

Hong Kong Baptist University

Application guideline for Personal Accident and Medical Insurance **for Incoming Visiting Scholars, Incoming contract Staff & Incoming Student** **from Overseas to Hong Kong (effective from 1 July 2025)**

The University has contracted the Personal Accident and Medical Insurance for Incoming Visiting Scholar , Incoming Contract Staff & Incoming Student who comes from overseas to Hong Kong. Correspondence Department/Personnel Office can assist them in taking out insurance via Finance Office at their own expenses.

<u>Policy No.</u>	TTT0002959ZC
<u>Coverage Details</u>	<u>Maximum Benefit</u>
Personal Accident	Plan I – HK\$100,000 Plan II – HK\$500,000
Medical Expenses	HK\$25,000
Baggage and Personal Effect	HK\$10,000
Accident Loss of Travel Documents or Personal Money	HK\$3,000

Note:

1. The Incoming Visiting Scholars / Incoming Contract Staff / Incoming Student from overseas to HKBU should first check with their home institutions and/or insurance agents about their own insurance coverage. Coverage of international circumstances in force from their home institution/agent should be retained, and even be acquired before coming. Please show the relevant documents to Corresponding Department/Personnel Office upon arrival.
2. The plan does not cover personal trips made outside Hong Kong.
3. The period of coverage for Incoming Scholars / Incoming Contract Staff is maximum 365 days from the date of arrival at Hong Kong. Renewal or extension of coverage will NOT be offered thereafter.
4. For Incoming Student is maximum 365 days from the date studying at Hong Kong Baptist University in the first year, and renewable on yearly basis until completion of study.
5. Coverage details shall refer to the relevant insurance summary.

Application

Please submit the following documents to Finance Office for application. All the application should send to Finance Office two working days prior to the commencement date, no date back application is entertained.

- ☐ Application Form
- ☐ Pay-in slips/Payment record/Cost Center

Premium Rate Table

Premium Rate(HKD) for period of coverage from the date of arrival Hong Kong between 1 July 2025 and 30 June 2026

	Plan I (HKD)	Plan II (HKD)
1-92 days	250	340
93-184 days	420	660
185-365 days	800	1,240