



香港恒生大學
THE HANG SENG UNIVERSITY
OF HONG KONG

Handbook for **Inbound Exchange Students**





Dear Exchange Student,

Thank you for joining the
Student Exchange Programme 2022/23 in
The Hang Seng University of Hong Kong
(HSUHK).

Before you embark on this exchange journey,
please take a moment to read through the
information in this handbook to
better prepare yourself for a
memorable chapter
in your life.

Student Affairs Office

Student Affairs Office (SAO) is dedicated to providing comprehensive and caring services to all inbound exchange students. The Office will organize a series of activities, such as orientation and welcome reception, cultural activities and Cantonese class, to provide you with the most rewarding experiences during your exchange study. You will also be assigned a Buddy to pick you up at the airport and help you navigate in Hong Kong and HSUHK.

Before your departure, please take a look at the website [Study in Hong Kong](http://studyinhongkong.edu.hk/en/) <http://studyinhongkong.edu.hk/en/> to gain more ideas about living and studying in this cosmopolitan city.

Contacts

Exchange & Incoming Students Services

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Student Affairs Office

The Hang Seng University of Hong Kong
Hang Shin Link, Siu Lek Yuen,
Shatin, New Territories,
Hong Kong

Phone: (852) 3963 5560
Email: exchange@hsu.edu.hk

Visa and Immigration Issues

Student Visa

Before departure, you will be issued a e-Visa by the Hong Kong Immigration Department. Please save in soft copy on your personal mobile device or printed on a sheet of A4 white paper.

For students from Mainland China, you should apply for an "Exit-entry Permit for Travelling to and from Hong Kong and Macao 往來港澳通行證" (EEP) and a relevant exit endorsement from the Public Security Bureau office where your household registration is kept. Please make sure you bring the entry permit label together with your EEP card for arrival clearance upon entry to Hong Kong. Please do not affix the entry permit label onto the passport or other travel documents.

Immigration

Please obtain and complete an arrival card during your flight/train journey to Hong Kong. Arrival cards are usually distributed on the flight/train before arrival or you may pick it up for completion near the Immigration Hall at the airport or the immigration checkpoints at the railway station.

Please present your duly completed arrival card and travel document (passport or EEP 往來港澳通行證) to the Immigration Officer.

Upon arrival clearance, scan the encrypted QR code on the "e-Visa" with the optical reader at an immigration counter.

IMPORTANT: Be sure to draw the Immigration Officer's attention to the student visa or EEP so that you will enter Hong Kong as an exchange student instead of a tourist.

Extension of Student Visa

If you wish to stay in Hong Kong for a period longer than the one originally approved by the Hong Kong Immigration Department, you will need to file for an application to extend your student visa **at least 4 weeks before the limit of stay expires**. Application fee for visa extension is HK\$230.

For more information, please check: www.immd.gov.hk

Hong Kong Identity Card

If you stay in Hong Kong for **more than 180 days**, you need to obtain a Hong Kong Identity Card (HKID). There is no charge for the issuance of an HKID Card.

Application procedures can be found at: <http://www.gov.hk/en/residents/immigration/idcard/hkic/registreplace.htm>

Insurance

Before your arrival, you are required to provide SAO a copy of an insurance covering your exchange study at HSUHK. The insurance must cover travel, personal accidents, medical expenses (accident and non-accident), hospitalization and emergency evacuation/ repatriation.



Transcript

Once the transcript of your exchange study is finalized, HSUHK Registry will mail it to your home institution directly.



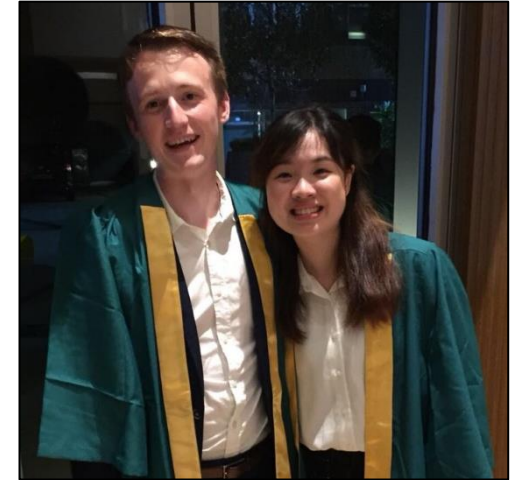
BUDDY Programme

Each inbound exchange student will be paired up with one local student as a “Buddy”.

Your Buddy will contact you via email around a month before you arrive in Hong Kong. You can exchange emails and social networking contacts, such as Facebook, Twitter, Weibo or Skype, with your Buddy so as to know more about each other.

Your Buddy will pick you up at the airport or railway station and will help you settle down in the on-campus accommodation and show you around the campus, HSUHK neighborhood and the city of Hong Kong.

We hope you and your Buddy can bond with each other and build up a life-long friendship.



lifelong
friendship

Make your way to HSUHK

From Hong Kong International Airport

By Bus: You may take bus No.A41 from the Airport Bus Terminus to Yu Chui Court (愉翠苑) Bus Terminus. Bus A41 operates daily from 06:00 to 24:00. From Yu Chui Court Bus Terminus, you may take a taxi to HSUHK.

Transportation	Fare(HK\$)	Duration(mins)
A41	22.30*	65
Taxi	30**	5
TOTAL	52.30	70

* You need to prepare exact fees to travel by bus.

**HK\$5 will be charged in addition to per piece of luggage.

By Taxi: You may take a taxi from the Hong Kong International Airport to HSUHK directly.

**HK\$5 will be charged in addition to per piece of luggage.

Transportation	Fare(HK\$)	Duration(mins)
Taxi	340**	40

Upon your arrival, your Buddy will meet you at the airport or railway station and take you back to HSUHK. In case you have to make your own way to HSUHK, here is some transportation information.

Transportation fares must be settled in Hong Kong dollar. Therefore, please carry with you some cash in Hong Kong dollar or you may exchange money in the bank or money changers located at the airport and railway stations.

HSUHK Address in English and Chinese:

**The Hang Seng University of Hong Kong
Hang Shin Link, Siu Lek Yuen,
Shatin, New Territories,
Hong Kong**

香港新界沙田小瀝源行善里
香港恒生大學



From Lo Wu Station or Lok Ma Chau Station

By Taxi: You may take a taxi from Lo Wu Station or Lok Ma Chau Station to HSUHK directly.

Transportation	Fare(HK\$)	Duration(mins)
Taxi	200**	30

**HK\$5 will be charged per piece of luggage.

By Mass Transit Railway (MTR): You may take the East Rail Line to Sha Tin Station. From Sha Tin Station, you may take a taxi to HSUHK.

Transportation	Fare(HK\$)	Duration(mins)
MTR	33.5	30
Taxi	50**	15
TOTAL	83	45

**HK\$5 will be charged in addition to per piece of luggage.

Living at HSUHK



Accommodation

Exchange students are housed in the on-campus accommodation. All rooms are in sharing-basis with air-conditioning. Students in the same room share the bathrooms and showers. A furnished spacious common room with a television and a refrigerator is shared by all residents. Other features include laundry facility, study rooms and catering services. No bedding items and towels will be provided excluding the mattress. Students have to purchase their own.

The monthly accommodation fee is HK\$1,685 to HK\$2,054 (depending on your choice of room) plus HK\$350 per semester for hall life activities. Air-conditioning and laundry fees are not included in the accommodation fee.

For more information, please visit website of our residential colleges:
<https://rc.hsu.edu.hk>

Meals on campus

There are canteens and café located within the campus. Opening hours are as follows:

Crema Café (G/F, Block A)	8:00am – 9:00pm (Mon to Fri) 8:00am – 6:00pm (Sat)
HSUHK Rendezvous (2/F, Block M)	8:00am – 9:00pm (Mon to Fri) 8:00am – 7:00pm (Sat)
Coffee Corner (1/F, Block D)	8:30am – 6:00pm (Mon to Fri)

(Subject to Change)

Bank Service on campus

An Automated teller machine (ATM) of Hang Seng Bank is located at the 3/F of Block M.

Please note overseas withdrawal fee may be charged. Please consult your bank about it if you decide to withdraw money from ATM in Hong Kong.

Smoking, Alcoholic Beverages and Illicit Drugs

HSUHK campus is a smoke-free environment. Smoking is strictly prohibited. Consumption or presence of alcoholic beverage is not allowed in HSUHK campus. Illicit use of drugs in HSUHK campus will not be tolerated. Offenders will be reported to the Hong Kong Police Force for prosecution.



Living in Hong Kong

Weather

Hong Kong has a subtropical climate with seasonal changes. Typhoon season is from May to November.

Tropical Cyclone Warning Signals

When a typhoon is approaching, warnings are continuously broadcast on television and radio and numerical signals indicate the storm's distance from Hong Kong. **If a typhoon comes near ("Signal No.8" or above is hoisted), businesses and shops close down for the day, classes are suspended and flights may be cancelled and rescheduled.**

Signal No. 1 (Stand-By)

A tropical cyclone is centered within about 400 nautical miles (800 km) of Hong Kong and may later affect the territory.

Signal No. 3 (Strong Wind)

Strong winds are expected or blowing in Victoria Harbor with a sustained speed of 41-62 km/h.

Signal No. 8 (Storm)

Gale or storm force winds are expected or blowing in Victoria Harbor with a sustained

wind speed of 63-117 km/h from the quarter indicated.

Signal No. 10 (Hurricane)

Hurricane force winds are expected or blowing. Sustained wind speeds are reaching upwards from 118 km/h.

“Hong Kong has a subtropical climate with seasonal changes. Typhoon season is from May to November.”

Rainstorm Warning System

The rainy season in Hong Kong is normally between April and September. The Rainstorm Warning System is designed to alert the public about the occurrence of heavy rain which is likely to bring out major disruption and to ensure a state of readiness within the essential services to deal with emergencies.

Amber Rainstorm Warning Signal

Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 30 mm in an hour. It gives alert about potential heavy rain that may develop into Red or Black rainstorm signal situations. There will

be flooding in some low-lying and poorly drained areas.

Red Rainstorm Warning Signal

Heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 50 mm in an hour and is likely to continue. Heavy

rains have caused or could cause serious flooding and traffic congestion. Normal school operations and examinations are also likely to be disrupted.

Black Rainstorm Warning Signal

Very heavy rain has fallen or is expected to fall generally over Hong Kong, exceeding 70 mm in an hour and is likely to continue. **You are advised to stay at home because the inclement weather conditions have caused serious road flooding.** If you are not at home, you should take shelter in a safe place until the rainstorm has passed and traffic conditions have improved.

Expenses

The figures provided below are estimates for your reference. Actual expenses depend on your personal spending habits.

Accommodation	HK\$1,700 to HK2,000 per month
Meals	HK\$4,000 per month
Books	HK\$1,000 per semester
Personal Expenses	HK\$2,000 per month

If you want to open a bank account in one of the local banks in Hong Kong, you need to provide:

1. Travel documents
2. HSUHK admission letter
3. Proof of residential address in your home country in English
4. Proof of residential address in Hong Kong (Can be obtained from SAO)
5. Other information deemed necessary by the bank



Currency

Hong Kong dollar (HK\$) is the currency of Hong Kong. Banknotes include HK\$10, HK\$20, HK\$50, HK\$100, HK\$500 and HK\$1,000. Coins are 10c, 20c, 50c, HK\$1, HK\$2, HK\$5 and HK\$10.

You can exchange your home country's currency for Hong Kong dollars at authorized money exchangers. At Hong Kong International Airport, currency exchange counters conveniently open from early morning until late at night. There are 24-hour automated teller machines located in the airport and railway station as well. The exchange rate fluctuates daily depending on the money market.

Use of Credit Cards

In Hong Kong, most shops and restaurants accept VISA, MasterCard and American Express cards but some places only accept credit cards for a purchase over a fixed amount. Some shops accept cash only. Therefore, always ask before making a purchase.

Some credit card companies may charge you overseas transaction fee. Please consult your bank about it if you decide to use non-local credit cards in Hong Kong.



Electrical Equipment

Hong Kong's voltage is 220 volts, 50 cycles. You may need to purchase an adapter for your cell phone, personal computer and other electronic devices.

Nearby Post Office

The nearest post office from HSUHK is Kwong Yuen Post Office.

Address:

Shop No. 4, Block 4, Kwong Yuen Shopping Centre, Kwong Yuen Estate, Sha Tin, New Territories

Office hours:

9:30am to 4:30pm (Monday to Friday)

9:30am to 1:00pm (Saturday)

For more information about the postal services in Hong Kong, you can visit the Hong Kong Post Office website:
<http://www.hongkongpost.hk>

Nearby Clinics and Hospital

There are medical clinics located in Kwong Yuen Estate. (Close to the Kwong Yuen Post Office)

The nearest hospital to the HSUHK is the Prince of Wales Hospital which provides a full spectrum of inpatient, outpatient specialist and emergency services. The website:
http://www3.ha.org.hk/pwh/index_e.htm

Public Transportation

Hong Kong has a safe, reliable and efficient public transport system and we encourage you to take advantage of the public transport in Hong Kong.

You can take a look at the Hong Kong Government website for the most updated timetables, routes and fares:
<http://www.gov.hk/en/residents/transport/publictransport/companies.htm>

You are suggested to use an Octopus card to pay the fare on the MTR and most of the buses and mini-buses. Octopus cards can also be used at a wide range of convenience stores, fast food chains and supermarkets.

Emergency Service

The number of
emergency service in
Hong Kong, including
police, fire department
and ambulance, is

999

Law and Customs

Identification

You must carry photo identification (e.g. your travel document) with you at all times. Hong Kong Police officer has power to inspect your identification on the street or in other public places. Failure to provide proof of identity for inspection as required will commit an offence.

If you lose your passport, you need to report to the nearest police station immediately and contact your consulate or relevant authority to have your passport replaced.

You can call the Police Hotline at (852)2527 7177 to locate the nearest station.

The nearest police station to HSUHK

Siu Lek Yuen Reporting Centre
Address: 25-27, Yuen Shun Circuit, Siu Lek Yuen, Sha Tin, New Territories
Tel: (852) 3661 1704

Consulate or relevant authority

You can check the contact information of the Consulate-General, Consulates or officially recognized bodies of your country in Hong Kong through this website:
<http://www.protocol.gov.hk/eng/consular/index.html>

Employment

According to Hong Kong Immigration Department, student visa holders are not allowed to take any paid or unpaid employment.



Smoking

According to Tobacco Control Office, no smoking areas include indoor areas of all restaurant premises, indoor workplaces, public indoor places, and some public outdoor places in accordance with the amended Smoking (Public Health) Ordinance (Cap. 371). Smoking or carrying a lighted cigarette, cigar, or pipe in no smoking areas is prohibited; otherwise, you will be liable to a fixed penalty of \$1,500.

Illegal Drugs

According to The Dangerous Drug Ordinance of Hong Kong Police Force, any person who traffics, manufactures or possesses dangerous drugs shall be liable upon conviction to a fine of maximum of HK\$5,000,000 and imprisonment for life. For more information, please check:
http://www.police.gov.hk/ppp_en/04_crime_matters/drug/index.html

Traveling outside Hong Kong

During your exchange study in Hong Kong, you may want to explore the nearby countries for sightseeing and diverse Asian cultural experiences. Please notify SAO of your travel itinerary at least 3 working days before you leave Hong Kong so that we will know your whereabouts.



Completion of Exchange Study

Clearance in HSUHK

Before you leave, please make sure that you have returned all library books and settle all university bills.

Accommodation Check-Out

You will be notified your check out date and procedure **at least a month in advance**. Please follow the instructions accordingly and bring along your Student ID to report to the lobby to collect the “Inventory Check List for Move-out” form. Any stuff left behind will be disposed, otherwise a minimum charge of \$200 per room will be levied.

Make your way to the airport or railway station

Double check your flight schedule online and please be sure you arrive at the Hong Kong International Airport or railway station at least 2 hours in advance.



Pre-departure Checklist

- Travel Document (Passport or 往來港澳通行證) and photocopies
- Student e-Visa (For Mainland students, entry permit label with your EEP)
- Admission Letter issued by HSUHK
- Contacts of your buddy and Student Affairs Office of HSUHK
- Address of HSUHK
- Some cash in Hong Kong dollars
- A copy of your insurance certificate
- Medications for your personal needs
- Electronic devices, e.g., laptop, cell phone
- Electronic adapter
- Several passport-size photos



Campus Map



HSUHK campus map is available at
<https://www.hsu.edu.hk/en/visitors/campus-map/>

Useful Contact

HSUHK

Service Unit on campus	Email	Tel
Student Affairs Office	sao@hsu.edu.hk	3963 5560
On-campus Accommodation	rc.hsu.edu.hk	3963 5800
Information Technology Services Centre	itsc@hsu.edu.hk	3963 5160
Registry	registry@hsu.edu.hk	3963 5555
Library	library@hsu.edu.hk	3963 5310
Counseling Services	dacondai@hsu.edu.hk	3963 5174
PE Unit	saope@hsu.edu.hk	3963 5366

Others

Service Unit	Location	Tel
Prince of Wales Hospital (the nearest hospital)	30-32 Ngan Shing Street, Shatin, New Territories, Hong Kong	2645 1222
Kwong Yuen Post Office (the nearest post office)	Shop No. 4, Block 4, Kwong Yuen Shopping Centre, Kwong Yuen Estate, Sha Tin, New Territories Hong Kong	2921 2222

For EMERGENCY, please dial 999. (Connect to police, ambulance service, fire department and other emergency services)



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