# Checklist for Student Visa / Entry Permit Application

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

- Printed “Acknowledgement of the Request for Student Visa/Entry Permit Sponsorship”  
  *(Sample 1)*
- Completed original form ID995A “Application for Entry for Study in Hong Kong”  
  *(Sample 2)*  
  - with one recent photo affixed to Page 2  
  - **same handwritten signature on all 4 pages**
- Copy of the letter of admission issued by the University (not applicable to current students)  
  OR  
  Letter of certification from the Academic Regulations and Records Office/Chow Yei Ching School of Graduate Studies as a proof of your student status (for current students only)
- Copy of acknowledgement of accepting the University’s admission offer which can be printed out from the online application portal (not applicable to exchange students/current students)
- **Copy of the following document(s)**
  **Students from mainland China**  
  - People’s Republic of China Resident Identity Card *(中華人民共和國居民身份證)*  
  - Exit-Entry Permit for Travelling to and from Hong Kong and Macau *(往來港澳通行證)* (if applicable)  
  - **Self-declaration** on application of Exit-entry Permit for Travelling to and from Hong Kong and Macao *(EEP)* and exit endorsement
  **Students from Macao**  
  - Passport  
  - Macao Identity Card and  
  - Visit Permit for Residents of Macao SAR to HKSAR *(澳門居民往來香港特別行政區旅遊證)*
  **Students from Taiwan**  
  - Passport  
  - Household Registration Transcript *(戶籍謄本)* (front and back pages)  
  - Taiwan Identity Card *(戶籍謄本)*
  **Students from countries/regions other than mainland China, Macao and Taiwan**
  - Passport
- Copy of proof of change of name (for students who have indicated change of name on Section 9(i) on Page 4 of form ID995A), e.g. Household Registration Card *(常住人口登記卡)/Household Registration Transcript*(戶籍謄本)*
- Copy of financial proof *(The proof is preferably issued within the last three months)*  
  - 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  
  - **Declaration of Sponsor**  
  - Copy of financial sponsor’s passport including the page showing the holder’s signature *(not applicable to students from mainland China)*
- **Additional documents for students who are aged under 18 years old:**
- Completed **Letter of Consent** signed by your parent or guardian
- Photocopy of the proof of your accommodation arrangement in Hong Kong if you will not live in the student residence managed by the University

**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** Printed “Acknowledgement of the Request for Student Visa/Entry Permit Sponsorship”

<table>
<thead>
<tr>
<th>For Office Use Only:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date received:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Admission</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ref:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Form B:</th>
<th>Visa Sent:</th>
</tr>
</thead>
</table>

**Acknowledgement of Request for Student Visa/Entry Permit Sponsorship**

**Reference No.:** 20210401099  
**Semester/Year:** 2021/2022  
**Name:** SMITH Ava  
**Application No.:** 50001234  
**Nationality:** United Kingdom  
**Programme Code:** 1211  
**Programme Title:** BME (BEng)  
**Mode of Study:** Full-time  
**Phone Number:** 44-1-12345678  
**Email Address:** ava.xmail.com.uk  
**Mailing Address:** Ava #1, London, London LDN 123456, United Kingdom

**Visa Administrative Fee payment preference**
- Online Payment

**Payment Settled Date**
14-Apr-2021

**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 ID955A (in black or blue ink), supporting documents, and a bankdraft (if applicable) to the Global Engagement Office, Room 3210, 3/F, Cheng Yick-shi 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 2: 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”.

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### 1. Personal particulars

<table>
<thead>
<tr>
<th>Item</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name</td>
<td>SMITH AVA</td>
</tr>
<tr>
<td>Date of birth</td>
<td>10/12/1996</td>
</tr>
<tr>
<td>Date of issue</td>
<td>10/12/2015</td>
</tr>
<tr>
<td>Country of domicile</td>
<td>UNITED KINGDOM</td>
</tr>
</tbody>
</table>

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### 2. Financial situation

- Scholarship amount: [Enter amount] in Section 7.

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### 3. Other information

- If you are under the age of 18, enclose the letter of consent completed and signed by your parent or a relative, friend or the visa sponsor in Hong Kong to be your guardian. The responsibility of this guardian is non-parental but a contact person in Hong Kong to facilitate communications between the Hong Kong Immigration Department and the parent.

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**Warning:** A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa entry permit issued or permission to enter may be invalid in Hong Kong.
1. Personal Details

<table>
<thead>
<tr>
<th>Field</th>
<th>Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Current Address</td>
<td>XX CHXVEL HILL, HESXX, BOURNEMOUTH BH2 1JA</td>
</tr>
<tr>
<td>Permanent Address</td>
<td></td>
</tr>
<tr>
<td>City/Province</td>
<td></td>
</tr>
<tr>
<td>State/Country</td>
<td></td>
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<tr>
<td>Telephone</td>
<td></td>
</tr>
<tr>
<td>Email</td>
<td></td>
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<tr>
<td>AADHA Number</td>
<td></td>
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<td>Passport Number</td>
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<tr>
<td>Nationality</td>
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<td>Date of Birth</td>
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<tr>
<td>Age at Admission</td>
<td></td>
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<tr>
<td>Address Verification</td>
<td></td>
</tr>
<tr>
<td>Additional Details</td>
<td></td>
</tr>
</tbody>
</table>

2. Proposed Stay

- Duration of Stay: 6 MONTHS

3. Emergency Contact Information

<table>
<thead>
<tr>
<th>Name</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td></td>
</tr>
<tr>
<td>Last Name</td>
<td></td>
</tr>
<tr>
<td>Relationship</td>
<td></td>
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<tr>
<td>Address</td>
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<tr>
<td>City/Province</td>
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<tr>
<td>State/Country</td>
<td></td>
</tr>
<tr>
<td>Telephone</td>
<td></td>
</tr>
</tbody>
</table>

4. Photograph Information

- Affix one recent photograph here
- Photograph should be larger than 55mm x 45mm and not smaller than 50mm x 40mm
- Photograph should be clear and not too close to the edge

5. Other Information

- CityU does not sponsor application for dependant visa / entry permit. Please contact the Hong Kong Immigration Department for enquiries.
4. 申請人的教育背景 Information of Applicant’s Proposed Study in Hong Kong

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

YEAR 2 / EXCHANGE PROGRAMME

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

<table>
<thead>
<tr>
<th>Name of school</th>
<th>Major subject</th>
<th>Degree/Qualification obtained</th>
<th>From (MM/YYYY)</th>
<th>To (MM/YYYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX UNIVERSITY</td>
<td>ENGINEERING</td>
<td>BACHELOR OF ENGINEERING</td>
<td>02/15</td>
<td>06/18</td>
</tr>
<tr>
<td>XXXX COLLEGE</td>
<td></td>
<td>A-LEVEL</td>
<td></td>
<td>06/15</td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (HK$)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Deposit</td>
<td>70,000</td>
<td></td>
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<tr>
<td>Income</td>
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<tr>
<td>Others</td>
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</tbody>
</table>

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

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

If you are awarded a scholarship, please indicate the scholarship amount in this section.
Declaration of Applicant/Parent/Legal Guardian

The applicant in item 1 on this form is under the age of 16 (child applicant), this application should be signed by his/her parent/legal guardian.

(i) The child applicant have/have not changed my/her/his name before.

(ii) The child applicant have/have never been refused entry into, departed from, removed from or required to leave Hong Kong.

(iii) The child applicant have/have previously been refused entry into, departed from, removed from or required to leave Hong Kong.

(iv) The child applicant have/have been refused entry into, detained or expelled from Hong Kong.

(v) The child applicant have/have been refused entry into, detained or expelled from any country.

(vi) The child applicant have/have been refused entry into, detained or expelled from any territory.

(vii) The child applicant have/have been refused entry into, detained or expelled from any place.

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(Z) The child applicant have/have been refused entry into, detained or expelled from any place.

[Handwritten signature on all 4 pages]