

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	<p>A completed Visa Application Form (Form ID995A) (Sample)</p> <ul style="list-style-type: none"> With one recent photo affixed on page 2 of the Form ID995A With date and sign on pages 1 to 4
2	<p>A copy of travel documents containing personal particulars, its issuance and expiry dates as follows: <u>Students from countries/region other than mainland China, Macao, Taiwan</u></p> <ul style="list-style-type: none"> Passport <p><u>Students from Mainland China</u></p> <ul style="list-style-type: none"> Passport People's Republic of China Resident Identity Card (中華人民共和國居民身份證) Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證) (if applicable) <p><u>Students from Macao</u></p> <ul style="list-style-type: none"> Passport Macao Identity Card 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) <p><u>Students from Taiwan</u></p> <ul style="list-style-type: none"> Passport Taiwan Identity Card (front and back pages) Household Registration Transcript (戶籍謄本) (front and back pages)
3	<p>A copy of financial proof (<u>MUST</u> be in English or Chinese)</p> <ul style="list-style-type: none"> 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 Supporting documents of loans/ grants / scholarships received <p><u>If students are financially supported by an individual, please also provide:</u></p> <ul style="list-style-type: none"> A copy of passport of sponsor, AND A completed Financial Declaration Form (Template) <p>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.</p>
4	Latest Official Academic Transcript (in English) issued from home institution
5	A copy of the Online Enrollment Summary
6	Valid TOEFL/IELTS score report, OR a letter issued by home institution to certify English proficiency
7	One digital passport-size photo with plain background
8	A copy of Hong Kong Identity Card (if applicable)
9	A copy of deed poll (in English) (for students who indicated change of name on page 4 of Form ID995A) (if applicable)
For more details about exchange at HKBU, please refer to	
WEBSITE	https://intl.hkbu.edu.hk/student-exchange/incoming-students
IMPORTANT DATES	https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/important-dates
ACADEMIC CALENDAR	https://ar.hkbu.edu.hk/student-services/useful-information/publications
COURSE OFFERING	https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/course-offerings
ACCOMMODATION	https://intl.hkbu.edu.hk/student-exchange/incoming-students/preparing-for-your-exchange-at-hkbu/accommodation