# Checklist for Student Visa / Entry Permit Application

ALL applicants MUST submit the following documents:

<p>| | |</p>
<table>
<thead>
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</thead>
</table>
| 1. | Complete 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** –
  1. People’s Republic of China Resident Identity Card (中華人民共和國居民身份證)
  2. Household Registration Card (常住人口登記卡) for students who have changed your name (if applicable, Sample 3)
  3. Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證) (if applicable) and
  4. Self-declaration letter if you are already in Hong Kong when applying for Student Entry Permit (see Sample 4)

- **Students from Macao** –
  1. Macao Identity Card and
  2. Visit Permit for Residents of Macao SAR to HKSAR (Sample 5)

- **Students from Taiwan** –
  1. Passport
  2. Taiwan Household Registration Record endorsed by Taiwan House Office (front and back pages) (Sample 6) and
  3. Taiwan Identity Card (front and back pages)

- **Students from countries / regions other than mainland China, Macao and Taiwan** –
  1. 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
   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:

   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

I. Personal Particulars

Name in Chinese (if applicable) ____________________________
Maiden surname (if applicable) ____________________________

Surname in English SMITH
Given names in English AVA

Sex □ Male □ Female
Date of birth 10 12 1996
Place of birth LONDON, UK
Nationality BRITISH

Hong Kong identity card no. ____________________________
Travel document type ____________________________
Travel document no. ____________________________
Place of issue UNITED KINGDOM
Date of issue 10 12 2015
Date of expiry 10 12 2020

Contact telephone no. +44 123 456 7890
Fax no. (if any) ____________________________

Country/Territory of domicile UNITED KINGDOM

Length of residence in country/territory of domicile 20 years

Occupation STUDENT

Name of current employer (if applicable) ____________________________

Address of current employer (if applicable) ____________________________

Is the applicant currently staying in Hong Kong? □ Yes □ No

Permitted to remain until: ____________________________

In Hong Kong for the purpose of: ____________________________

Date of entry ____________________________

*Signature of applicant/parent/legal guardian ____________________________

Sample handwritten signature on all 4 pages

*If the applicant is under the age of 16, this application should be signed by his/her parent/legal guardian. Please delete where inappropriate.
CityU does not sponsor application for dependant visa / entry permit. Please contact the Hong Kong Immigration Department for enquiries.
4. 申請人擬在香港就讀的資料 - Information of Applicant’s Proposed Study in Hong Kong

在港就讀學校的名稱及地址 Name and address of school in Hong Kong

CITY UNIVERSITY OF HONG KONG, TAT CHEE AVENUE, KOWLOON TONG, HONG KONG

YEARN2 / EXCHANGE PROGRAMME

5. 學歷/專業資格（按獲取資格的日期由新至舊次序列出）Education/Professional Qualifications (in chronological order)

<table>
<thead>
<tr>
<th>名稱 of school/college/university/other education institution</th>
<th>主修科目</th>
<th>獲取資格的學位/資格</th>
<th>就讀日期 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>A-LEVEL</td>
<td></td>
<td>09/113 06/15</td>
</tr>
</tbody>
</table>

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

事項 Item

(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)

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

事項 Item

(i) 存款 Deposit

(ii) 入息 Income

(iii) 其他 (請簡述) Others (please state briefly)

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.

8. 申請人擬在香港短期課程的資料 - 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 / No (please provide the name, school and period of such short-term studies)

The information given on this page is correct, complete and true.

Signature of applicant/parent/legal guardian

Same handwritten signature on all 4 pages
Declaration of Applicant/Parent/Legal Guardian

In applying to the Immigration Department of the Hong Kong Special Administrative Region (HK SAR), I declare the following:

(a) The child applicant has not changed my/his/her name before.
   - [ ] The child applicant has not changed my/his/her name.
   - [ ] The child applicant has changed my/his/her name and used the following name(s) before:

(b) The child applicant has never been refused entry into, deported from, removed from or required to leave Hong Kong.
   - [ ] The child applicant has never been refused entry into, deported from, removed from or required to leave Hong Kong.
   - [ ] The child applicant has previously been refused entry into, deported from, removed from or required to leave Hong Kong.

(c) The child applicant has not been refused a visa/entry permit for entry into Hong Kong.
   - [ ] The child applicant has not been refused a visa/entry permit for entry into Hong Kong.
   - [ ] The child applicant has previously been refused a visa/entry permit for entry into Hong Kong.

I hereby declare that the information contained in this application is true and correct to the best of my knowledge and belief.

Signed: ____________________________
Name of applicant: ____________________________
Date: ____________________________
Signature of parent or legal guardian: ____________________________

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>Reference No.: 20200120002</td>
</tr>
<tr>
<td>Semester/Year: 2020202 (Semester B 2019/20)</td>
</tr>
<tr>
<td>Name: SMITH Ava</td>
</tr>
<tr>
<td>Application No.: 44009999</td>
</tr>
<tr>
<td>Nationality: United Kingdom</td>
</tr>
<tr>
<td>Programme Code: EXGB</td>
</tr>
<tr>
<td>Programme Title: Exchange Student</td>
</tr>
<tr>
<td>Mode of Study: Full-time</td>
</tr>
<tr>
<td>Phone Number: 44-1235867590</td>
</tr>
<tr>
<td>Email Address: <a href="mailto:ava.s@xmail.com">ava.s@xmail.com</a></td>
</tr>
<tr>
<td>Mailing Address: XX Chxel Hill,</td>
</tr>
<tr>
<td>Hswxxx,</td>
</tr>
<tr>
<td>Bouremouth 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>
<th>Request for Visa Sponsorship submitted</th>
</tr>
</thead>
</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 姓 名</th>
<th>户 主 关 系</th>
</tr>
</thead>
<tbody>
<tr>
<td>曾 用 名</td>
<td>性 别</td>
<td></td>
</tr>
<tr>
<td>出 生 地</td>
<td>民 族</td>
<td></td>
</tr>
<tr>
<td>籍 贯</td>
<td>出 生 期 间</td>
<td></td>
</tr>
<tr>
<td>本 县(县) 其 他 住 址</td>
<td>宗 教 信 仰</td>
<td></td>
</tr>
<tr>
<td>公 民 身 份 证 件 编 号</td>
<td>身 高</td>
<td>血 型</td>
</tr>
<tr>
<td>文 化 程 度</td>
<td>婚 姻 状 况</td>
<td></td>
</tr>
<tr>
<td>服 务 处 所</td>
<td></td>
<td></td>
</tr>
<tr>
<td>何 时 由 何 地 迁 来 本 市 ( 县 )</td>
<td></td>
<td></td>
</tr>
<tr>
<td>何时由何地迁来住址</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

承办人签名：

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： ________________________
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>籍贯</th>
<th>出生年月日</th>
<th>民國年</th>
<th>月</th>
<th>日</th>
<th>性別</th>
<th>證號</th>
<th>類型</th>
<th>郵遞區號</th>
</tr>
</thead>
<tbody>
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</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 *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.
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**

Name: ___________________  Passport / Mainland ID No.: __________________

<p>| | |</p>
<table>
<thead>
<tr>
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<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.**

   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 / 地點所需的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）

<table>
<thead>
<tr>
<th>Signature: __________________________</th>
<th>Date: ______________________________</th>
</tr>
</thead>
</table>