

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, 2024/25

Online Course Pre-registration	8-13 November 2024 via BUniPort
First Check-in Day for Undergraduate Hall/Village CARE	9 January 2025 (from 10:00 am onwards)
Welcome Orientation (mandatory)	10 January 2025
Classes Begin	13 January 2025
Add/Drop Courses	13-25 January 2025
Fees to HKBU Due	14 February 2025
Classes End	26 April 2025
Final Examinations <i>Important: No early examinations can be arranged. Please plan to depart from HKBU after 17 May 2025.</i>	2-17 May 2025
Last Check-out Day from Undergraduate Hall/Village CARE	22 May 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 from 8-13 November 2024.

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 8-13 November 2024. 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 (13-25 January 2025). Details of the course add/drop system will be given during the Welcome Orientation.

Mid November 2024	Academic Registry (AR) emails online course registration procedures and HKBU student account login information to students.
8-13 November 2024	Online Course Pre-registration opens (Please use your HKBU student account to login).
Late November 2024	AR seeks approval from respective academic departments for the courses selected by the students.
Late December 2024	AR announces final course enrolment records and timetable to students.
13-25 January 2025	Online Course Add/Drop

Fees to HKBU

You may view your debit note (with payment instructions) on the BUniPort on **10 January 2025**. ***You must settle full payment by 14 February 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-2024-25-spring-semester) (<https://intl.hkbu.edu.hk/form/arrival-form-2024-25-spring-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 Undergraduate Halls

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

Phone: 3411-2600

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

HKBU Village CARE

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

Phone: 3411-2600

3411-2757 (outside office hours 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

3411-1232 (僅限緊急情況在辦公時間外聯繫)

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

3411-2757 (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 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 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://hkbu.questionpro.com/t/AWEXVZ4jA8>**

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 on **10 January 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
November 2024