1. Make sure your Zoom app is most updated (version 5.3.0 or higher)

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

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

Short-term Abroad Partnerships (SAP)
- 30 top-ranked universities
- 100 nominations

Short-term Abroad Opportunities (SAO)
- ~150 programmes with a wide range of academic disciplines on offer
- No nomination required
- Deadline: June 15, 2022 (Wednesday)

In-person / Virtual
Excited to resume normal
Pre-departure Briefing

1. Preparation – Before You Go
   - Academic
   - Technical
   - Financial
   - Accommodation
   - Immigration & Visa Application
   - Insurance
   - COVID-19 related preparation

2. Upon Arrival

3. Before You Leave and Upon Return

4. Meet Your Schoolmates
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 the course outline and description to seek advice and approval by Faculty
- Prepare a list of backup courses offered from the host university
- 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 and requirements. Please 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.

<table>
<thead>
<tr>
<th>Website</th>
<th>Page</th>
<th>Course Equivalency List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Faculty of Architecture</td>
<td>Application</td>
<td></td>
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<tr>
<td>Faculty of Arts</td>
<td>Application</td>
<td></td>
</tr>
<tr>
<td>Faculty of Business and</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
</tr>
<tr>
<td>Economics</td>
<td></td>
<td></td>
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<tr>
<td>Faculty of Dentistry</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
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<tr>
<td>Faculty of Education</td>
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<tr>
<td>Faculty of Engineering</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
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<tr>
<td>Li Ka Shing Faculty of</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
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<tr>
<td>Medicine</td>
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<tr>
<td>Faculty of Law</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
</tr>
<tr>
<td>Faculty of Science</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
</tr>
<tr>
<td>Faculty of Social Sciences</td>
<td>Application</td>
<td>Course Details (For reference only)</td>
</tr>
</tbody>
</table>

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 departure. In the application, you have to explain clearly which programme you participate in and attach relevant supporting documents.
Technical (for virtual programmes)

- Stable internet connection
- Check which online platform is your host university using
- Mute your microphone
- Set up a virtual background to avoid embarrassments in class
- Live streaming or recorded class options
Time Management (for virtual programmes)

- Time difference between HK and host country
- Adjust daily timetable to attend live-broadcasting lessons (when recorded class is not available)
- Always attend classes and submit course assessments within the time zone of your host country
- Plan your schedule ahead for better time management
Financial

- Settle all payment (application fee and/or tuition fee) to your host institution (except ECSP and PSP)

- 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
  - Stay tuned to the email from IAO / Faculty Office / other HKU units
  - Successful applicants will receive scholarships by in Oct/Nov 2022
  - 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
➢ The earliest move-in date for on campus accommodation
➢ 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 Insurance

Please check if **an additional insurance is required** from the host university

- **✓** Health & Medical Insurance, Accident Insurance, Liability Insurance etc.
- **✓** consult with a private health insurer of your choice to obtain a policy appropriate for international studies
- **✓** Check the **insurance policy on the insurance plan** if this is sufficient and accepted by the host university
  - **✓** insurance coverage (must cover *urgent cases of sickness and accidents, psychological treatment and, if applicable, chronic diseases, pregnancy and delivery etc.*)
  - **✓** period of validity of insurance
  - **✓** geographical area in which your insurance is valid
  - **✓** insured amounts
### Insurance

- **Risk of penalty**
- **required by law to have appropriate health insurance**
- Insufficient insurance or unaccepted insurance plan might be in breach of immigration conditions

<table>
<thead>
<tr>
<th>Destination</th>
<th>Insurance Requirement</th>
</tr>
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<tbody>
<tr>
<td>Japan</td>
<td>• National Health Insurance Program</td>
</tr>
<tr>
<td></td>
<td>• <strong>strict legal requirement in Japan</strong> Once arrive in Japan, students must complete</td>
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<tr>
<td></td>
<td>the required procedures at their local city/ward office.</td>
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<tr>
<td>The Netherlands</td>
<td>• All international students are <strong>required by law</strong> to have appropriate health</td>
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<tr>
<td></td>
<td>insurance, pay a penalty of around 130% of the nominal premium for each month you</td>
</tr>
<tr>
<td></td>
<td>are uninsured, plus a fine of around €400 if you do not pay on time.</td>
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<tr>
<td></td>
<td>• (non-EEA/EU student requesting a residence permit through the UvA, a liability</td>
</tr>
<tr>
<td></td>
<td>insurance is required)</td>
</tr>
<tr>
<td>U.S.A.</td>
<td>• Federal and state laws require that international students maintain adequate health</td>
</tr>
<tr>
<td></td>
<td>insurance while attending the University</td>
</tr>
</tbody>
</table>
How the coverage works as some providers require the insured to pay first for medical expenses and afterwards be reimbursed.

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.

Highly recommended to bring the printed insurance policy details covering your full stay.

Travel Eye registration – Travel security assistance
(https://intraweb.hku.hk/local/finance/student/Travel_Eye_Leaflet_HKU_Students.pdf?v=1653364818330)

Remember to submit the insurance information to IAO for record.
Apply for a passport and 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 preparation

☑ 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
- Report your arrival to IAO and host university
  - 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
Get yourself familiarised with the new environment and embrace the new cultures
Feel the academic cultures
Social distancing and maintain 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 documentary requirements for boarding and 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