



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

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

Yvonne Lee

Director, International Office

GLOBAL STUDENT MOBILITY

Vivian Tsui, Manager, International Office

Coordinator for Ireland, the UK

Email kytsui@hkbu.edu.hk

Phone +852 3411 5328

Kasey Tai, Assistant Global Engagement Manager

Coordinator for Africa, Asia and Oceania

Email kaseytai@hkbu.edu.hk

Phone +852 3411 5346

Mandy Ho, Assistant Global Engagement Manager

Coordinator for Europe (Denmark, Finland, Germany, Greece, Iceland, Italy, Poland, Norway and Sweden)

Email mandyhohky@hkbu.edu.hk

Phone +852 3411 8310

Sarah Wong, Assistant Global Engagement Manager

Coordinator for the Americas and the Netherlands

Email sarahwong@hkbu.edu.hk

Phone +852 3411 5363

Zoe Ma, Global Engagement Officer

Coordinator for Europe (Croatia, Czech Republic, France, Portugal, Spain and Türkiye)

Email zoetyma@hkbu.edu.hk

Phone +852 3411 5335

Kristen Yu, Global Engagement Assistant

Coordinator for Europe (Austria, Belgium, Estonia, Hungary, Lithuania, Slovenia and Switzerland)

Email kristenyu@hkbu.edu.hk

Phone +852 3411 6472

**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-and-extended-study-programme/
course-list](https://ar.hkbu.edu.hk/student-services/incoming-exchange-and-extended-study-programme/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.



FEES

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 the University's annual review.

HKBU
International Office

**Hong Kong Baptist University
International Office**

August 2025

ESTIMATED MONTHLY EXPENSES ^

HOUSING (Student Hostel) **HK\$3,200-4,800 #**

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

MEALS **HK\$5,000**

ENTERTAINMENT **HK\$1,000**

TRANSPORTATION **HK\$800**

MISCELLANEOUS **HK\$1,000**

TOTAL **HK\$11,500-13,100**

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

#Pricing based on on-campus undergraduate accommodation only