

HONG KONG BAPTIST UNIVERSITY
International Office

AAB 703, Level 7, Academic and Administration Building, Baptist University Road Campus, Kowloon Tong, Kowloon, Hong Kong
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PRE-ARRIVAL NOTES – IMPORTANT !

Important Dates for 1st (Fall) Semester, 2025/26

Online Course Pre-registration	14-17 July 2025 via BUniPort
First Check-in Day for Village CARE	25 August 2025 (from 10:00 am onwards)
Welcome Orientation (mandatory)	27-28 August 2025
Classes Begin	1 September 2025
Add/Drop Courses	1-13 September 2025
Fees to HKBU Due (<i>administrative fee only</i>)	2 October 2025
Classes End	29 November 2025
Final Examinations <i>Important: No early examinations can be arranged. Please plan to depart from HKBU after 18 December 2025.</i>	5-18 December 2025
Last Check-out Day from Village CARE	23 December 2025 (before 12:00 noon)

HKBU Email Account

Your HKBU student email address is in the format of “[student number@life.hkbu.edu.hk](mailto: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 during 14-17 July 2025.

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 during 14-17 July 2025. 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 (1-13 September 2025). Details of the course add/drop system will be given during the Welcome Orientation.

11 July 2025	Academic Registry (AR) emails online course registration procedures and HKBU student account login information to students.
14-17 July 2025	Online Course Pre-registration opens (Please use your HKBU student account to login).
Late July 2025	AR seeks approval from respective academic departments for the courses selected by the students.
Late August 2025	AR announces final course enrolment records and timetable to students.
1-13 September 2025	Online Course Add/Drop

Fees to HKBU

You may view your debit note (with payment instructions) on the BUniPort on **1 September 2025**. ***You must settle full payment by 2 October 2025.***

Tell Us When You Will Arrive

Please provide your arrival details by completing the [e-Arrival Form](https://intl.hkbu.edu.hk/form/arrival-form-2025-26-fall-semester) (<https://intl.hkbu.edu.hk/form/arrival-form-2025-26-fall-semester>) 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 Village CARE

Village CARE, Jockey Club Campus of Creativity, 30 Renfrew Road, Kowloon Tong, Kowloon, Hong Kong

Phone: 3411-2600

3411-1232 (outside office hours for emergency situations only)

香港浸會大學 CARE 舍堂村

香港九龍塘九龍仔聯福道 30 號賽馬會創意校園

電話：3411-2600

3411-1232 (僅限緊急情況在辦公時間外聯繫)

Room Check-in

To check into your room, please present your passport/entry permit to the Check-in Counter.

The check-in locations are listed below:

Date	Time	Location
25 – 27 August 2025	10:00 am – 5:30 pm	Activity Rooms 302-303, Jockey Club Campus of Creativity (JC3)
28 August 2025	10:00 am – 5:30 pm (TBC)	Activity Rooms 302-303 (JC3)/Room 201, 2/F, JC3 (TBC)
From 29 August 2025 onward	9:00 am – 5:30pm	Room 201, 2/F, Jockey Club Campus of Creativity (JC3)
Out of Office Hours		Security Counter on 3/F of respective Block

**25 Aug is the earliest check-in date*

Please refer to the Student Accommodation Section website for the most up-to-date information:

<https://sa.hkbu.edu.hk/en/accm/on-campus-accommodation/apply-for-ug-accommodation/exchange-students.html>

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 study visa copy with a landing slip indicating your last date of stay in Hong Kong, insurance proof, and Hong Kong contact number upon your arrival via https://hkbuchtl.qualtrics.com/jfe/form/SV_0V8eMWndFSSxDYa**

You may find a sample of landing slip at Immigration Department's website:

https://www.immd.gov.hk/eng/useful_information/visit-transit/endorsement-samples.html

Welcome Orientation

A Welcome Orientation will be conducted from **27-28 August 2025** 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
June 2025