE FEE** **HK\$1,800\***  
(including visa application)

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.

\*Subject to change

**HKBU**  
International Office

**Hong Kong Baptist University  
International Office**

March 2025

## ESTIMATED MONTHLY EXPENSES\*

**HOUSING (Student Hostel)** **HK\$2,800-3,600<sup>#</sup>**

**AIR-CONDITIONING & UTILITIES** **HK\$500**

**MEALS** **HK\$5,000**

**ENTERTAINMENT** **HK\$1,000**

**TRANSPORTATION** **HK\$800**

**MISCELLANEOUS** **HK\$1,000**

**TOTAL** **HK\$11,100-11,900**

\*The estimated expenses provided are for reference purposes only and are subject to change.

<sup>#</sup>Pricing based on on-campus undergraduate accommodation only



## Hong Kong Baptist University | International Office

### Student Exchange Programme Information (Inbound)

General Information	
Website	<a href="https://intl.hkbu.edu.hk/student-exchange/incoming-students">https://intl.hkbu.edu.hk/student-exchange/incoming-students</a>
Email	exchange@hkbu.edu.hk
Phone	+852 3411 2188
Application Procedures	<a href="https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/application-procedure">https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/application-procedure</a>
Academic and Accommodation Information	
Academic Calendar	<div> <div>Fall Semester (Semester 1) September to December</div> <div>Spring Semester (Semester 2) January to May</div> </div> <p>Visit the latest <a href="#">Academic Calendar</a>.</p>
Course Load	The minimum study load for a full-time student at HKBU is <b>12 credits per semester</b> . This is also to satisfy the immigration laws of the Government of the Hong Kong SAR.
Course Offering & Course Registration	<p><u>Undergraduate Exchange</u> Students can freely choose and enroll in any courses across disciplines (provided that the prerequisite requirements, if any, are met and subject to course availability.)</p> <p>The course pre-registration exercise will be scheduled around mid-July for the Fall semester and mid-November for the Spring semester.</p> <p>Visit the latest <a href="#">Course List</a>.</p> <p><u>Postgraduate Exchange</u> Limited courses offered by the School of Business only - subject to the prerequisite requirements, if any, and course availability. The course list will be sent to students while applying.</p>
Accommodation	<p><u>Undergraduate Exchange</u> Students may choose to stay in the <a href="#">Undergraduate Halls</a> or <a href="#">Village CARE</a> on campus. All rooms are double-occupancy and on a first-come-first-served basis. Hall management reserves the right to make the final decision regarding hall assignments.</p> <p>Application details will be sent around mid-July for the Fall semester and mid-November for the Spring semester.</p> <p><u>Postgraduate Exchange</u> Students may be housed in the <a href="#">Dr. Ng Tor Tai International House</a> (NTT) on campus. Application details will be announced to admitted students.</p> <p>Apart from on campus housing, students may choose to live off-campus. For off-campus options, please visit the <a href="#">Off-campus</a></p>

	<p><a href="#">Accommodation Alternatives Section</a> on the Office of Student Affairs webpage</p> <p>Visit <a href="#">Accommodation</a> for more information.</p>				
<b>Insurance and Arrival Information</b>					
Insurance	<p>All incoming exchange students are required to obtain adequate insurance before arriving in Hong Kong.</p> <p>Please refer to <a href="#">HERE</a> for more information.</p>				
Arrival Information	<p>Students have to make their own way to HKBU. Please refer to the <a href="#">Travel Guide</a> for reference.</p>				
Welcome Orientation (Mandatory)	<table border="0"> <tr> <td><a href="#">Fall Semester (Semester 1)</a></td> <td>Late August</td> </tr> <tr> <td><a href="#">Spring Semester (Semester 2)</a></td> <td>Early January</td> </tr> </table> <p>Exact Dates to be announced. Please refer to the <a href="#">Important Dates</a> for latest updates.</p>	<a href="#">Fall Semester (Semester 1)</a>	Late August	<a href="#">Spring Semester (Semester 2)</a>	Early January
<a href="#">Fall Semester (Semester 1)</a>	Late August				
<a href="#">Spring Semester (Semester 2)</a>	Early January				
Fees & Payment	<p>All students are required to pay an administrative fee, visa fee (if applicable) and lodging fee (if applicable) by designated deadlines. The debit note(s) will be available in <a href="#">BUniPort</a> account in due course.</p> <p>Please refer to <a href="#">Cost of Living, Fees &amp; Payment</a> for latest updates.</p>				

*Last updated: 2025.02*



## Checklist for Incoming Student Exchange Application

**\*All documents MUST be in English/Chinese. Otherwise, please submit along with certified translated documents in English/Chinese.**

1	<b>A completed Visa Application Form (<a href="#">Form ID995A</a>) (<a href="#">Sample</a>)</b> <ul style="list-style-type: none"> <li>With one recent photo affixed on page 2 of the Form ID995A</li> <li>With date and sign on pages 1 to 4</li> </ul>
2	<b>A copy of travel documents containing personal particulars, its issuance and expiry dates as follows:</b> <u>Students from countries/region other than mainland China, Macao, Taiwan</u> <ul style="list-style-type: none"> <li>Passport</li> </ul> <u>Students from Mainland China</u> <ul style="list-style-type: none"> <li>Passport</li> <li>People's Republic of China Resident Identity Card (中華人民共和國居民身份證)</li> <li>Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證) (if applicable)</li> </ul> <u>Students from Macao</u> <ul style="list-style-type: none"> <li>Passport</li> <li>Macao Identity Card</li> <li>Visit Permit for Residents of Macao SAR to HKSAR (澳門居民往來香港特別行政區旅遊證)</li> </ul> <u>Students from Taiwan</u> <ul style="list-style-type: none"> <li>Passport</li> <li>Taiwan Identity Card (front and back pages)</li> <li>Household Registration Transcript (戶籍謄本) (front and back pages)</li> </ul>
3	<b>A copy of financial proof (<u>MUST</u> be in English or Chinese)</b> <ul style="list-style-type: none"> <li>An official bank statement OR a letter issued from the bank clearly shows the name of the bank account holder, the current balance and the date of proof (issued within 6 months); and/or</li> <li>Supporting documents of loans/ grants / scholarships received</li> </ul> <u>If students are financially supported by an individual, please also provide:</u> <ul style="list-style-type: none"> <li>A copy of passport of sponsor, AND</li> <li>A completed Financial Declaration Form (<a href="#">Template</a>)</li> </ul> Notes: N1) The total amount of financial proof is sufficient to cover the total estimated cost of living indicated on page 3 of Form ID995A. N2) Screenshot is not accepted.
4	<b>Latest Official Academic Transcript (in English) issued from home institution</b>
5	<b>A copy of the Online Enrollment Summary</b>
6	<b>Valid TOEFL/IELTS score report, OR a letter issued by home institution to certify English proficiency</b>
7	<b>One digital passport-size photo with plain background</b>
8	<b>A copy of Hong Kong Identity Card (if applicable)</b>
9	<b>A copy of deed poll (in English) (for students who indicated change of name on page 4 of Form ID995A) (if applicable)</b>
<b>For more details about exchange at HKBU, please refer to</b>	
<b>WEBSITE</b>	<a href="https://intl.hkbu.edu.hk/student-exchange/incoming-students">https://intl.hkbu.edu.hk/student-exchange/incoming-students</a>
<b>IMPORTANT DATES</b>	<a href="https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/important-dates">https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/important-dates</a>
<b>ACADEMIC CALENDAR</b>	<a href="https://ar.hkbu.edu.hk/student-services/useful-information/publications">https://ar.hkbu.edu.hk/student-services/useful-information/publications</a>
<b>COURSE OFFERING</b>	<a href="https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/course-offerings">https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/course-offerings</a>
<b>ACCOMMODATION</b>	<a href="https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/accommodation">https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/accommodation</a>