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Pre-departure Briefing



1. Make sure your **Zoom app is updated**

2. Rename yourself:

<[SAP]-[Region]-[Name]>

<[SAO]-[Region]-[Name]>

Regions:

- Asia and Oceania
- North and South America
- Europe
- U.K. & South Africa



Pre-departure Briefing

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Briefing by HKU International Affairs Office

1. Preparation – Before You Go

- Academic
- Financial
- Accommodation
- Insurance
- Immigration & Travel Document Application
- Aware of Potential Scams

2. Upon Arrival

3. Before You Leave and Upon Return

2

Briefing by the Hong Kong Immigration Department- Assistance to Hong Kong Resident Unit (AHU)

- How to seek assistance
- Loss of Travel Document/Mainland Travel Permit
- Travel Advice & Tips

3

Q&A



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1. Preparation – Before You Go





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Academic



1. Credit Transfer

At HKU – through your Faculty

- ✓ Apply for pre-approval for selected courses – credit transfer is subject to **approval by your Faculty**
- ✓ Prepare the course outline and description to seek Faculty advice and approval
- ✓ Prepare a list of backup courses offered by the host university
- ✓ Consult your Faculty Academic Adviser/Course Selection Adviser/Faculty or Department office in advance about any questions or doubts.

➤ Does **NOT** affect CGPA: Pass/Fail grades only

2. Apply for Leave of Absence

- ✓ Check the academic calendar for any conflict with semester teaching dates.



Pre-departure Briefing Session is to provide soon-to-be study abroad students the most important information for preparation:

- Pre-departure Briefing Session (PPT slides)
- Pre-departure Notes for Outgoing Students (Booklet)
- Crisis and Emergency Outside Hong Kong
- HKU Mentorship Programme

Why Study Abroad

Available Programmes

Support

FAQ

before they take off. Students may refer

Scholarships for Semester Exchange

Government Subsidies:

Academic and Other Preparations

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 transferrable. 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.

Website	Page	Course Equivalency List
Faculty of Architecture	Application	
Faculty of Arts	Application	Course Details (For reference only)
Faculty of Business and Economics	Application	Course Details (For reference only)
Faculty of Dentistry		
Faculty of Education		
Faculty of Engineering	Application	Course Details (For reference only)
Li Ka Shing Faculty of Medicine		
Faculty of Law	Application	Course Details (For reference only)
Faculty of Science	Application	Course Details (For reference only)
Faculty of Social Sciences	Application	Course Details (For reference only)

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.



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Technical (for virtual programmes)



- ✓ Stable internet connection
- ✓ Check which online platform your host university uses
- ✓ Mute your microphone
- ✓ Set up a virtual background
- ✓ Learn about live-streaming vs. recorded class options





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Time Management (for virtual programmes)



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





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Financial

- ✓ **Settle all payment (application/tuition fee) to your host institution (except ECSP and PSP)**
- ✓ **Government Subsidies** <https://intlaffairs.hku.hk/support.php?id=3&type=outgoing>
- ✓ **Scholarships for Short-term Study Abroad Programmes / Short-term Abroad Allowance**
 - Input correct local bank account details on HKU Portal for receiving scholarship, subsidies or refund of exchange deposit
 - Stay tuned for the email from IAO / Faculty Office / other HKU units
 - Successful applicants will receive **scholarships by in Oct/Nov 2023**
 - Only students who travel outside Hong Kong and join in-person programmes will be eligible
 - Only notional amount; not your major funding source





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Financial



- ✓ **Get financially prepared**
 - Withdraw foreign cash before departure
 - Have some money in-hand when you arrive in your host country
 - Prepare 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
 - Look into how to open a bank account while studying abroad
- ✓ **Create a trip budget**





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Financial Commitment



- ☑ Observe the terms and conditions (including refund policy) of flight tickets, accommodation, and any other arrangements
- ☑ Keep all related documents such as receipts, booking confirmations, and transaction records



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Accommodation



- Student housing/ Apartments
- On/Off campus
- The earliest move-in date for on campus accommodation
- Examine the space with safety and security in mind (**safety considerations list**)
- Take photos of any damage to the apartment/room or furniture when you move in
- Carefully read the rental policy, especially regarding cancelling or changing your booking, before signing any 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



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Insurance

HKU Travel Insurance

- Study abroad programmes that are arranged by HKU will be covered by the Corporate Business Travel (“Travel”) Insurance Policy
 - Travelling overseas on academic activities
 - insurance coverage will only be valid for the **first 183 days** of the trip.
 - Details of coverage under Travel Insurance are available at <https://intraweb.hku.hk/local/finance/student/insurance.html>
 - Certificate of Travel Insurance: email **feo_insurance@hku.hk** (5 working days)
- Check the coverage (region, duration of stay) on the insurance plan
- Save all receipts and medical reports for use when filing a claim
- Keep 24-Hour Emergency Telephone Service Hotline easily accessible and call when in doubt



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Additional Insurance



➤ Please check if **additional insurance coverage is required** by the host university or country

- ✓ **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 with the host institution whether the **insurance policy on the insurance plan** is sufficient and acceptable
 - ✓ 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



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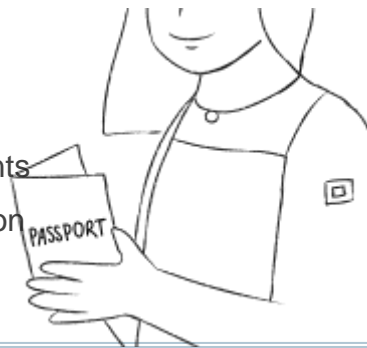
Immigration & Visa Application



- ✓ **Ensure you have a valid passport**
- ✓ **Apply for student visa and/or Residence Permit (if applicable)**
 - Check with host university and relevant consulates/Migration Agency of host country
 - Approval of applications is subject to changes in government policies
 - Processing Time

Entry and Exit

- Check with immigration authorities for entry and exit policies and requirements
- Bring a hard copy of your Admission Letter and Decision Letter from Migration Agency to show the airline and immigration officers if needed





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Beware of Potential Scams



- Scammers might try to take advantage of students looking for exchange opportunities
- Suspicious organizations might request substantial payments be made to designated bank accounts in support of exchange applications.
- Be wary of any program that requires payment upfront or promises unrealistic benefits.
- Report any suspicious activity to IAO and Faculty/Department office.



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- Prepare yourself as an ambassador of HKU and Hong Kong
- You are the representative
- Know HKU and Hong Kong through you – window





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2. Upon Arrival





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Upon Arrival



- ✓ Update your loved ones
- ✓ Report your arrival to IAO and the host university
 - Submit Confirmation of Arrival to IAO – (required for scholarship)
- ✓ Book your Residence Permit appointment (if applicable)
- ✓ Discuss any changes to course selection with your home Faculty
- ✓ Check orientation activities for international students
- ✓ Check the local emergency number and the location of health centers
- ✓ Opening a bank account if needed



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While Abroad



- Familiarise yourself with your new environment and embrace the new culture
- Get a feel for the academic culture
- Obey the laws of your host country and respect local customs. Note views and attitudes towards alcohol, drugs, smoking, sexuality, etc.
- Keep valuables close to you
- Stay healthy, Work hard and Enjoy!

Report any urgent matters or emergencies to the host university and IAO immediately



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3. Before you leave and upon return...





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Before you leave and upon return



- ☑ Settle all outstanding fees with the host institution and accommodation
- ☑ Show your appreciation to your host institution
- ☑ Check documentary requirements for boarding
- ☑ Apply for your official transcript – for credit transfer and postgraduate studies (if applicable)
- ☑ Submit your exchange report to IAO to receive your deposit refund
- ☑ Join our activities and share your experience with others



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- Expect the unexpected
- Be flexible and resilient
- Don't hesitate to explore
- Take every opportunity, be brave and step out of your comfort zone





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➤ **Pre-Departure
Notes for
Outgoing Students
from CEDARS**

<https://www.cedars.hku.hk/nonlocal/publication/Pre-departureNotes2023.pdf>




HKU Mentorship

<https://www.mentorship.hku.hk/daao/>



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Any Questions?

- Type your questions in **Q&A**  in the webinar controls





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Contact Us



International Affairs Office
Academic Liaison Office, The Registry

- **Website:** intlaffairs.hku.hk
- **Email:** goabroad@hku.hk

