# Checklist for Student Visa / Entry Permit Application

<table>
<thead>
<tr>
<th>ALL applicants MUST submit the following documents:</th>
</tr>
</thead>
<tbody>
<tr>
<td>☐ Printed “Acknowledgement of the Request for Student Visa/Entry Permit Sponsorship”  (Sample 1)</td>
</tr>
<tr>
<td>☐ Completed original form ID995A “Application for Entry for Study in Hong Kong”  (Sample 2)</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>☐ 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)</td>
</tr>
<tr>
<td>☐ 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, mainland students admitted via the National University Entrance Examination (NUEE) Scheme and current students)</td>
</tr>
<tr>
<td>☐ Copy of the following document(s)</td>
</tr>
<tr>
<td>Students from mainland China</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Students from Macao</td>
</tr>
<tr>
<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Students from Taiwan</td>
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<td></td>
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<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td>Students from countries/regions other than mainland China, Macao and Taiwan</td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>☐ 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)</td>
</tr>
<tr>
<td>☐ Copy of financial proof (The proof is preferably issued within the last three months)</td>
</tr>
<tr>
<td></td>
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<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td></td>
</tr>
<tr>
<td>Additional documents for students who are aged under 18 years old:</td>
</tr>
<tr>
<td>☐ Completed Letter of Consent signed by your parent or guardian</td>
</tr>
<tr>
<td>☐ Photocopy of the proof of your accommodation arrangement in Hong Kong if you will not live in the student residence managed by the University</td>
</tr>
</tbody>
</table>

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

Reference No.: 20210401099
Semester/Year: 202109 (Semester A 2021/22)
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.smail.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

Status
Request for Visa Sponsorship submitted

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-she 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
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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The name must be the same as the one used in your passport/travel document.

If you are under the age of 18, enclose the letter of consent completed and signed by your parent or guardian.

Travel document no. apply to students with a passport or students from mainland China with EEP (leave it blank if you do not have a travel document for the time being).

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*16 or under applicants must be accompanied by their parent or legal guardian.*
1. **Personal Details (Continued)**

<table>
<thead>
<tr>
<th><strong>Address</strong></th>
<th>XX CHXXEL HILL, HESXX BOURNEMOUTH BH1 1AA</th>
</tr>
</thead>
</table>

**Notes:**
- The address must be provided. Please make sure you have also provided your mailing address in the Request for Visa Sponsorship form. Failure to do so may result in delay of delivery of your student visa entry permit label.
- Write your expected arrival date.

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3. **Proposed Stay in Hong Kong**

<table>
<thead>
<tr>
<th><strong>Proposed Date of entry</strong></th>
<th>04/01/2017</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Proposed Duration of stay</strong></td>
<td>6 MONTHS</td>
</tr>
</tbody>
</table>

**Note:**
- Write the duration of your study program.

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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

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

YEAR 2 / EXCHANGE PROGRAMME

5. 學歷／專業資格  Education/Professional Qualifications (in chronological order)

<table>
<thead>
<tr>
<th>Name of school/college/university/other education institution</th>
<th>Major subject</th>
<th>Degree/Qualification obtained</th>
<th>From (MM/CCYY)</th>
<th>To (MM/CCYY)</th>
</tr>
</thead>
<tbody>
<tr>
<td>XXXX UNIVERSITY</td>
<td>ENGINEERING</td>
<td>BACHELOR OF ENGINEERING</td>
<td>10/15</td>
<td>06/18</td>
</tr>
<tr>
<td>XXXX COLLEGE</td>
<td></td>
<td>A-LEVEL</td>
<td>09/13</td>
<td>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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (HK$)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) 某某（每學年） School fee (each academic year)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(ii) 住宿（每月） Accommodation (monthly)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) 交通費及膳食費（每月） Costs of transport and meals approximately each month</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iv) 其他（每月） Others (each month)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>总计 Total</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

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

<table>
<thead>
<tr>
<th>Item</th>
<th>Amount (HK$)</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>(i) 存款 Deposit</td>
<td>70,000</td>
<td></td>
</tr>
<tr>
<td>(ii) 入息 Income</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(iii) 其他（請自備） Others (please add yourself)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

If you are financially supported by another person, please write "supported by parent / guardian / family / financial sponsor".

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

No

If this column is not filled or the information is not correct, please indicate on this page.

Date 3/13/2016

Signature of applicant/parent/legal guardian

Handwritten signature on all 4 pages.
Declaration of Applicant/Parent/Legal Guardian

The applicant in item 1 of Part A of this application form is required to complete this item. If the applicant is a child under the age of 18 (child applicant), this application should be signed by his/her parent/legal guardian.

I, the parent/legal guardian of the child applicant, hereby declare that:

(a)

1. The child applicant has never been refused entry into, deported from, or required to leave Hong Kong.

(b)

2. The child applicant has never been refused entry into, deported from, or required to leave Hong Kong.

(c)

3. The child applicant has been granted permission for entry into Hong Kong.

I, the parent/legal guardian of the child applicant, hereby declare that:

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