

Guideline to Submit a Visa Sponsorship Request via Inbound Student Exchange Application System

Admissions Office
City University of Hong Kong

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

Step 1: Inbound Student Exchange Application System



- After a letter of acceptance is issued, please log in to your account in the [Inbound Student Exchange Application System](#).

Inbound Student Exchange Application: Login

Please visit our [Exchange Students website](#) for information on exchange requirements before applying for exchange student status.

To be eligible for exchange application, your home institution should have signed an exchange agreement with City University of Hong Kong.

For college/departmental level exchange applicants, [applications](#) (requires [Acrobat Reader](#)) should be sent directly to the relevant office of your home institution before submitting your application.

Application of Student Visa / Entry Permit for Non-local Students:

Persons who do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education are required by immigration authorities to apply for a student visa / entry permit before coming to Hong Kong. You will need a local sponsor for the student visa / entry permit application. The University can act as your sponsor.

Use your email address and password to login.

Email Address:

Password:

Reminder:

Some college/department level inbound exchange applications are not administered through this system. In case you are unable to submit a visa application request following this window, please contact the CityUHK college or department hosting the exchange programme for assistance.

Step 2: Inbound Student Exchange Application System

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

Inbound Student Exchange Application Summary

Application no.:	4000	Name:	Hudson V
Application Term:	202609 (Semester A 2026/27)	Email Address:	hudsonwi

CityUHK Decision: Firm Offer

Exchange Study Approval Details

Exch. Period:	Semester A 2026/27	Category:	Institutional
College:	College of Computing	Department:	Computer Science
Level of Study:	Bachelor's Degree	Programme:	EXGB -- Exchange Stud

Course Plan at CityUHK

Course Code	Course Title	Offering Dept	Credit Unit
CS3103	Operating Systems	CS	3
MNE3107	Principles of Nuclear Engineering	MNE	3
GE2214	Gender, Culture and Society	PIA	3
MNE3111	Introduction to Nuclear Power Plant	MNE	3
CS4487	Machine Learning	CS	3
CS3346	Software Testing and Maintenance	CS	3

[View Application](#)

[Change Direct Marketing Option](#)

[Apply for Student Residence](#)

[Visa Sponsorship Application](#)

[Exit and Logout](#)

Reminder:
You will not see this button before
your letter of acceptance is issued.

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	Download Prefilled Form Resume Application

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)	Choose File	-	
Admission / Acceptance Letter	Copy of Letter of Admission / Letter of Acceptance	Choose File	-	
Proof of Financial Support	Copy of Financial Support Proof	Choose File	-	
Recent Photo	Applicant's Recent Photograph	Choose File	-	
PRC Resident Identity Card (Front & Back)	For students from the Chinese Mainland: Copy of the	Choose File	-	
EEP Application Self-Declaration	For students from the Chinese Mainland: Self-Declaration	Choose File	-	

[+ 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.



[Payment Home](#)

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.

 Credit Card Simulator Pay by simulator for Visa and Mastercard.	 Credit Cards/Mobile Wallets Pay using credit cards (Visa, Mastercard and China UnipnPay) and mobile wallets (Apple Pay, CUP QuickPass, FPS, Alipay HK/CN, WeChat Pay HK/CN and PayMe).
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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

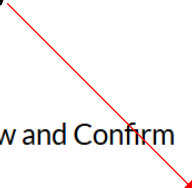
Number AMVS-T000005861
Amount \$600.00
Email test@test.com

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	Download Prefilled Form View Details

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.