

# Upon Arrival – Six Steps for Settling Down

## Step 1: Check-in at the Student Halls of Residence

Please note that PolyU will not arrange any pick-up service at the airport, as it is easy for you to get to the hall by public transport.

### How to get to the hall from the Airport

#### Method 1:

Take the Airport Express from the Airport to Kowloon Station, then change to the Airport Express Shuttle Bus (Route No.K1) to the MTR Hung Hom Station, or

#### Method 2:

Take the Airport Bus (Route No. A21) from the Airport to the MTR Hung Hom Station












### How to get to the hall from PolyU campus

The Student Halls of Residence is connected to the PolyU campus by a footbridge via the MTR Hung Hom Station. It is within 15-minutes walking distance from the PolyU campus. (Please visit the website at <http://www.polyu.edu.hk/hall/about/video/video.html> for a tour from MTR Hung Hom Station to hall.)

Address: 1 Hung Lai Road, Hung Hom, Kowloon.

(Please refer to P.10 for details on accommodation)

**If you have made other accommodation arrangements and wish to go straight to PolyU Campus upon arrival in Hong Kong, please note the following transportation guide:**

 HK International Airport		 Take taxi (Around HK\$300)			<ul style="list-style-type: none"> <li>▪ Get off at the last stop “Hungom Station”</li> <li>▪ Walk through a subway outside the Hungom Station</li> <li>▪ Cross the footbridge</li> </ul>		<b>PolyU Campus</b>
		 Take airport bus A21 (HK\$33)					
Train from the Chinese Mainland		 Hungom Railway Station (next to PolyU)		Take exit “A” and cross the footbridge		<b>PolyU Campus</b>	

## **Step 2: Report to your Chief Supervisor**

On the first day of your studies, you should report to your Chief Supervisor or to his/her designate (in the absence of your Chief Supervisor).

## **Step 3: Registration** You need to complete the registration procedures upon your arrival in Hong Kong.

### What you need and what to do

1. Contact your Chief Supervisor or his/her designate (in the absence of your Chief Supervisor) on the first day of your studies.
2. Upon hearing from your Chief Supervisor, the RO will send you a debit note.
3. Settle the payment of caution money, membership fees for The Hong Kong Polytechnic University Postgraduate Association Limited and tuition fees (if any) at Hang Seng Bank (Podium Level, Shaw Amenities Building, PolyU).
4. Complete registration at the RO (M501, 5/F, Li Ka Shing Tower, PolyU), and get your Student ID Card. To do this, you need to bring the following during office hours -  
Monday to Friday : 8:45 am to 1:00 pm  
2:00 pm to 5:35 pm  
Saturday: 9:00 am to 12:00 noon
  - 4.1 receipt of the debit note
  - 4.2 originals of your certificates
  - 4.3 a recent colour photograph of yourself
  - 4.4 your passport

### A Student ID Card entitles you to:

1. Access the Library and sports facilities.
  2. Access the computer centres.
  3. Clinical service at our University Health Service
  4. An email account to be used during your stay at PolyU
- (For more details, please visit [http://www.polyu.edu.hk/ro/stud\\_id.html](http://www.polyu.edu.hk/ro/stud_id.html).)

## **Step 4 : Hong Kong Identity Card**

According to the Registration of Persons Ordinance, non-local students must apply for a Hong Kong Identity Card (HKID card) at the Immigration Department within 30 days of arrival. You are therefore required to apply for an HKID card in person at the Immigration Department as soon as possible upon arrival (please refer to the section on “Contact Details of the Hong Kong Immigration Department”). You may make an advanced booking via the Immigration Department’s 24-hour Appointment Booking Service at 2598 0888 or at <http://www.gov.hk/icbooking>. In making an appointment, you need to enter the number of your travel document as the number of the identity document.

Please produce your passport/travel document for the application. There is no charge for HKID card issued to new arrivals. The processing normally takes about 10 working days.

Once you get the HKID card, you are entitled to use the government medical services at local rates. You are required to carry your HKID card at all times. In case you have lost it, you should report to the Police immediately and apply for a replacement at the Immigration Department.

#### **Step 5 : Subject Registration**

After you have completed the above registration procedures, you are advised to contact your Chief Supervisor to discuss your subject selection. Subject registration can only be done during the subject registration period of a semester and is performed by the students on the web. You will be informed of the details via the University Portal before the subject registration period.

#### **Step 6 : Orientation Gathering**

An Orientation Gathering will be arranged by the RO normally once every three months for students newly registered for the following purposes:

1. Introduction to the RO and your study programme
2. Answering your enquiries about studying at PolyU

Students will receive an invitation from the RO via the University Portal.

Contact information of the RO:

Email: [roro@inet.polyu.edu.hk](mailto:roro@inet.polyu.edu.hk)  
Hotline: 852-3400-3635  
Fax: 852-2355-7651