



IAESTE HONG KONG

**Careers and Placement Section (CPS), Student Affairs Office
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Office Hours

**Monday to Friday (except Hong Kong Public Holidays)
09:00 – 12:45, 14:00 – 18:00**

WELCOME

We would like to take this opportunity to welcome you to Hong Kong. Wish you have a successful training and a wonderful stay in the city.

This handbook has been compiled to help you through your stay while you are in Hong Kong. If there are any unanswered questions, please feel free to contact IAESTE Hong Kong!

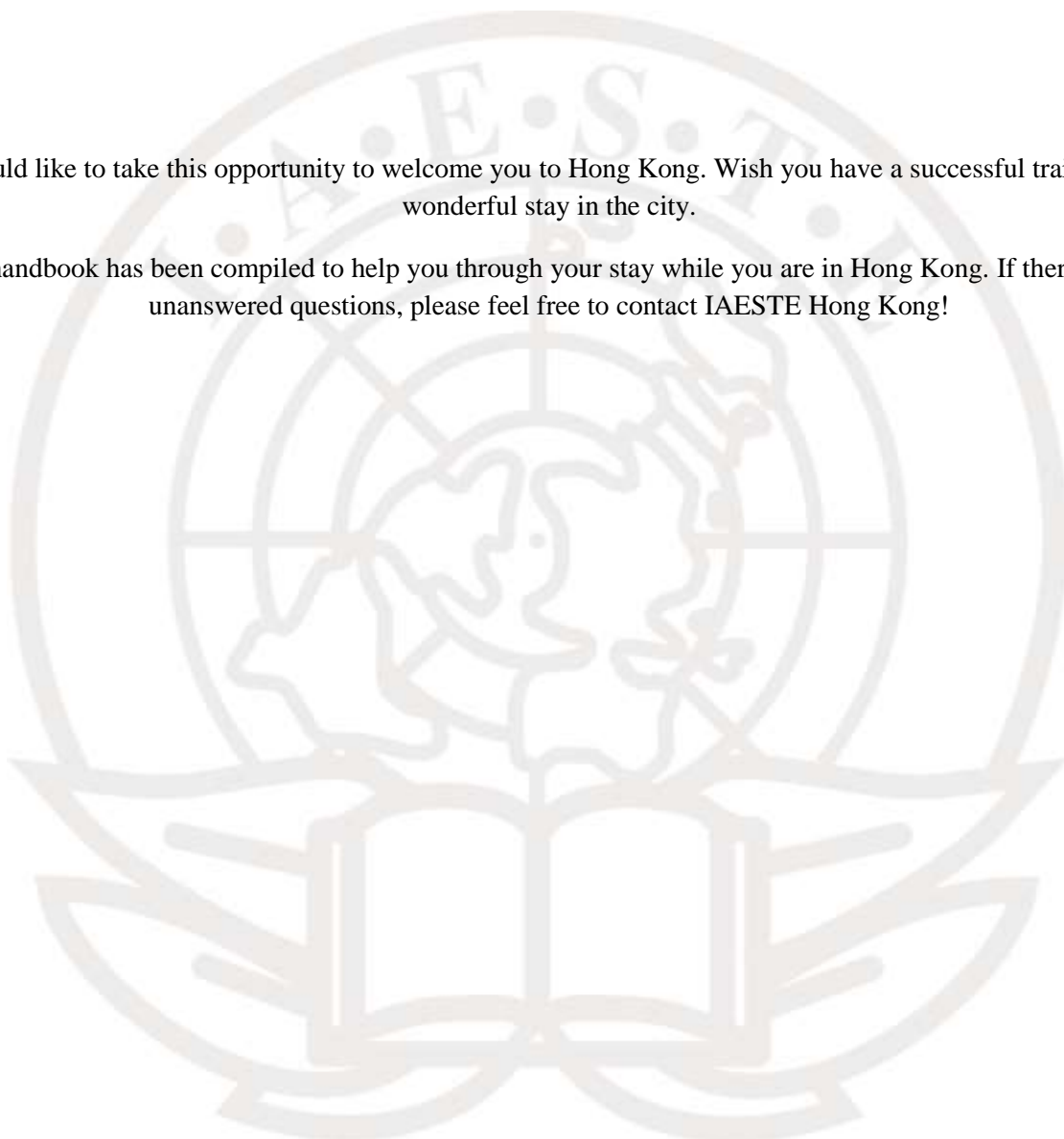


Table of Contents

Preparing for your training	P.4
Arriving Hong Kong	P.5-6
Life on Campus	P.7
Settling in Hong Kong	P.8-10
Useful Apps	P.11
Weather in Hong Kong	P.12
Checklist for departure	P.13
Useful Telephone Numbers	P.14

A large, faint watermark of the IAEST logo is centered on the page. The logo is circular and features a globe with latitude and longitude lines. The letters 'I.A.E.S.T.E' are arranged in an arc across the top of the globe. Below the globe is a stylized figure of a person with arms raised, and at the bottom is an open book with decorative flourishes.

PREPARING FOR YOUR TRAINING

✓ Applying for your Visa of entry for training

A Visa for Entry for Training is mandatory for all nationals who intend to attend training in Hong Kong. IAESTE Hong Kong will apply the visa for you and dispatch to you before your departure to Hong Kong. Please visit Hong Kong Immigration Department Website at <https://www.immd.gov.hk/eng/services/visas/training.html> for more information.

Your passport must be valid throughout the whole period of your stay in Hong Kong.

✓ Reservation of the Student Halls of Residence

Accommodation will be arranged in the Homantin Halls of Residence, The Hong Kong Polytechnic University. Please visit the Hall of Residence website for details at <https://www.polyu.edu.hk/hall/> Hall fee has to be paid by trainee at a rate of minimum HKD88/night and for a full month in advance via the PolyU On-line Card Payment System at least one week before the check-in date

✓ Insurance

It is mandatory to purchase a travel insurance that covers the full period of your training in Hong Kong. Please note that you are responsible for your own medical and dental costs during your stay in Hong Kong. Please send us the insurance policy before your arrival.

✓ Confirmation of Offer

You are required to complete and return the Confirmation of Acceptance (N/5-b), the IAESTE Insurance and Liability Policy, together with the Application for Entry for Training (ID992A) to IAESTE HK within two weeks after you are accepted to the training.

✓ Money

When you arrive in Hong Kong, you will have transportation, meals and your accommodation to pay for immediately. Please make sure you have sufficient money with you to cover the first month accommodation and deposit.

ARE YOU READY?

ARRIVING HONG KONG

You are recommended to purchase an Octopus Card (Top-up Travel Pass) for easy access to all transportation as well as some retails and public facilities in Hong Kong. It is available at the MTR Customer Services Centre at the Arrival Hall of HK Airport. The Octopus Card costs HK\$150 for Adult with a refundable HK\$50 deposit and HK\$100 stored value.

Getting to Student Halls of Residence

[Address: PolyU Students Halls of Residence \(Homantin\), 15 Fat Kwong Street, Homantin, Kowloon, Hong Kong](#)

[Address in Chinese: 香港九龍何文田佛光街十五號, 香港理工大學學生宿舍](#)

* Trainees should be responsible for the transportation fares

By Airport Express

Take the [Airport Express](#) from the airport to the Ho Man Tin Station. The journey will take around 44 minutes and cost HK\$65-85.

By Bus

Take Airbus Route A22 at Airbus Terminus (bus fare HK\$39), the bus runs from the Airport to Lam Tin Station. The closest bus stop to Homantin Hall would be Valley Road at Chatham Road North, about 10-15 minutes walk. The bus journey is about 45-60 minutes.

By Taxi

Take a taxi from the airport and ask the driver to take you to Homantin Halls (address: 15 Fat Kwong Street, Homantin). The journey will take around 45-60 minutes and cost about HK\$280 – 330, including toll fees for tunnels. Surcharges of HK\$6 will be applied per piece of luggage for taxi.

Check-in to student halls of residence

IAESTE trainees are resided at the Student Halls of Residence in Homantin. Trainees will be assigned to a shared room with same gender.

Orientation

An orientation will be scheduled on your first day of work before reporting duty to your training department. Please bring the following with you:

- Your passport
- 1 passport photo
- PolyU Personnel Record Form*
- Cash for settling visa and courier fees
- Insurance document with emergency contact number (if you have not sent us previously)

*Staff ID card will give you access to the Library, Canteen and Wifi on campus.

Reception Team

The IAESTE Reception Team is formed by a group of PolyU students to help you settling in Hong Kong, they will also organize events for all trainees during your stay.



LIFE ON CAMPUS

Accommodation

The University offers two students halls of residence, situated in Hung Hom and Homantin. IAESTE trainees are resided in the hall in Homantin, which is 15 minutes away from PolyU campus on foot!

Address: Students Halls of Residence (Homantin), 15 Fat Kwong Street, Homantin, Kowloon, Hong Kong

Address in Chinese: 香港理工大學學生宿舍, 香港九龍何文田佛光街十五號

Lodging Fee: HK\$88 per day, to be paid by trainee for a full month in advance via the PolyU On-line Card Payment System at least one week before the check-in date

Deposit: HK\$1000 (refundable, under the condition of no outstanding claim)

- The lodging fees do not include the charge of room air-conditioning
- Beddings will not be provided by hall
- Please click [here](#) for Hall Handbook and Hall Regulations

Hall Management Office

Telephone: (852) 3996 2000

Opning hours: 07:00 – 23:00

Medical Services

Trainees who are employed by PolyU are eligible to use the University Health Services on campus. The primary medical consultation will be charged at a standard rate of HK\$300. Additional charge may be applied subject to the prescription required.

Please note that all trainees are responsible for their own medical and dental costs.

UHS Address: A001, G/F, Chung Sze Yuen Building, PolyU

Consultation hours: Monday – Friday (09:15 – 12:35, 14:00 – 17:20)
Saturday (09:15 – 11:45), closed on Sunday and Public Holidays

Enquiries & Booking: (852) 2766 5433

Homepage: www.polyu.edu.hk/uhs

For Emergency outside UHS consultation hours, the closest public hospital is Queen Elizabeth Hospital.

Address: 30 Gascoigne Road, Kowloon

Enquiries: (852) 2958 8888

Library

The Pao Yue-Kong Library is open Monday to Saturday. Its collection contains more than 2.4 million printed books and journals. It is one of the largest collections of science, engineering and business in East Asia.

Enquiries Hotline: (852) 2766 7734

Website: www.lib.polyu.edu.hk

Please contact the Security Control Center situated at Block P Room 111, tel. (852) 2766 7666 if emergency entry to campus building is required outside office hours.

SETTLING IN HONG KONG

General Information

Money Matters

The Hong Kong currency (HK\$) is linked to the US Dollar (US\$) at the rate of approximately US\$1=HK\$7.75. Notes are in denominations of **\$10, \$20, \$50, \$100, \$500 and \$1,000**. Coins are in **\$10, \$5, \$2, \$1 and 10, 20 and 50 cents**. Traveller cheques and foreign currencies can be exchanged at banks, money changers and major outlets. Credit cards are accepted at banks, large restaurants and department stores.



Banks

Banking hours are 9:00 am to 4:30 pm (Mondays to Fridays) and 9:00 am to 12:00 noon on Saturdays. 24-hour Automatic Teller Machines (ATMs) are widely available especially in large shopping centers. Visa and MasterCard holders can gain access to most ATMs. American Express Cardholders can obtain cash at 'Aeon' ATMs.

Post Office

Normal hours of opening are: Monday – Friday 09:30 – 17:00 and Saturday 09:30 – 13:00 but there is variation. There is no postal delivery after 13:00 on Saturday until Monday. Letters and postcards can be mailed at post offices or posting boxes. Stamps are available in all [HK Post Offices](#) or 7-11 (24-hour convenience shop).

Food

Different kinds of cuisines are provided by the plentiful and excellent restaurants in Hong Kong. Chinese food is as varied as Western food. For anyone interested in learning more about Hong Kong cuisines or specific restaurants, many excellent guides can be found in the local bookstores and the Hong Kong Tourism Board. Feel free to ask our local students to lead you around. Cost of food varies according to choices.



Electricity

The standard electrical voltage in Hong Kong is 220 volts AC, 50Hz. The majority of electrical outlets take a three-pronged UK-style plug. You are recommended to bring an adaptor for your electrical equipment.



Smoking Restriction

Smoking is prohibited in all indoor public places in Hong Kong, including restaurants, bars, malls and karaoke venues. The smoking ban is also implemented on public transport carriers, within public transport facilities, and in both the indoor and outdoor areas of some premises, including public beaches and swimming pools, escalators, and inside the Hong Kong Wetland Park.

Any person smoking or carrying a lighted cigarette, cigar, or pipe in a designated no-smoking area will be liable to a fixed penalty of HK\$1,500.

For details, please visit https://www.taco.gov.hk/t/english/legislation/legislation_so.html

Transportation

The public transport network in Hong Kong is maturely developed. There are plenty ways to get around Hong Kong, for instance, buses, MTR, minibuses, ferries, trams and taxi etc. The Octopus card is versatile in all public transportation in Hong Kong.

For details, please visit <http://www.discoverhongkong.com/nz/plan-your-trip/practicalities/transport/getting-around/index.jsp>

Mass Transit Railway (MTR)

Website: <http://www.mtr.com.hk>

The MTR consists of ten rail lines, including Island, Tsuen Wan, Kwun Tong, Tseung Kwan O, Tung Chung, West Rail, East Rail, Ma On Shan, Disneyland Resort and the Airport Express. The MTR also operates a light rail system that runs between Yuen Long and Tuen Mun in the New Territories, plus an inter-city train service to Mainland China.

The closest MTR station to your dorm is **Homantin**.

USEFUL APPS

Transportation



Mass Transit Railway (MTR): http://www.mtr.com.hk/en/customer/services/mtr_mobile.html

Kowloon Motor Bus (KMB): <http://www.kmb.hk/MobileAppLaunch/tc/index.html>

Governments



MyObservatory: <https://itunes.apple.com/hk/app/myobservatory/id361319719?mt=8>

News.gov.hk: <https://itunes.apple.com/hk/app/news.gov.hk-xiang-gang-zheng/id393161557>

Food & Activities



OpenRice Hong Kong: <https://www.openrice.com/en/hongkong>

Enjoy Hiking: <https://itunes.apple.com/hk/app/jiao-ye-le-xing-enjoy-hiking/id405460254?mt=8>

TripAdvisor: <http://www.tripadvisor.com/apps>

Discoverhongkong: <http://www.discoverhongkong.com/us/plan-your-trip/travel-kit/mobile-apps.jsp>

WEATHER IN HONG KONG

Typhoon & Rainstorm Warning

Tropical cyclone and heavy rainfall prevails in summer time. When there is typhoon or heavy rainstorm, the Hong Kong Observatory will announce the update situation. Students should note the following situations which will be broadcasted on T.V. and radio. Please take proper action whenever appropriate:

Typhoon

Typhoon Signal No. 1 & 3: A tropical cyclone is approaching Hong Kong, but most activities remain unaffected.

Typhoon Signal No. 8 or above: A tropical cyclone is close to Hong Kong and may attack the territory directly. All activities including work, school and outdoor activities should be ceased and you should return to your Hall immediately. Public transports maintain minimum services only.

Heavy Rainstorm

Amber & Red Rainstorm Warning: Heavy rain is expected and will affect some special areas. However, most activities remain unaffected.

Black Rainstorm Warning: Intense and heavy rainfall is expected. Activities should be ceased and you should stay indoor when the warning is announced.

Hong Kong Weather at a Glance

	Spring	Summer	Autumn	Winter
Months	Mar – Mid May	Late May – Mid Sep	Late Sep – Early Dec	Mid Dec - Feb
Temperature	23-28	28-33	18-28	10-18
Humidity	about 82%	near 86%	about 72%	72%
Prevailing Conditions	Mist and rain showers	Sunny, heavy rain, typhoon season	Sunny and clear	Sunny, bright and cool
What to Wear	Sweaters, shower-proof jackets	Short sleeves, cotton clothing, with a lightweight sweater for indoors	Light clothing for daytime, sweaters / light jackets for evenings	Warm clothing & overcoats

Source: Hong Kong Observatory

Hong Kong is very hot in summer and it rains a lot. But some air conditioning indoors may be so cool that you have to put your jacket on.

For your reference, there is a good article about what to wear in HK from Trip Advisor website: www.tripadvisor.com/Travel-g294217-c84402/Hong-Kong:China:What.To.Wear.html

BEFORE LEAVING HONG KONG

Please don't forget to...

- Inform IAESTE HK (iaeste.cps@polyu.edu.hk) of your departure details (departure date, time and flight number) to IAESTE HK
- Return the key(s), Access Card(s) etc. obtained from your working department to your supervisor/office in-charge
- Return your PolyU Staff Card to your training department
- Complete the check-out procedures at Hall (such as settling your outstanding payment, if any, get back your deposit, return your Room Key Card / Residence Card, etc.) to Hall Service Counter
- Collect a Letter of Certification from IAESTE Office HK in the last week of your internship
- Submit a summary of your experience in Hong Kong (e.g. your training, people you have met, places you have been to, etc.) together with some of your pictures to IAESTE HK



AT A GLANCE --USEFUL TELEPHONE NUMBERS

Useful Telephone Numbers of PolyU

Campus emergency call	P111	2766 7666 / 7999
Hall Management Office	15 Fat Kwong Street, Homantin, Kowloon, Hong Kong	3996 2000
Pao Yue-kong Library	Library Building	2766 6863
Sports facilities - Kwong On	S113A	2766 6824
Sports facilities - Shaws Sports	VS001	2766 6778
Careers & Placement Section, Student Affairs Office	TU 308	2766 6796
University Health Services - Booking	AG001	2766 5433

Useful Telephone Numbers of Hong Kong

Emergencies (Fire / Police / Ambulance)		999
General Police Enquiries		2527 7177
Hong Kong Immigration Dept.	(Homepage: www.immd.gov.hk)	2824 6111
Hong Kong International Airport	(Homepage: www.hongkongairport.com)	2181 8888
Queen Elizabeth Hospital (Address: 30 Gascoigne Road, Kowloon)		2958 8888
Telephone Services (Pacific Century Cyberworks: www.pccw.com)		
Directory Enquiries		1081
Operator-assisted calls / Int'l customer services		1000
Overseas IDD & Cardphone enquiries		10013
Collect calls to most countries		10010
Transport		
Citybus	(Homepage: www.citybus.com.hk)	2873 0818
HK Tramways	(Homepage: www.hktramways.com)	2548 7102
Kowloon Motor Bus	(Homepage: www.kmb.com.hk)	2745 4466
Mass Transit Railway (MTR)	(Homepage: www.mtr.com.hk)	2881 8888
Airport Express	(Homepage: www.mtr.com.hk)	2261 0522
New World First Bus	(Homepage: www.nwfb.com.hk)	2136 8888
Peak Tramways	(Homepage: www.thepeak.com.hk)	2522 0922