Pre-departure Briefing

1. Make sure your Zoom app is most updated

2. Rename yourself: 
   <[Region]-[Name]>

Region:
- Asia and Oceania
- North and South America
- Europe
- U.K. & South Africa
Overview – Exchange Programmes

➢ HKU Worldwide Student Exchange Programme
➢ Faculty-level Exchange Programme
➢ Visiting Programme

→ Careful considerations by the University
→ Excited to resume normal
Pre-departure Briefing

1. Briefing by HKU International Affairs Office
   1. Preparation – Before You Go
      - Academic
      - Financial
      - Accommodation
      - Immigration & Visa Application
      - Insurance
      - COVID-19 related

2. Upon Arrival

3. Before You Leave and Upon Return

2. Briefing by the Hong Kong Immigration Department-Assitance to Hong Kong Resident Unit (AHU)
   - ways to seek assistance
   - Loss of Travel Document/ Mainland Travel Permit
   - Travel Advice & Tips

3. Q&A
1. Preparation – Before You Go
1. Credit Transfer

At HKU – through your Faculty

- Apply pre-approval for selected courses – credit transfer subject to approval by your Faculty
- Prepare a list of backup courses offered from the host university
- Prepare the course outline and description to seek advice and approval by home Faculty
  - Only Pass/Fail grades

2. Apply Leave of Absence

- Check the academic calendar – whether there will be any clash throughout the semester
Credit Transfer

Before departure, students should seek pre-approval of courses for credit transfer according to the Faculty's regulations. Students should consult the Head of Department or Departmental Course Selection Adviser on the credit transfer application.

Students are advised to do comprehensive research to identify the most suitable courses especially the required courses. To achieve this, you could map and do comparisons on the course offerings between HKU and the host institution. During the process, we ask students to be as flexible as possible because the arrangement of each institution may vary.

To facilitate the credit transfer, you are recommended to save the course materials during the study abroad programme. In this way, the Faculty could refer to the materials carefully and decide which courses are transferable. The actual transfer of credits happens after you have returned to HKU. The Faculty has the final authority to decide the number of courses and credits taken at the host university to be transferred back to HKU towards your degree.

Please note that the pre-approval of courses and credit transfer arrangement of each Faculty may vary so please refer to the following pages for more information.

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<td>Faculty of Arts</td>
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<td>Course Details (For reference only)</td>
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<td>Faculty of Dentistry</td>
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<td>Faculty of Education</td>
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<td>Faculty of Engineering</td>
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<td>Faculty of Law</td>
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<td>Faculty of Science</td>
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<tr>
<td>Faculty of Social Sciences</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
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Leave of Absence

Students are required to apply the leave of absence for the exchange semester (Fall and/or Spring). Please complete the "Leave of Absence" application before...
Financial

✔ Arrange HKU tuition fee payment (before departure)

✔ Scholarships and Government Subsidies for Semester Exchange

- Input correct local bank account details on HKU Portal for receiving scholarship, subsidies or refund of exchange deposit
  (Complete and submit the scholarship acceptance document, arrival confirmation, E-Survey of the Insurance declaration)

- Stay tuned to the email from IAO / Faculty Office / other HKU units

- Successful applicants will receive scholarships in Feb/March 2023

- Only students who travel outside Hong Kong and join in-person exchanges will be eligible

- Only notional amount; not your major funding source

https://intlaffairs.hku.hk/support.php?pid=1&type=outgoing
Get financially prepared

- Foreign cash withdrawal before departure
- Keep some money in-hand when you arrive
- Financial proof that you are able to support yourself financially for the planned study period (e.g. a bank account statement) (if applicable)

Consider how to access foreign currency upon arrival

- Activate Overseas ATM cash withdrawal
- How to open a bank account while studying abroad

Create a trip budget
Financial Commitment

☑ Observe conditions and refund policy of flight tickets, accommodation, and any other arrangements
☑ Keep all related documents such as receipts and transaction records
Accommodation

➢ Student housing/ Apartments
➢ On-campus / Off-campus
➢ Take a look around with safety and security in mind (safety considerations list)
➢ Take a photo of any damages that is in the apartment/room when you move in
➢ read carefully the rental policy regarding cancelling or changing booking after signing contracts
➢ make sure you understand the terms of the tenancy agreement before signing it, including the non-flexible end date
   → If you are paying a deposit, make sure it is stated in the contract
   → Remember it is a legally binding document
➢ Beware of fraudsters
HKU provides travel insurance only
- Travelling overseas on academic activities
- Maximum 180 days (6 months)
- Certificate of Travel Insurance by email feo_insurance@hku.hk (5 working days)

Additional travel and health insurance may be required
- Check the coverage (region, duration of stay) on the insurance plan
- Remember to get the receipt and medical report for claim procedure
- Keep 24-Hour Emergency Telephone Service Hotline easily accessible and call when in doubt
Immigration

☑ Apply for a passport / check its validity
☑ Apply for student visa and/or Residence Permit (if applicable)
  ➢ Check website of host university and Consulate General/Migration Agency of host country
  ➢ Approval of applications is subject to changes in government policies
  ➢ Processing Time

Entry and Exit
  ➢ Check immigration authorities for entry and exit policy and requirement
  ➢ Bring along the Admission Letter and Decision Letter from Migration Agency in hard copy as airline and the border police might ask for this
COVID-19 related

☑  Vaccination and Quarantine

➢  Check the **documentary requirements** for boarding (including transit flight)
  - Negative result proof of a PCR-based nucleic acid test?
  - Documentary proof for completion of vaccination? recognised vaccination?
  - Confirmation of room reservation in a designated quarantine hotel?

☑  Travel Warnings and Country Information

☑  As the situation is constantly evolving, we recommend that you access **up-to-date** and **accurate information and advice**.
➢ Prepare yourself as an ambassador of HKU and Hong Kong
➢ You are the representative
➢ Know HKU and Hong Kong through you – window
2. Upon Arrival
Upon Arrival

- Update your loved ones
- Update IAO and your host institution
  - Submit Confirmation of Arrival to IAO – to fulfil the condition for exchange scholarship
- Book the appointment at local embassy to get the Residence Permit (if applicable)
- Discuss with your home Faculty in case there are changes of course selection during add & drop period
- Check orientation activities for international students
- Check the local emergency number and the location of health centers
- Opening a bank account if needed
During aboard

➢ Get yourself familiarised with the new environment and embrace the new cultures
➢ Feel the academic cultures
➢ Social distancing and personal hygiene
➢ Protect yourself and others from spread of infection
➢ If you are tested positive, stay calm and monitor your health condition during isolation
➢ Keep valuables close to you
➢ Stay healthy, Work hard and Enjoy!

For any urgent matters and emergency, report to the host university and IAO immediately
3. Before you leave and upon return...
Before you leave and upon return

☑ Settle all the outstanding fees at host institution and accommodation
☑ Show your appreciation of your host institution
☑ Check the updated health quarantine arrangements for inbound travellers
☑ Apply the official transcript – for credit transfer and postgraduate studies (if applicable)
☑ Submit exchange report to IAO and receive refund of your exchange deposit
☑ Join our activities and share your experience with others
Expect the unexpected
Be aware that you have to be flexible
Don’t hesitate to explore
Take every opportunity, be brave and step out of your comfort zone
Contact Us

International Affairs Office
Academic Liaison Office, The Registry

➢ Website: intlaffairs.hku.hk
➢ Email: goabroad@hku.hk