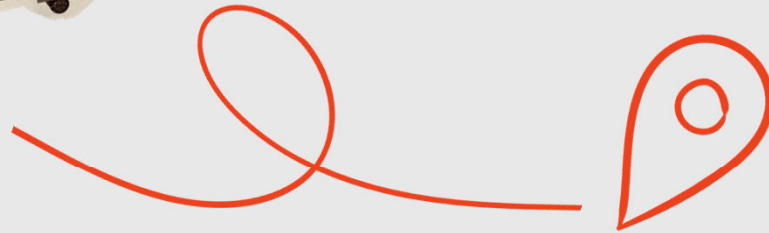




THE UNIVERSITY OF HONG KONG

# PRE-DEPARTURE BRIEFING



International Affairs Office

# OVERVIEW - Exchange Programmes



THE UNIVERSITY OF HONG KONG



----- HKU Worldwide Student Exchange Programme (HKUWW)



----- Faculty-level Exchange Programme



----- Department-level Exchange Programme



----- Visiting Programme





# Pre-departure Briefing

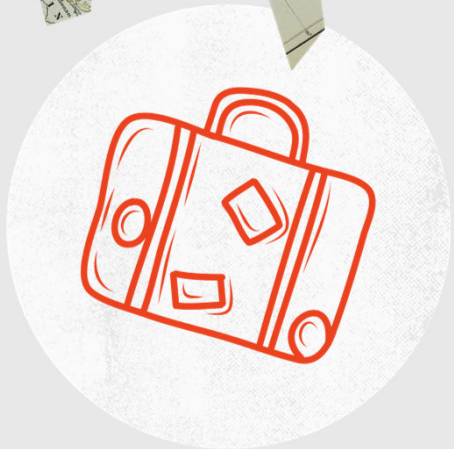
## 1. Briefing by HKU International Affairs Office

- i. Preparation – Before You Go
- ii. Upon Arrival
- iii. Before Leaving Your Host Institution & After Returning to Hong Kong



## 2. Discussion – Grouped by Regions

- 📍 Asia and Oceania
- 📍 Europe
- 📍 North and South America
- 📍 UK and South Africa



# 1. Preparation -



Before You Go



About IAO

International Engagement

**Study Abroad**

Study at HKU

News & Events

Home > Resources And Support > Prepare To Study Abroad

**RESOURCES AND SUPPORT**

[Prepare to Study Abroad](#)

[Insurance](#)

[While You are Abroad](#)

[Return from Abroad](#)

## Prepare to Study Abroad

Before your departure for study abroad, it is very important for you to please take some time to read through the information here to

### Pre-departure Briefing

Pre-departure Briefing Session is to provide soon-to-be study abroad students with the most important information and reminders before they take off. Students may refer to the important information for preparation:

- [Pre-departure Briefing for Exchange in Semester 1 and Full Year, 2023-24](#)
- [Pre-departure Briefing for Short-term Abroad Programme - SAP & SAO 2023](#)
- [Pre-departure Notes for Outgoing Students \(Booklet\)](#)
- [Crisis and Emergency Outside Hong Kong](#)
- [Assistance to Hong Kong Residents Unit \(AHU\), the Immigration Department of the Government of Hong Kong](#)
- [HKU Mentorship Programme](#)

Why Study Abroad

Programme Search

Exchange

Short-term Study

Visiting

Research Internship

**Resources and Support**

Financial Assistance

Stories

FAQ

application of leave of absence and other preparations. Therefore, it is important for you to know and prepare.

### **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 selected to participate in the exchange programme should submit the application form for credit transfer for exchange studies to their Faculty.



## Credit Transfer



- credit transfer is managed and subject to approval by your home Faculty at HKU
- ☑ Apply for pre-approval for selected courses
- ☑ Prepare the course outline and description to seek Faculty advice and approval
- ☑ Always prepare a list of backup courses for consideration
- ☑ Consult your Faculty Academic Advisor/Course Selection Advisor/Faculty or Department office in advance about any questions or doubts

Does NOT affect CGPA: Pass or Fail grades only

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## Leave of Absence



- Apply for Leave of Absence through our HKU Faculty before your programme
- Check the academic calendar for any conflict with semester teaching dates.
- Applications for leave retrospectively might be rejected and will only be considered in very exceptional circumstances

# Financial Assistance



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## Scholarships for Semester Exchange

### Eligibility Requirements:

- Must be joining an in-person programme outside of Hong Kong
- Must obtain a CGPA of 3.0 or above as of the semester before the exchange programme

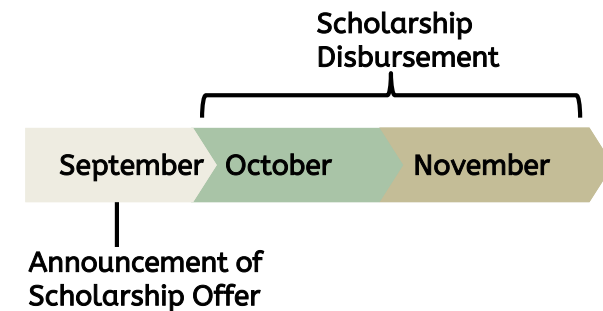
Disbursement of awards is subject to submission of the following supporting documents:

- Confirmation of Arrival
- E-form of Study Abroad Insurance
- Conditions & Acceptance of Award

*Further instructions will be included in the scholarship offer email.*

### Scholarship Disbursement Timeline -

#### For Semester 1 and Full-year Exchange



### Additional Notes

- Ensure that your bank account details in HKU Portal are correct
- These scholarships should NOT be considered a primary funding source



<https://intlaffairs.hku.hk/scholarships-for-semester-exchange>



# Financial Assistance



## Government Subsidies for Semester Exchange Programme

- The Education Bureau (EDB) offers government subsidy schemes to support local undergraduate students participating in exchange activities outside of Hong Kong
  - I. Subsidy on Exchange for Post-secondary Students (“**SSE**”)
  - II. Subsidy on Exchange to "Belt and Road" Regions for Post-secondary Students (“**SSEBR**”)
  - III. Non-means-tested Subsidy on Exchange to “Belt and Road” Regions for Post-secondary Students (“**Non-means-tested SSEBR**”)



### Subsidy Application and Disbursement Timeline -

Year	Date	Activity
For Semester 1 and Full-year Exchange		
2026	Late August - October	Application Period
<ul style="list-style-type: none"> <li>• Results are released on a rolling basis (apply early!)</li> <li>• Once approved, funds will be disbursed within 3 months</li> </ul>		



<https://intlaffairs.hku.hk/government-subsidies>



☑ Settle all HKU tuition fee payment (before departure)



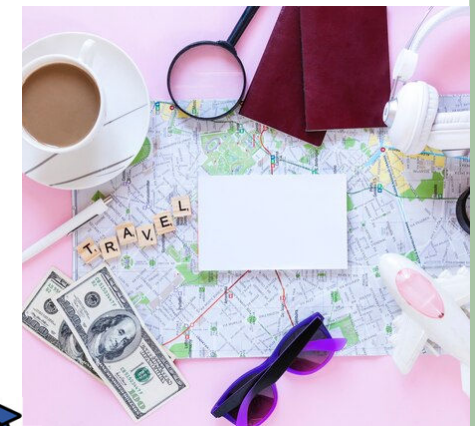
☑ Get financially prepared

- Withdraw foreign cash before departure
- Keep 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)



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- ☑ 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



# 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
- We recommend you NOT to make any non-refundable financial commitments unless necessary





# Accommodation



- Student housing/ Apartments
- On-campus / Off-campus
- The earliest move-in date for on-campus accommodation
- 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 fraud





# Insurance



The University  
of Hong Kong

FINANCE  
AND  
ENTERPRISES  
OFFICE



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>
- A **Certificate of Travel Insurance** can be obtained by submitting the eForm on the FEO website to the FEO Insurance Team for processing (5 working days)



## Reminder

- 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





# Additional Insurance



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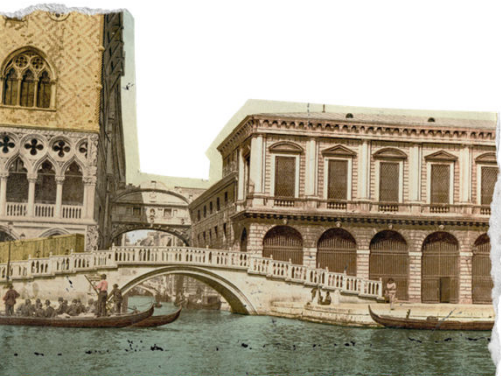
Please check if **additional insurance** is required from the host university or country

- ☑ 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



If you are planning to take separate/occasional short travel trip(s) for leisure purposes while you are abroad,

make your **own travel insurance arrangements** at your own cost to ensure that you are properly covered by a comprehensive insurance policy.





# Immigration



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- ☑ Ensure you have a valid passport
- ☑ Apply for student visa and/or Residence Permit (if applicable)
  - Check with host university and consulate/Migration Agency of host country
  - Approval of applications is subject to changes in government policies
  - Processing times can vary—prepare your materials ahead of time and apply as soon as possible

☑ Check with immigration authorities for entry and exit policies and requirements

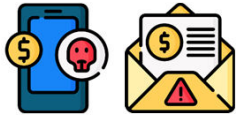
☑ Bring physical copies of your Admission Letter and immigration document (Electronic Travel Authorization, visa, etc.) to show the airline and immigration officers if needed





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# Beware of Potential Scams



- Scammers might try to take advantage of students going on exchange.
- Illegitimate organizations might request substantial payments be made to designated bank accounts in support of exchange applications.
- Be wary of any programme that requires payment upfront or promises unrealistic benefits.
- Report suspected fraud directly to the HK Police by calling the 24-hour consultation hotline at: **18222**
- Contact IAO, your Faculty/Department office, or the Hong Kong Police Force if you encounter any suspicious activity.



## ADCC



Hong Kong Police Force - Anti-Deception Coordination Centre

<https://www.adcc.gov.hk/>

## Cyber 守網者 DEFENDER



Cyber Defender

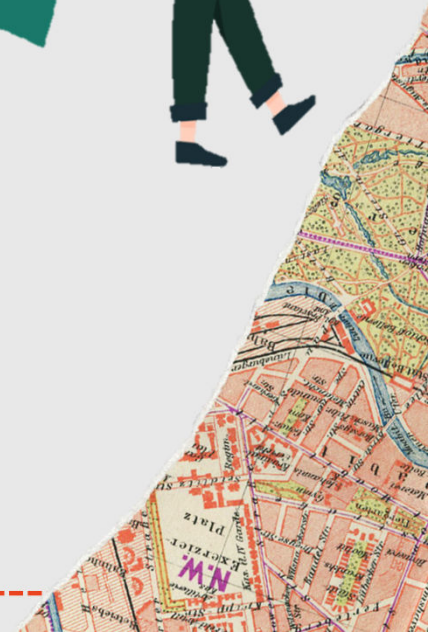
<https://cyberdefender.hk/en-us/>



# Prepare Yourself



港大人

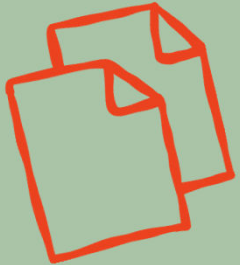


- You are representing HKU and Hong Kong
- Be a good ambassador!



I Am an HKUer  
At The Best I Am

# Upon Arrival



02



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# Upon Arrival



- ☑ Update your loved ones
- ☑ Examine your accommodation for safety and security (fire exits & evacuation routes, external access, etc.), and take photos of any existing damage to the apartment or furniture when you move in
- ☑ 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
- ☑ Open a bank account if needed



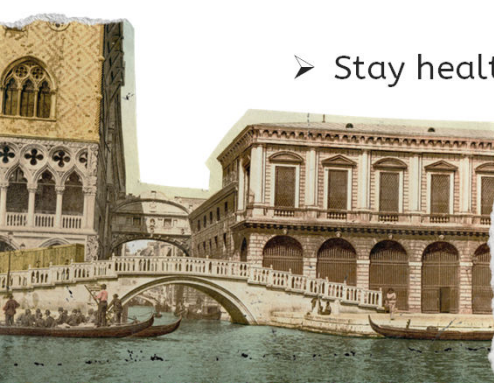


# While Abroad

- Familiarise yourself with your new environment and embrace the new culture.
- Get a feel for the academic culture and expectations.
- Obey the laws of your host country and respect local customs. Note views and attitudes towards alcohol, drugs, smoking, sexuality, etc.
- Keep an eye on your valuables, especially in public spaces.
- Stay healthy, Work hard and Enjoy!



Report any urgent matters or emergencies to your family, host university, and IAO immediately





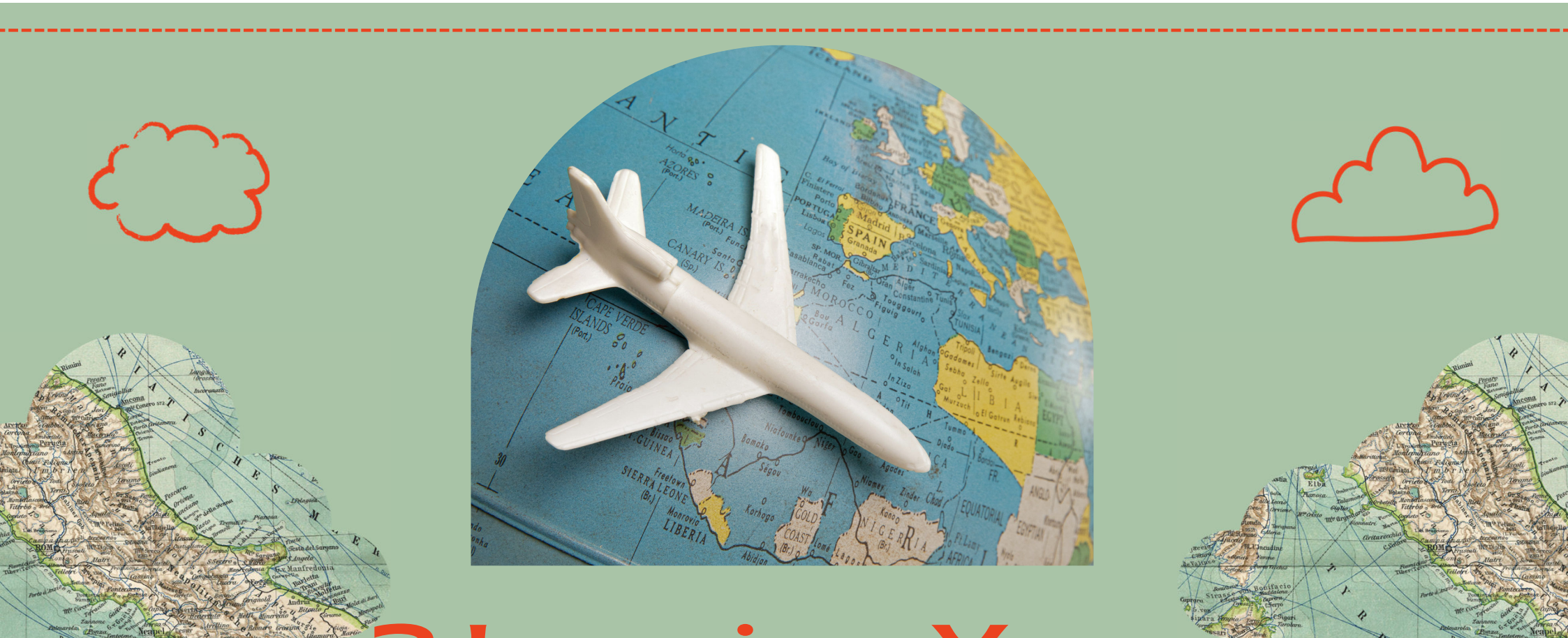
# Prioritizing Safety and Mental Health

- Always follow safety guidelines
- Report any suspicious behavior or concerns
- Recognize the signs of stress, anxiety, and depression
  - ❖ Maintain a healthy work-life balance
  - ❖ Engage in self-care and stress-reducing activities
- Seeking Help and Support
  - ❖ Reach out to friends, family, or institutions for support
  - ❖ Utilize available campus resources and counseling services
  - ❖ HKU Cedars Counselling and Person Enrichment Section (CoPE) : [Counselling & Psychological Services](#)



cedars  
Centre of Development and Resources for Students  
The University of Hong Kong  
香港大學學生發展及資源中心





# 3. Leaving Your Host Institution

# Before Leaving your Host University →



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- ☑ Settle any outstanding fees with your host institution and accommodation
- ☑ Apply for your official transcript – for credit transfer and postgraduate studies (if applicable)
- ☑ Show your appreciation to your host institution



## Returning to Hong Kong →

- ☑ Submit your exchange report to IAO to receive your deposit refund
- ☑ Join our activities and share your experience with others

Leaving host university &  
Returning to HKU



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- **Expect the unexpected**
- **Be flexible and resilient**
- **Don't hesitate to explore**

**Seize every opportunity, be brave, and  
step out of your comfort zone!**





Pre-Departure  
Notes for Outgoing  
Students from Cedars

<https://www.cedars.hku.hk/nonlocal/publication/Pre-departureNotes2025.pdf>



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HKU Mentorship



THE UNIVERSITY OF HONG KONG  
**DEVELOPMENT &  
ALUMNI AFFAIRS  
OFFICE**

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

# Hong Kong Immigration Department - Assistance to Hong Kong Resident Unit (AHU)

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



境外港人向小組求助的4個方法  
4 ways for Hong Kong residents to seek assistance

24小時求助熱線  
24-hour hotline

網絡數據1868  
Network data call via ImmD app

網上求助表格  
Online Assistance Request Form

1868 WhatsApp求助熱線  
1868 WhatsApp Assistance Hotline

AHU 1868

外交部全球領事保護與服務應急熱線  
Consular Protection 24/7 Hotline

- 外交部「12308」領事保護熱線24小時運作，為在外中國公民提供緊急協助。
- Consular protection hotline of the Ministry of Foreign Affairs '12308' has operated 24/7 to provide dedicated services and assistance to overseas citizens, bringing the care and solicitude of the Party and the country to every one of them.

+86-10-12308

領事保護 Consular Protection

[https://intlaffairs.hku.hk/backend/wp-content/uploads/2023/07/AHU-Immigration-Department\\_Website.pdf](https://intlaffairs.hku.hk/backend/wp-content/uploads/2023/07/AHU-Immigration-Department_Website.pdf)

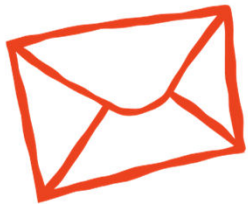


International Affairs Office  
Academic Liaison Office, The Registry



香港大學  
THE UNIVERSITY OF HONG KONG

# GET IN TOUCH



## EMAIL

[goabroad@hku.hk](mailto:goabroad@hku.hk)



## WEBSITE

<https://intlaffairs.hku.hk/>



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