

HONG KONG BAPTIST UNIVERSITY
Application Checklist — For Exchange Student's Use

TYPE or use BLOCK LETTERS (black or blue ink) to complete all forms

1. Application for Enrollment

- _____ 1.1 Enter current and permanent addresses (**P.O. Box addresses are not acceptable**), telephone number and e-mail address.
- _____ 1.2 Attach 2 passport size photos, not larger than 55 mm x 45 mm and not smaller than 50 mm x 40 mm, with *same* full-face view (no snapshots, glamour photos, computer printouts please).
- _____ 1.3 Part D "Proposed Study Plan at HKBU": List in priority order 6-8 courses selected from the list of courses available to exchange students (including course code) for the 1st (Fall) Semester 1 or for the 2nd (Spring) Semester 2, but not for both. We will try to enroll you in at least 4 courses.
- _____ 1.4 Part E "Endorsement by Home Institution": Your completed Application for Enrollment **MUST** be signed by the university/college official at your home institution.
- _____ 1.5 Complete all relevant sections of the Application for Enrollment.
- _____ 1.6 Sign and date the Application for Enrollment.
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2. Hong Kong Visa Application

- _____ 2.1 Complete all relevant sections of the visa application form (Form ID 995A) according to the completed sample visa application provided online.
- _____ 2.2 Attach 1 passport size photo, not larger than 55 mm x 45 mm and not smaller than 50 mm x 40 mm, with *same* full-face view (no snapshots, glamour photos, computer printouts please). The photo should be clear with full facial view to meet HK Immigration requirements.
- _____ 2.3 Sign and forward the completed visa application form to Hong Kong Baptist University (International Office). The Hong Kong Immigration Department will not accept faxed copies.
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3. Application for Accommodation in Student Residence Halls

- _____ 3.1 Complete and sign accommodation application form.
- _____ 3.2 Read Terms and Conditions of Student Residence Halls.
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4. Academic Transcript

- _____ 4.1 Include an official copy of your University academic transcript.
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5. Copy of Passport

- _____ 5.1 Attach 2 copies of your valid passport (i.e. page containing personal particulars and photo). The copies should be clear and legible. Please Note: Passport should be valid for at least six months beyond the intended stay in Hong Kong. If not, please renew immediately. **(For students from Mainland China, Macau and Taiwan, please also attach copies of your identity documents, e.g. identity cards, census papers, etc.)**
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6. Financial Statement

- _____ 6.1 Include financial proof (e.g. bank statements, savings account passbooks, scholarship letters) in support of your studies and living expenses while in Hong Kong. This is required by the Hong Kong Immigration Department.)
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Forward completed forms and all relevant documents to:

International Office
Hong Kong Baptist University
Room DLB 825, Level 8, David C. Lam Building, Shaw Campus, 34 Renfrew Road, Kowloon Tong, Hong Kong