# 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>
</table>
| 1. | Completed **original** form ID995A “Application for Entry for Study in Hong Kong” *(Sample 1)*  
- with one recent photo affixed to Page 2  
- **same handwritten signature** on all 4 pages |
| 2. | Printed “Acknowledgement of the Request for Student Visa / Entry Permit Sponsorship” from the University *(Sample 2)* |
| 3. | Copy of the letter of admission issued by the University |
| 4. | 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) |
| 5. | Copy of the following document(s)  
- **Students from mainland China** –  
  (i) People’s Republic of China Resident Identity Card *(中華人民共和國居民身份證)*  
  (ii) Household Registration Card *(常住人口登記卡)* for students who have changed your name (if applicable, *Sample 3*)  
  (iii) Exit-Entry Permit for Travelling to and from Hong Kong and Macau *(往來港澳通行證)* (if applicable) and  
  (iv) Self-declaration letter if you are already in Hong Kong when applying for Student Entry Permit (see *Sample 4*)  
- **Students from Macao** –  
  (i) Macao Identity Card and  
  (ii) Visit Permit for Residents of Macao SAR to HKSAR *(Sample 5)*  
- **Students from Taiwan** –  
  (i) Passport  
  (ii) Taiwan Household Registration Record endorsed by Taiwan House Office *(front and back pages)* *(Sample 6)* and  
  (iii) Taiwan Identity Card *(front and back pages)*  
- **Students from countries / regions other than mainland China, Macao and Taiwan** –  
  Passport |
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
   - 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:

1. Completed letter of consent signed by your parent or guardian
2. Photocopy of the proof of your accommodation arrangement in Hong Kong if you will not live in the student residence managed by the University

Additional documents required for part-time students:

1. Copy of the proof of your current employment
2. Supplementary Form for Part-time Students Applying for a Student Visa (Sample 8)

- **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.
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

Part A: Personal Particulars

Name in Chinese (if applicable)
Surname in English
Given names in English
Maiden surname (if applicable)

Sex □ Male □ Female
Date of birth
Place of birth
Nationality
Marital status □ Single □ Married □ Divorced □ Widowed

Travel document number
Date of issue
Date of expiry
Travel document type

Current address

Country/territory of domicile

Length of residence

Occupation

Name of current employer (if applicable)

Date of expiry

Signature of applicant (if applicable)
**Personal Particulars (Continued)**

- **Name:** X.X. Chixel Hill
  - **Address:** HESWxxxx
  - **City:** Bournemouth
  - **Country:** BH1 1AN

**Proposed Stay in HK/Study**

- **Proposed Date of Entry:** 04/01/2017
- **Proposed Duration of Stay:** 6 MONTHS

**Proposed Date of Stay**

- **Study**

**Photograph**

Affix one recent photograph here

- **Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm**

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CityU does not sponsor application for dependant visa / entry permit. Please contact the Hong Kong Immigration Department for enquiries.
4. 申請人擬在港就讀的資料  Information of Applicant’s Proposed Study in Hong Kong

School/college/university/other education institution

<table>
<thead>
<tr>
<th>Name of school/college/university/other education institution</th>
<th>Major subject</th>
<th>Degree/Qualification obtained</th>
<th>Period of study</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></td>
<td>A-LEVEL</td>
<td>09/13 - 06/15</td>
</tr>
</tbody>
</table>

5. 學歷／專業資格 (按獲取資格的日期序列出)  Education/Professional Qualifications (in chronological order)

<table>
<thead>
<tr>
<th>Name of school/college/university/other education institution</th>
<th>Degree/Qualification obtained</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX UNIVERSITY</td>
<td>Bachelor of Engineering</td>
<td>10/15 - 06/18</td>
</tr>
<tr>
<td>XXXX COLLEGE</td>
<td>A-LEVEL</td>
<td>09/13 - 06/15</td>
</tr>
</tbody>
</table>

6. 申請人預計在港的生活開支  Applicant’s Estimated Cost of Living in Hong Kong

(i) 學費 (每學年) School fee (each academic year)

(ii) 住宿 (每月) Accommodation (each month)

(iii) 交通費及膳食費 (每月) Costs of transport and meal (approximately each month)

(iv) 其他 (每月) Others (each month)

(v) 總計 Total

Whether or not you will have scholarship awarded by the University, all visa applicants are requested to provide estimated cost of living in Hong Kong for each expenditure item listed below. We shall not be able to process your application if you do not provide reasonable estimates on school fee, accommodation and living cost in the application form. Students are advised to provide the financial proof (e.g. balance of saving account) that can show that you have enough funds to support your study in Hong Kong. If you are financially sponsored by someone else, provide the Declaration by Financial Sponsor completed and signed by your financial sponsor. The Declaration should state the sponsor’s relationship with you and that he/she agrees to underwrite your study and living expenses in Hong Kong.

7. 申請人的經濟狀況  Financial Situation of Applicant

(i) 存款 Deposit

(ii) 入息 Income

(iii) 其他 (請詳述) Others (please state briefly)

If you are 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.

8. 曾在港修讀短期課程的資料  Information on Previous Short-term Studies in Hong Kong

Has the applicant ever taken any short-term studies offered by Hong Kong higher education institutions with degree-awarding powers in the past 12 months immediately before the submission of this application?

Yes (please provide the name, school and period of such short-term studies)

If you are not financially supported by another person, please write “supported by parent/guardian/family/financial sponsor”.

Same handwritten signature on all 4 pages
9. 申請人/父/母/合併監護人 tutte Declaration of Applicant/Parent/Legal Guardian

本申請表第9部分內的申請人應填寫本申請人的詳情，如申請人為16歲或以下的兒童（兒童申請人），須由其父/母/合併監護人簽署。

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

本人向香港特別行政區入境事務處提交本申請，茲此作出以下聲明：

In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region (HKISAR), I declare the following:

(a) *

*The child applicant have/have not changed my/his/her name before.

*本人/兒童申請人曾更改姓名，曾用的姓名如下：

*The child applicant have/have changed my/his/her name and used the following name(s) before:

(b) *

*本人/兒童申請人從未被拒絶入境/入境/違反或要求離開香港。

*The child applicant have/have never been refused entry into, deported from, removed from or required to leave Hong Kong.

*本人/兒童申請人曾被拒絶入境/違反或要求離開香港，有關的日期及詳細資料如下：

*The child applicant have/have previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:

(c) *

*本人/兒童申請人從未被拒絶獲發簽證/進入許可以入境香港。

*The child applicant have/have never been refused a visa/entry permit for entry into Hong Kong.

*本人/兒童申請人曾被拒絶獲發簽證/進入許可以入境香港，有關的日期及詳細資料如下：

*The child applicant have/have previously been refused a visa/entry permit for entry into Hong Kong. The date(s) and details are as follows:

(d) I consent to the making of any enquiries necessary for the processing of this application.

(e) 本人同意向入境事務處提問有關的任何機構或政府機關（包括在香港特別行政區內或境外的）提供*本人/兒童申請人的資料。

I consent to releasing *my/the child applicant's information to any organisations and authorities, including those inside or outside the HKISAR, for the processing of this application.

(f) 本人同意所有香港公眾及私營機構（包括在香港特別行政區內或境外的）向香港特別行政區入境事務處提供*本人/兒童申請人的任何資料。

I authorise all public and private organisations, including those inside or outside the HKISAR, to release any record or information which the Immigration Department of the HKISAR may require for the processing of this application.

(g) 我/或其代理人會採取合理措施，確保香港特別行政區的任何機架或私家機構（包括香港特別行政區以外的）於香港特別行政區內的*本人/兒童申請人的資料不會被非自動破損。

I undertake to take all reasonable steps to ensure that the data of the applicant in Hong Kong and outside Hong Kong as well are protected against unauthorized access and use.

(h) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(i) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(k) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(l) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(m) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(p) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(r) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(s) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(t) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(u) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(v) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(w) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(x) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(y) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

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(z) 我/或其代理人會採取適當措施，確保香港特別行政區內或境外的*本人/兒童申請人的資料不會被非自動破損。

I undertake to take all reasonable steps to ensure that the data of the applicant in Hong Kong and outside Hong Kong as well are protected against unauthorized access and use.

Same handwritten signature on all 4 pages
**SAMPLE 2: Printed “Acknowledgement of the Request for Student Visa / Entry Permit Sponsorship”**

<table>
<thead>
<tr>
<th>Acknowledgement of Request for Student Visa/Entry Permit Sponsorship</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Reference No.:</strong> 20200120002</td>
</tr>
<tr>
<td><strong>Semester/Year:</strong> 202002 (Semester B 2019/20)</td>
</tr>
<tr>
<td><strong>Name:</strong> SMITH Ava</td>
</tr>
<tr>
<td><strong>Application No.:</strong> 44009999</td>
</tr>
<tr>
<td><strong>Nationality:</strong> United Kingdom</td>
</tr>
<tr>
<td><strong>Programme Code:</strong> EXGB</td>
</tr>
<tr>
<td><strong>Programme Title:</strong> Exchange Student</td>
</tr>
<tr>
<td><strong>Mode of Study:</strong> Full-time</td>
</tr>
<tr>
<td><strong>Phone Number:</strong> 44-1235867590</td>
</tr>
<tr>
<td><strong>Email Address:</strong> <a href="mailto:ava.s@xmail.com">ava.s@xmail.com</a></td>
</tr>
<tr>
<td><strong>Mailing Address:</strong> XX Chxel Hill,</td>
</tr>
<tr>
<td>Heswxxx,</td>
</tr>
<tr>
<td>Bournemouth BH1 1AA,</td>
</tr>
<tr>
<td>United Kingdom</td>
</tr>
</tbody>
</table>

**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 bankdraft (if applicable) to the Global Engagement Office, Room 3210, 3/F, Cheng 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(P县)其他住址</td>
<td>宗教信仰</td>
</tr>
<tr>
<td>公民身份证编号</td>
<td>身 高</td>
</tr>
<tr>
<td>文化程度</td>
<td>血 型</td>
</tr>
<tr>
<td>服务处所</td>
<td>婚姻状况</td>
</tr>
<tr>
<td>何时由何地迁来本市(县)</td>
<td>兵役状况</td>
</tr>
<tr>
<td>何时由何地迁来本址</td>
<td></td>
</tr>
</tbody>
</table>

承办公人签章：

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證件上，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：__________________________
SAMPLE 5: Visit Permit for Residents of Macao to HKSAR
SAMPLE 6: Taiwan Household Registration Record (Front page)

<table>
<thead>
<tr>
<th>姓氏</th>
<th>名</th>
<th>年</th>
<th>月</th>
<th>日</th>
<th>性別</th>
<th>登記號</th>
<th>等級</th>
<th>姓氏</th>
<th>名</th>
<th>年</th>
<th>月</th>
<th>日</th>
<th>性別</th>
<th>登記號</th>
</tr>
</thead>
<tbody>
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</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

*spouse / parent / child / relative, ____________________ (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: _______________________________

* Please delete where inappropriate.

Applicants who are financially sponsored by another party should provide financial statements
and passport copy 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
                                                                                       Date: ____________________________

*delete where appropriate
SAMPLE 8: Supplementary Form for Part-time Students Applying for a Student Visa

Name: ___________________  Passport / Mainland ID No.: ___________________

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
</table>
| 1. | Your reason(s) and need to pursue the proposed study.  
   報讀原因 |
| 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.

<table>
<thead>
<tr>
<th>計劃在港就讀兼讀制授課式深造課程所需年期</th>
</tr>
</thead>
<tbody>
<tr>
<td>______ semester(s) / ______ year(s)</td>
</tr>
</tbody>
</table>

6. Your immediate plan after completion of the proposed study in Hong Kong.

<table>
<thead>
<tr>
<th>課程完結後去留計劃</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>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）</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>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周上課日數及往來香港及居住國家 / 地點所需的时间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。</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
</tr>
</tbody>
</table>
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: ______________________________