

HONG KONG BAPTIST UNIVERSITY
International Office

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 Email: exchange@hkbu.edu.hk Website: intl.hkbu.edu.hk

PRE-ARRIVAL NOTES – IMPORTANT !

Important Dates for 2nd (Spring) Semester, 2023/24

Online Course Pre-registration	10-15 November 2023 via BUniPort
First Check-in Day for Undergraduate Halls	4 January 2024 (from 10:00 am onwards)
Welcome Orientation	5 January 2024
Classes Begin	8 January 2024
Add/Drop Courses	8-20 January 2024
Fees to HKBU Due	2 February 2024
Classes End	20 April 2024
Final Examinations <i>Important: No early examinations can be arranged. Please plan to depart from HKBU after 10 May 2024.</i>	25 April – 10 May 2024
Last Check-out Day from Undergraduate Halls	17 May 2024 (before 12:00 noon)

HKBU Email Account

Your HKBU student email address is in the format of “student number@life.hkbu.edu.hk”. For instance, if your HKBU student number is 21123456, your email address will be “21123456@life.hkbu.edu.hk”.

You should have activated your Single-Sign-On (SSOid) “account” on the University Cyber Port System ([BUniPort](#)) when you registered for your courses online from 10-15 November 2023.

Upon activation of your SSOid, you would be able to access your email account at <http://mail.life.hkbu.edu.hk>.

Course Registration

The online course pre-registration is open from 10-15 November 2023. Please pay attention to the schedule below. Please allow flexibility in your study plan in case you are not enrolled in your preferred courses. It is possible for you to change your courses during the course add/drop period in the first two weeks of classes (8-20 January 2024). Details of the course add/drop system will be given during the Welcome Orientation.

Early November 2023	Academic Registry (AR) emails online course registration procedures and HKBU student account login information to students.
10-15 November 2023	Online Course Pre-registration opens (Please use your HKBU student account to login).
Late November 2023	AR seeks approval from respective academic departments for the courses selected by the students.
Late December 2023	AR announces final course enrolment records and timetable to students.
8-20 January 2024	Online Course Add/Drop

Fees to HKBU

You may view your debit note (with payment instructions) on the BUniPort on **4 January 2024**. ***You must settle full payment by 2 February 2023.***

Tell Us When You Will Arrive

Please provide your arrival details by completing the [e-Arrival Form](#) on the International Office website ***once you have booked your flight tickets***. This will help us prepare for your arrival. If, for any reason, your travel

plans change, please be sure to notify us immediately via email exchange@hkbu.edu.hk, fax (852) 3411-5568, or phone (852) 3411-2188.

Getting to Campus

Campus Map can be found [here](#).

Address Labels in Chinese and English

HKBU Undergraduate Halls

Hong Kong Baptist University, 5 Baptist University Road, Kowloon Tong, Kowloon, Hong Kong

Phone: 3411-2600 (9:00 a.m.–11:00 p.m.)

3411-2665 (after 11:00 p.m. for emergency situations only)

香港浸會大學學生宿舍

香港九龍塘浸會大學道 5 號

電話： 3411-2600 (上午 9 時至晚上 11 時)

3411-2665 (晚上 11 時後)

Room Check-in

To check into your room, please present your HKBU admission letter and travel document at the Service Counter of the Hall Management Office, SRH-G4, Ground Floor, Undergraduate Halls. Your HKBU student ID card and keys will be given to you.

Accident and Medical Insurance

Check with your home institution and/or insurance agent if your coverage is in force while you are away and whether it covers you in international circumstances. Make sure you have adequate insurance coverage for your stay. To ensure that you are well covered, **please upload your passport copy and insurance proof upon your arrival**. The uploading link will be provided nearer the time.

Welcome Orientation

A Welcome Orientation will be conducted on 5 January 2024 to help you familiarize yourself with the new environment. We will announce the programme and venue via email prior to your arrival.

If you have any questions, please do not hesitate to contact us via email exchange@hkbu.edu.hk or by phone +852 3411 2188.

We look forward to meeting you soon.

International Office
November 2023