

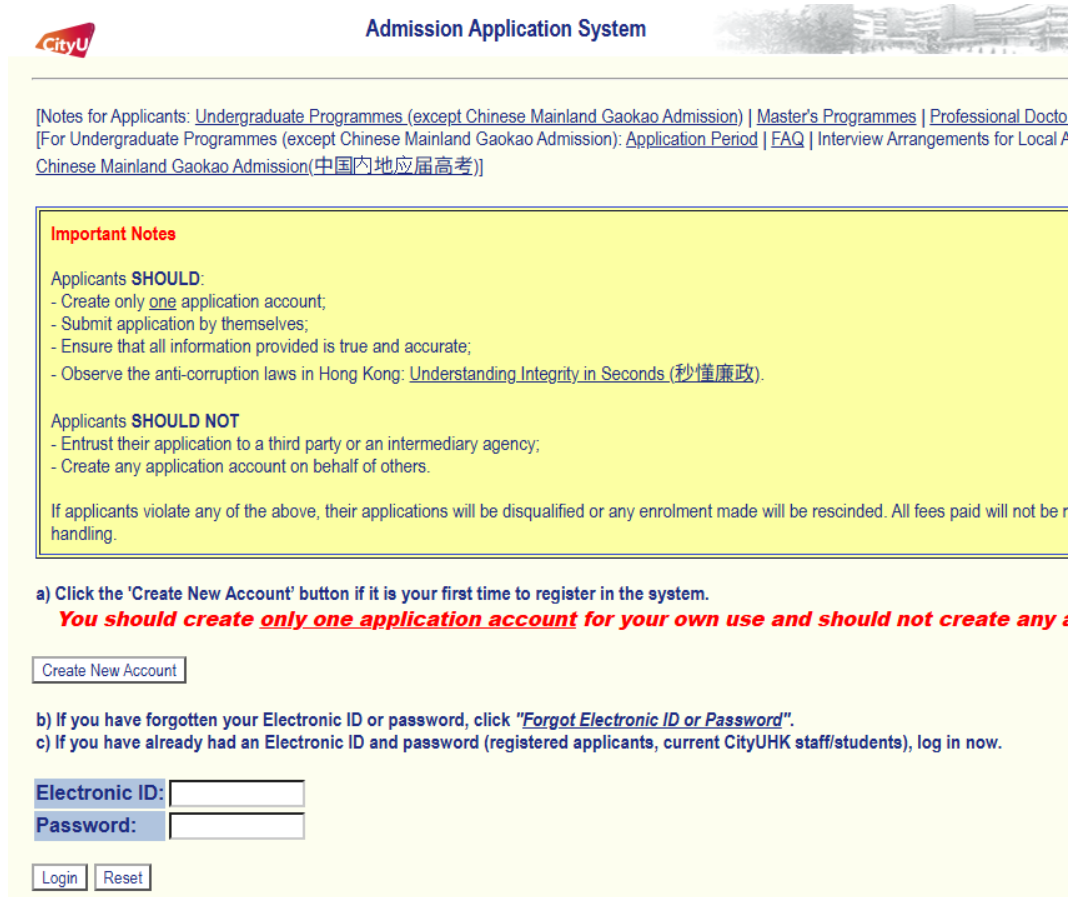
# Guideline to Submit a Visa Sponsorship Request via Admission Application System

Admissions Office  
City University of Hong Kong

Click [here](#) for more information.  
For enquiries, contact [admovisa@cityu.edu.hk](mailto:admovisa@cityu.edu.hk) or (852)3442-5652.

# Step 1: Admission Application System

- Log in to your account in the [Admission Application System](#).



The screenshot shows the CityU Admission Application System login page. At the top, there is a CityU logo and the title 'Admission Application System'. Below this, there are links for various application types: Undergraduate Programmes (except Chinese Mainland Gaokao Admission), Master's Programmes, Professional Doctorate, and Chinese Mainland Gaokao Admission (中国内地应届高考). A yellow box contains 'Important Notes' for applicants, including instructions on creating an account and the consequences of violating rules. Below the notes, there are instructions for new users to create an account and for existing users to log in. The login section includes fields for 'Electronic ID' and 'Password', and buttons for 'Login' and 'Reset'.

CityU Admission Application System

[Notes for Applicants: [Undergraduate Programmes \(except Chinese Mainland Gaokao Admission\)](#) | [Master's Programmes](#) | [Professional Doctorate](#)  
[For Undergraduate Programmes (except Chinese Mainland Gaokao Admission): [Application Period](#) | [FAQ](#) | Interview Arrangements for Local Applicants  
[Chinese Mainland Gaokao Admission\(中国内地应届高考\)](#)]

**Important Notes**

Applicants **SHOULD**:

- Create only one application account;
- Submit application by themselves;
- Ensure that all information provided is true and accurate;
- Observe the anti-corruption laws in Hong Kong: [Understanding Integrity in Seconds \(秒懂廉政\)](#).

Applicants **SHOULD NOT**:

- Entrust their application to a third party or an intermediary agency;
- Create any application account on behalf of others.

If applicants violate any of the above, their applications will be disqualified or any enrolment made will be rescinded. All fees paid will not be refunded.

a) Click the 'Create New Account' button if it is your first time to register in the system.  
**You should create only one application account for your own use and should not create any other accounts.**

Create New Account

b) If you have forgotten your Electronic ID or password, click "[Forgot Electronic ID or Password](#)".  
c) If you have already had an Electronic ID and password (registered applicants, current CityUHK staff/students), log in now.

Electronic ID:

Password:

Login Reset

Reminder:

You will not be able to submit a student visa/entry permit sponsorship request before acceptance of an admission offer.

# Step 2: Admission Application System

- Please initiate a visa sponsorship request by clicking “Visa Sponsorship Application”.

| Submitted Applications |      |                                                                                                                               |
|------------------------|------|-------------------------------------------------------------------------------------------------------------------------------|
| Semester               | Code | Programme                                                                                                                     |
| Semester A 2026/27     | 1000 | BSc Computational Finance and Financial Technology (Streams: Computational Finance / Financial Technology) (First-Year Entry) |
|                        |      | <a href="#">View Offer Letter and Accept/Decline Offer</a>                                                                    |
|                        |      | Read the <a href="#">"Notes for New Non-Local Students after Accepting Offers"</a> .                                          |
|                        |      | <a href="#">Application to Student Residence</a>                                                                              |
|                        |      | <a href="#">Click Here for Application and Information on Student Residence</a>                                               |
|                        |      | <a href="#">Visa Sponsorship Application</a>                                                                                  |
|                        |      | <a href="#">Click Here for Information on Student Visa</a>                                                                    |

1. If your application is successful, we will send you an email, and you can retrieve your admission offer letter via your application a

2. To accept an admission offer, click 'View Offer Letter and Accept/Decline Offer' to indicate your acceptance.

# Step 3: Student Visa/Entry Permit Sponsorship Request System



- Please review the important notes in the dashboard, including the [checklist](#) and the [Student Visa website](#), before proceeding to the next steps.

## Applicant's Dashboard

### Under Preparation

| Semester | Code | Programme       | Mode      | Create Date | Status            | Action                                                                     |
|----------|------|-----------------|-----------|-------------|-------------------|----------------------------------------------------------------------------|
| 999999   | AC/P | PhD Accountancy | Full-time | 2026-09-10  | UNDER PREPARATION | <a href="#">Download Prefilled Form</a> <a href="#">Resume Application</a> |

**Important Notes:**

1. Please refer to the application [checklist](#) and relevant information available [here](#). You should have all the documents ready before you proceed with your submission. To avoid delays, please ensure you have provided all necessary information and uploaded high-quality, legible color scans of all required documents. Documents in languages other than English or Chinese must be accompanied by a certified translation.
2. A person who enters Hong Kong as a "Visitor" is not allowed to enrol as a student. Do not seek to enter Hong Kong as a "Visitor" if you plan to study in Hong Kong.
3. It is your responsibility to understand and comply with the immigration and visa regulations. City University of Hong Kong ("the University") will assist non-local students with their student visa/entry permit applications and can act as their local sponsor if immigration requirements for studying in Hong Kong are met. However, it is the student, but not the University or any employee or other representative of the University, who is ultimately responsible for abiding by the immigration and visa regulations.
4. According to the Hong Kong immigration policy on education, non-local students are required to take up full-time study in Hong Kong. Only a restricted number of taught postgraduate programmes may admit non-local students on a part-time basis.

# Step 4: Student Visa/Entry Permit Sponsorship Request System



- Please provide your personal information as requested in the form. Questions marked with “\*” are mandatory and must be answered. Once completed, please proceed to the “Next”.

Status: Under Preparation

1 Programme Information

Admission Term \*

999999

Mode of Study \*

FT - Full-time

Prog Code and Title (from Prog Mapping) \*

AC/P - PhD Accountancy

2 Personal Information

Surname \*

VISA

Given Name \*

Case Seven

Name in Chinese (ID) \*

张洁

Traditional Chinese Name \*

Date of Birth \*

03/03/2000

Gender \*

☒ Male ☐ Female

Marital Status \*

Single

Nationality / Place of Domicile \*

CHINA

Mainland Residential Number (中華人民共和國居民身份證號碼) \*

Place of Birth \*

Select place of birth

Do you hold a Hong Kong Identity Card? \*

☐ Yes ☒ No

Do you hold a valid Exit-Entry Permit (EIP, 往來港澳通行證)? \*

☐ Yes ☒ No

Alternative Email

Do you have a financial sponsor, and will you provide their financial documents as proof of your financial situation? (if you will provide financial documents under your sponsor's name, you must also upload the Declaration of Sponsor and a copy of their identity document, such as their passport / ID card) \*

☐ Yes ☒ No

Primary Email \*

test@test.com

Are you planning to live in the student residence halls managed by the university? (if you are under 18 and are not going to live in the student residence halls, please provide proof of accommodation arrangement) \*

☐ Yes ☒ No

Have you changed your name before? (if you have changed your name before, please provide relevant documentation) \*

☐ Yes ☒ No

Back

Save

Next

# Step 5: Student Visa/Entry Permit Sponsorship Request System



- Please upload the required documents as requested. Refer to the file limitations under the “Notes” section. Once completed, please proceed to the “Next”.

## Upload Required Documents

Please upload all required documents for your visa application

### Required Documents

Upload supporting documents based on your profile.

ⓘ Please provide all mandatory documents before continuing.

1. ID995A Form
2. Admission / Acceptance Letter
3. Proof of Financial Support
4. Recent Photo
5. PRC Resident Identity Card (Front & Back)
6. EEP Application Self-Declaration

#### Notes:

- ✓ Maximum 15 files per applicant
- ✓ Each file cannot exceed 2MB
- ✓ Recent Photo Allowed JPG only
- ✓ Allowed file format: JPG, GIF, PNG, PDF
- ✓ Use only letters, numbers, hyphens (-), or underscores (\_) in the file name; NO spaces.

| Document Type                             | Description                                              | File                        | Uploaded Date | Action |
|-------------------------------------------|----------------------------------------------------------|-----------------------------|---------------|--------|
| ID995A Form                               | ID 995A (Application for Entry for Study in Hong Kong)   | <a href="#">Choose File</a> | -             |        |
| Admission / Acceptance Letter             | Copy of Letter of Admission / Letter of Acceptance       | <a href="#">Choose File</a> | -             |        |
| Proof of Financial Support                | Copy of Financial Support Proof                          | <a href="#">Choose File</a> | -             |        |
| Recent Photo                              | Applicant's Recent Photograph                            | <a href="#">Choose File</a> | -             |        |
| PRC Resident Identity Card (Front & Back) | For students from the Chinese Mainland: Copy of the      | <a href="#">Choose File</a> | -             |        |
| EEP Application Self-Declaration          | For students from the Chinese Mainland: Self-Declaration | <a href="#">Choose File</a> | -             |        |

[+ Add other files](#)

[Back](#) [Save](#) [Next](#)

# Step 6: Student Visa/Entry Permit Sponsorship Request System



- Please review your application and accept the payment terms and conditions before submitting it.

**Review Your Application**  
Please review all information before submitting.

**Status: Under Preparation**

**1 Programme Information**

|                                         |               |
|-----------------------------------------|---------------|
| Admission Term                          | Mode of Study |
| 202609                                  | Full-time     |
| Prog Code and Title (from Prog Mapping) |               |
| AC/P - PhD Accountancy                  |               |

**2 Personal Information**

|                      |                          |
|----------------------|--------------------------|
| Surname              | Given Name               |
| VISA                 | Case Seven               |
| Name in Chinese (ID) | Traditional Chinese Name |
| 张洁                   | 張潔                       |

After you submit the application, you will be redirected to the University's integrated online payment portal to pay the visa application administrative fee (HK\$600.00) charged by the University. This administrative fee is non-refundable and non-transferable.

**Important:** Do not close this window/tab, refresh the page, or click the Back button during the payment process. Please wait to be redirected back to this page after payment is completed. Keep your payment receipt/transaction reference for your records. If your payment fails or you are unsure whether you have been charged, please check with your bank/payment provider before trying again.

☒ I have read, understood, and agreed to the payment terms and conditions stated above.

[Back](#) [Submit](#)

# Step 7: Student Visa/Entry Permit Sponsorship Request System



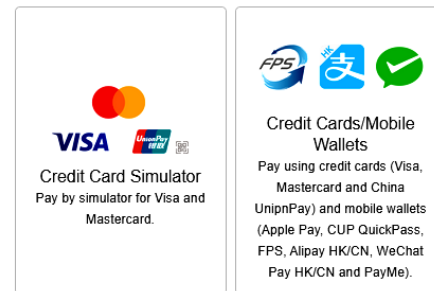
- Once submitted, you will be directed to the payment page. Please select your preferred payment method to proceed.



Items: 1 Total: \$600.00

## Payment Methods

This is a list of different ways you can pay for your selections. To proceed, please select one of the following.



# Step 8: Student Visa/Entry Permit Sponsorship Request System

- Please provide and confirm your payment details before making the payment.

**Payment Card Details**

To proceed with this payment, enter your card details and click Pay Now.

Number AMVS-T000005861  
Amount \$600.00  
Email test@test.com

Payer Name\*  
Peter Payer  
Card Number\*  
411111\*\*\*1111  
Expiry MM/YY\*  
11/25

Amount Payable  
\$600.00

Pay Now  
Cancel Payment  
Select a different payment method

**Review and Confirm**

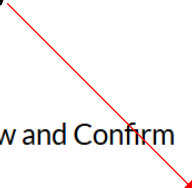
Number AMVS-T000005861  
Amount \$600.00  
Email test@test.com

Name Guest  
Card Number 411111\*\*\*1111  
Expiry Date 11/25

Security Code (CVV)  
123 [What's this?](#)

Amount Payable  
\$600.00

Pay Now  
Cancel Payment  
Select a different payment method



# Step 9: Student Visa/Entry Permit Sponsorship Request System



- You may view the payment result. Your application will be submitted to the system after payment is settled, and you may **view the latest case status in dashboard**.

## Payment Result

Payment status

Success

Your student visa/entry permit application has been submitted successfully. The application will be reviewed and submitted to the Immigration Department of the Government of the Hong Kong Special Administrative Region of the People's Republic of China for processing. If we find any missing or incomplete documents, we will update this system, and you will be notified by email to submit the outstanding documents. Once your student visa/entry permit is officially approved, we will update the system status and notify you via email. Please monitor your inbox and the system for updates.

|                       |                 |
|-----------------------|-----------------|
| Case Reference Number | 60028111-260916 |
| Applicant Email       | test@test.com   |
| Amount                | 600.00          |
| Receipt Number        | ADMO-000054     |

Return to Dashboard

## Applicant's Dashboard

| Application Submitted |      |                 |           |             |                       |                                                                      |
|-----------------------|------|-----------------|-----------|-------------|-----------------------|----------------------------------------------------------------------|
| Semester              | Code | Programme       | Mode      | Create Date | Status                | Action                                                               |
| 202609                | AC/P | PhD Accountancy | Full-time | 2026-09-16  | APPLICATION SUBMITTED | <a href="#">Download Prefilled Form</a> <a href="#">View Details</a> |

# Important Reminder



The student visa/entry permit applications will be reviewed and submitted to the Immigration Department of the Government of the Hong Kong Special Administrative Region of the People's Republic of China for processing.

Applicants are reminded to check their email inbox regularly and upload any missing documents to the system if any follow-up actions are needed. Once a student visa/entry permit is officially approved, the applicant will be notified by email.

Click [here](#) for more information.