# Checklist for Student Visa / Entry Permit Application

**ALL applicants MUST submit the following documents:**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Completed <em>original</em> form ID995A “Application for Entry for Study in Hong Kong” <em>(Sample 1)</em></td>
</tr>
<tr>
<td></td>
<td>- with one recent photo affixed to Page 2</td>
</tr>
<tr>
<td></td>
<td>- <em>same handwritten signature</em> on all 4 pages</td>
</tr>
<tr>
<td>2</td>
<td>Printed “Acknowledgement of the Request for Student Visa / Entry Permit Sponsorship” from the University <em>(Sample 2)</em></td>
</tr>
<tr>
<td>3</td>
<td>Copy of the letter of admission issued by the University</td>
</tr>
<tr>
<td>4</td>
<td>Copy of your acknowledgement of accepting the University’s admission offer which can be printed out from your online application account (not applicable to exchange students)</td>
</tr>
<tr>
<td>5</td>
<td>Copy of the following document(s)</td>
</tr>
<tr>
<td></td>
<td>• Students from mainland China –</td>
</tr>
<tr>
<td></td>
<td>(i) People’s Republic of China Resident Identity Card <em>(中華人民共和國居民身份證)</em></td>
</tr>
<tr>
<td></td>
<td>(ii) Household Registration Card <em>(常住人口登記卡)</em> for students who have changed your name (if applicable, <em>Sample 3</em>)</td>
</tr>
<tr>
<td></td>
<td>(iii) Exit-Entry Permit for Travelling to and from Hong Kong and Macau <em>(往來港澳通行證)</em> (if applicable) and</td>
</tr>
<tr>
<td></td>
<td>(iv) Self-declaration letter if you are already in Hong Kong when applying for Student Entry Permit <em>(see Sample 4)</em></td>
</tr>
<tr>
<td></td>
<td>• Students from Macao –</td>
</tr>
<tr>
<td></td>
<td>(i) Macao Identity Card and</td>
</tr>
<tr>
<td></td>
<td>(ii) Visit Permit for Residents of Macao SAR to HKSAR <em>(Sample 5)</em></td>
</tr>
<tr>
<td></td>
<td>• Students from Taiwan –</td>
</tr>
<tr>
<td></td>
<td>(i) Passport</td>
</tr>
<tr>
<td></td>
<td>(ii) Taiwan Household Registration Record endorsed by Taiwan House Office <em>(front and back pages)</em> <em>(Sample 6)</em> and</td>
</tr>
<tr>
<td></td>
<td>(iii) Taiwan Identity Card <em>(front and back pages)</em></td>
</tr>
<tr>
<td></td>
<td>• Students from countries / regions other than mainland China, Macao and Taiwan –</td>
</tr>
<tr>
<td></td>
<td>Passport</td>
</tr>
</tbody>
</table>
6. **Copy of financial proof (Sample 7)**
   - financial documents under your name, e.g. bank statements, savings account passbooks, scholarship award notification, tax receipts and salary slips
   OR
   - financial documents under your financial sponsor’s name with
     (i) Declaration of Sponsor
     (ii) Copy of his / her Passport including the page showing the holder’s signature or People’s Republic of China Resident Identity Card

### Additional documents for students who are aged under 18 years old:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Completed letter of consent signed by your parent or guardian</td>
</tr>
<tr>
<td>2.</td>
<td>Photocopy of the proof of your accommodation arrangement in Hong Kong if you will not live in the student residence managed by the University</td>
</tr>
</tbody>
</table>

### Additional documents required for part-time students:

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Copy of the proof of your current employment</td>
</tr>
<tr>
<td>2.</td>
<td>Supplementary Form for Part-time Students Applying for a Student Visa (Sample 8)</td>
</tr>
</tbody>
</table>

- **DO NOT submit any original copy of the supporting documents** (such as financial proofs, bank letters, school certificates and so forth). All submitted documents will be sent to the Hong Kong Immigration Department and will not be returned to you.

- To avoid unnecessary delay in the process, please send all the required documents to our office in one go. If these documents are not in English or Chinese, please provide official translated documents in English.

- When submitting documents, **please DO NOT staple the documents together.**
SAMPLE 1: “Application for Entry for Study in Hong Kong” (Form ID995A)

Points to note:

- In Section 6 “Applicant’s Estimated Cost of Living in Hong Kong”, you may make reference to the estimated Cost of Living and Finance at our website.

- If you are awarded a scholarship, you need to indicate the scholarship amount in Section 7 “Financial Situation of Applicant”.
## Application for Entry for Study in Hong Kong

### Personal Details

<table>
<thead>
<tr>
<th>Name (in Chinese) (if applicable)</th>
<th>Maiden surname (if applicable)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Smith</td>
<td>Ava</td>
</tr>
</tbody>
</table>

**Sex**: Female

**Nationality**: British

**Date of Birth**: 10/12/1996

**Place of Birth**: London, UK

**Country/territory of domicile**: United Kingdom

**Length of residence in country/territory of domicile**: 20 years

**Occupation**: Student

**Current employer**: Name of current employer (if applicable)

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### Notes

- If you are under the age of 18, enclose the letter of consent signed and dated by your parent or legal guardian
- Travel document no. applies to students with a passport only
- Students from mainland China with a visa may have to enter with a travel document for the time being

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*Signature of applicant/parent/legal guardian*

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*Signature of applicant/parent/legal guardian*
### Personal Particulars (Continued)

**Present address:**
XX CHEVEL HILL, HESWxxx BOURNEMOUTH BH1 1AA

**Permanent address:**

**Write your expected arrival date:**
04/01/2017

**Study Proposed duration of stay:**
6 MONTHS

**Write the duration of your study programme:**

---

**CityU does not sponsor application for dependant visa / entry permit. Please contact the Hong Kong Immigration Department for enquiries.**
4. 申请人拟在港就读的资料  Information of Applicant's Proposed Study in Hong Kong

5. 学历／专业资格（按获取资格的日期顺序列出） Education/Professional Qualifications (in chronological order)

<table>
<thead>
<tr>
<th>名称及地址</th>
<th>主修科目</th>
<th>学位级 / 资格</th>
<th>期间日期</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX UNIVERSITY</td>
<td>ENGINEERING</td>
<td>BACHELOR OF ENGINEERING</td>
<td>10/15 06/18</td>
</tr>
<tr>
<td>XXXX COLLEGE</td>
<td>A-LEVEL</td>
<td></td>
<td>09/13 06/15</td>
</tr>
</tbody>
</table>

6. 申请人预计在港的生活开支  Applicant's Estimated Cost of Living in Hong Kong

7. 申请人的经济状况  Financial Situation of Applicant

8. 曾在港修读短期课程的资料  Information on Previous Short-term Studies in Hong Kong

If you are financially supported by another person, please write "supported by parent / guardian / family / financial sponsor".

If you are awarded a scholarship, please indicate the scholarship amount in this section.

Same handwritten signature on all 4 pages

Date 7/11/2015

Signature of applicant/parent/legal guardian

Ava
9. 申請人／父／母／合法監護人的聲明 Declaration of Applicant/Parent/Legal Guardian

本申請表第3項內的申請人須填寫本表，如申請人為16歲以下的兒童（包括申請人），須由其父／母／合法監護人簽署。

The applicant in item 1 of Part A of this application form is required to complete this item. If the applicant is a child under the age of 16 (child applicant), this application should be signed by his/her parent/legal guardian.

本人為香港特別行政區入境事務處申請，謹此作出以下聲明:
In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region (HKISAR), I declare the following:

(a) [ ] 我/的申請人/的姓名並沒有更改過。

| [ ] 本人/的申請人/的姓名並沒有更改過。
| [ ] 所用的姓名如下:

(If any)

(b) [ ] 本人/的申請人/在未被拒絕對發身證件/入境許可計算期間內，已獲准入境香港。

| [ ] 申請人的申請人/在未被拒絕對發身證件/入境許可計算期間內，已獲准入境香港。
| [ ] 設置的日期及詳細資料如下:

(If any)

(c) [ ] 本人/的申請人/在未被拒絕對發身證件/入境許可計算期間內，已獲准入境香港。

| [ ] 申請人的申請人/在未被拒絕對發身證件/入境許可計算期間內，已獲准入境香港。
| [ ] 設置的日期及詳細資料如下:

(If any)

(i) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

(ii) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

(iii) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

(iv) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

(v) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

(vi) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

(vii) 本人同意連同本申請表及附件進行任何所需的查証。

| I consent to the making of any enquiries necessary for the processing of this application.

8. 本申請表內所填寫的資料，申請人的資料，申請人的資料，申請人的資料，申請人的資料。

All information given in Part A of this application form is correct, complete and true to the best of my knowledge and belief.

8. 本申請表內所填寫的資料，申請人的資料，申請人的資料，申請人的資料，申請人的資料。

All information given in Part A of this application form is correct, complete and true to the best of my knowledge and belief.
**Acknowledgement of Request for Student Visa/Entry Permit Sponsorship**

Reference No.: 20200120002  
Semester/Year: 2020/2021 (Semester B 2019/20)  
Name: SMITH Ava  
Application No.: 44009999  
Nationality: United Kingdom  
Programme Code: EXGB  
Programme Title: Exchange Student  
Mode of Study: Full-time  
Phone Number: 44-1234567890  
Email Address: ava.s@xmail.com  
Mailing Address: XX Chxexl Hill,,  
Hewxxxx,  
Bouememout BH1 1AA,  
United Kingdom

**Visa Administrative Fee payment preference**  
Online Payment

**Payment Settled Date**  
20-Jan-2020

**Application Status**

<table>
<thead>
<tr>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Request for Visa Sponsorship submitted</td>
</tr>
</tbody>
</table>

Please print and send this Acknowledgement together with the full set of visa application form ID995A (in black or blue ink), supporting documents, and a bank draft (if applicable) to the Global Engagement Office, Room 3210, 3/F, Cheung Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR. Please note that it could take 8 weeks for the Hong Kong Immigration Department to process your application. To avoid delay, please send in your application as early as possible.

More information on visa application can be found at [http://www.cityu.edu.hk/international/support_visa.htm](http://www.cityu.edu.hk/international/support_visa.htm)
### SAMPLE 3: Household Registration Card

<table>
<thead>
<tr>
<th>姓 名</th>
<th>户主或与户主关系</th>
</tr>
</thead>
<tbody>
<tr>
<td>曾用名</td>
<td>性 别</td>
</tr>
<tr>
<td>出生地</td>
<td>民 族</td>
</tr>
<tr>
<td>籍贯</td>
<td>出生日期</td>
</tr>
<tr>
<td>本(县)其他住址</td>
<td>宗教信仰</td>
</tr>
<tr>
<td>公民身份证号</td>
<td>身 高</td>
</tr>
<tr>
<td>文化程度</td>
<td>婚姻状况</td>
</tr>
<tr>
<td>服务处所</td>
<td>血 型</td>
</tr>
<tr>
<td>何时由何处迁来本市(县)</td>
<td></td>
</tr>
<tr>
<td>何时由何处迁来本址</td>
<td></td>
</tr>
</tbody>
</table>

承办人签章：

登记日期：年 月 日
SAMPLE 4: Self-declaration letter if you are already in Hong Kong when applying for Student Entry Permit

致：香港入境處處長

本人，__________________________（申請人姓名），謹此聲明如本人的「學生 / 進入許可」申請獲得批准，本人將會向內地有關部門申辦因私往來港澳通行証及有關的赴港簽注。本人亦明白屆時需先返回內地，重新由內地出發前往香港，方可啟用新的「學生 / 進入許可」，並遵守新的逗留期限以及相關逗留條件。本人明白入境香港前應把發予本人的「學生 / 進入許可」標籤貼在具有相關赴港簽注的原件因私往來港澳通行証上。如我獲發的是電子《往來港澳通行証》，則無需把進入許可標籤貼在任何証件上，只需要在進入香港時向香港入境處職員出示附有相關赴港簽注的電子《往來港澳通行証》及香港入境處發出之「學生 / 進入許可」標籤。如本人於入境時使用其他旅行證件，本人將可能被拒入境。

申請人簽署：__________________________

申請人姓名：__________________________

日期：__________________________

Click here to print the sample letter
SAMPLE 5: Visit Permit for Residents of Macao to HKSAR
SAMPLE 6: Taiwan Household Registration Record (Front page)

<table>
<thead>
<tr>
<th>姓名</th>
<th>年齡</th>
<th>地址</th>
<th>性別</th>
<th>出生日期</th>
<th>識別號</th>
<th>類別</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Sample
Taiwan Household Registration Record (Back page)
SAMPLE 7: Financial Proof (bank statement indicating that you have enough money to support your study and living in Hong Kong, you may make reference to the estimated Cost of Living and Finance at GEO website.)

Point to note:

- If the financial proof is not under your name, your financial sponsor is required to provide a declaration of sponsor testifying that he / she will financially support your study and living in Hong Kong and enclose a copy of his / her passport (including the signature page). The financial proof is preferably issued within the last three months.
To: The Director of Immigration

Declaration of Sponsor

I, ____________________________ (Sponsor’s name), am willing to financially support my 

________________________________ (Relationship with applicant) 

_____________________________ (Applicant’s name) and cover all 

expenses (e.g. accommodation and living expenses) for his / her study in Hong Kong.

________________________________       ________________________________ 
Signature of Sponsor      Date

Contact Details of Sponsor

Address: ______________________________________________________________________

Phone Number: ___________________________ Email: _______________________________

Applicants who are financially sponsored by another party should provide financial statements and passport copy (including the page showing the holder’s signature) from their sponsor (do not send original documents as they will not be returned after submission).
Letter of Consent (for students who are aged under 18 years old)

To: The Director of Immigration

I, ___________________ am the father / mother* of __________________________
(Name of father / mother) (Name of student)

(“the Student”) from________________________. I hereby consent to let the Student study in
(city / province / country)

the City University of Hong Kong and authorise ________________________ , (a relative /
(name of guardian / university)

friend / university in Hong Kong*), to act as guardian during the Student’s stay in Hong Kong
before he / she* attains the age of 18.

I further understand and acknowledge the fact that by agreeing to so act as guardian:-

• the party shall not be deemed to have assumed any parental responsibilities of the Student;

• the party serves only as a contact person / entity in Hong Kong, for the benefit of the Student's parents
and the Immigration authorities, when it becomes necessary or in case of emergency;

• the party's responsibility shall be limited to that of a sponsor, as required by the Immigration Department
upon an entry visa application, namely (i) to be responsible for the Student's repatriation to his / her
country of origin if at the expiration of stay granted by the Director of Immigration, the Student still fails
to leave Hong Kong, and (ii) to seek approval from the Director of Immigration prior to the Student's
transfer to any educational institution / course of study in Hong Kong and inform him the cessation in
the Student's education here; and

• any incidental expenses incurred by the party in assuming the responsibility of the Student in complying
with any statutory requirements including but not limited to those imposed by the Immigration
Department as conditions for the Student's stay in Hong Kong will be borne by me and I will reimburse
payment of all such expenses within 14 days of receiving the request.

______________________________    _______________ ______________
Signature of the Student’s Father / Mother    Signature of Guardian /
Date: ______________________    Authorised person for and on behalf of the
                                          University
*delete where appropriate
Date: ______________________________
SAMPLE 8: Supplementary Form for Part-time Students Applying for a Student Visa

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Name:</strong> ___________________</td>
<td><strong>Passport / Mainland ID No.:</strong> _________________</td>
</tr>
</tbody>
</table>

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| **1.** Your reason(s) and need to pursue the proposed study.  
報告原因 |   |
| **2.** Your reason(s) and need to pursue the proposed study in Hong Kong instead of other countries / cities.  
選擇在港報讀原因 |   |
| **3.** Your reason(s) and need to pursue a part-time programme rather than a full-time programme.  
選擇兼讀制授課式深造課程原因 |   |
| **4.** Your proposed duration of study in Hong Kong on each arrival for attending classes.  
每次到港上課所需逗留時間 |   |
5. Your planned duration of completing your part-time study in Hong Kong.
計劃在港就讀兼讀制授課式深造課程所需年期
_____ semester(s) / _____ year(s)

6. Your immediate plan after completion of the proposed study in Hong Kong.
課程完結後去留計劃

7. Details of the course list and study plan for the coming academic year / semester (including title and code of the subject(s) and class and exam schedule of each subject to be taken in the coming semester / academic year). Please attach relevant supporting documents.
新學年 / 學期的就讀計劃（包括每學期的學科名稱及學科數目）

8. Travel plan on how you will travel between Hong Kong and your residence. The holders of part-time visa will be granted a length of stay in line with the weekly study schedule, i.e. number of days that you are required to stay in Hong Kong for attending class, and the period for travelling from / to your residence.
列寫行程計劃，說明你於就讀期間往來香港及居住國家 / 地點的行程及交通安排。香港入境事務處一般會根據你在香港的每週上課日數及往來香港及居住國家 / 地點所需時間以釐定及審批你可逗留香港的時間，因此請清楚說明你的行程計劃。
9. Your accommodation arrangement in Hong Kong (if you have rented a place in Hong Kong, please provide official proof such as Demand for Rates, tenancy arrangement, written consent from the property owner with a copy of his/her Hong Kong Identity Card).
在港住宿安排（如在港租住，請提供租約及業主身份證副本）

Signature: ____________________________  Date: ________________________________