

Hong Kong Baptist University

APPLICATION CHECK LIST—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 permanent address, telephone number, and e-mail address. Indicate address where student visa should be forwarded—P.O. Box addresses not accepted.
- _____ 1.2. Attach 3 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). Photos should be clear with full facial view to meet HK Immigration requirements.
- _____ 1.3. Part C of Enrollment Form: Select either the *Special Semester Study Options* or list in priority order 6-8 subjects selected from list of subjects available to exchange students (including subject code) for Semester 1 (Fall) or for Semester 2 (Spring), but not for both. You will be enrolled in at least 5 subjects.
- _____ 1.4. Complete Section D: Endorsement of Home University/College; signed by university/college official.
- _____ 1.5. Complete all relevant sections of Enrollment Application.
- _____ 1.6. Sign and date application form.

2. Hong Kong Visa Application

- _____ 2.1. Complete all relevant sections of the visa application forms according to the completed sample visa application provided online.
- _____ 2.2. Sign the visa application forms and forward signed forms with original signatures to HKBU. (HK Immigration will not accept faxed copies.)

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.

4. Academic Transcript

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

5. Copy of Passport (Identity Card for Mainland China Applicants)

- _____ 5.1. Attach a copy of your valid passport (the information/photo page). The copy should be clear and legible (Identity card for mainland China applicants). Please Note: Passport should be valid for at least six months *after* expected date of departure from Hong Kong. If not, please renew immediately.

6. Financial Statement

- _____ 6.1. Include copy of bank statement (savings/checking account) for proof of adequate financial resources to support study and living expenses while in Hong Kong. (Required by HK Immigration.)

7. Payment Form

- _____ 7.1. Complete and sign Payment Form for Incoming Exchange Students (not applicable to Study Abroad applicants; Study Abroad institutions are invoiced separately).

8. Optional Additional Insurance

- _____ 8.1. Complete and sign Optional Additional Insurance request form if additional insurance is required.

Forward completed forms and all relevant documents to:

International Office
DLB925, David C. Lam Building
Hong Kong Baptist University
Kowloon Tong, Hong Kong