# 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, mainland students admitted via the National University Entrance Examination (NUEE) Scheme and 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.**
“The Acknowledgement of the Request for Student Visa/Entry Permit Sponsorship” can be printed from the visa sponsorship system where you submit the online visa sponsorship request. You can find the relevant button **Acknowledgement Page** within the page.

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**Visa Administrative Fee payment preference**

**Online Payment**

**Payment Settled Date**

14-Apr-2021

**Application Status**

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Please print and send this Acknowledgement together with the full set of visa application form TD955A (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 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 on our website.

If you are under the age of 18, enclose the Letter of Consent completed and signed by your parent to authorize a relative, friend, or 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 the communications between the Hong Kong Immigration Department and the parent.

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

Travel document no. applies 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.)

Same handwritten signature on all 4 pages
Write your expected arrival date
Write the duration of your study programme

CityU does not sponsor application for dependant visa/entry permit. Please contact the Hong Kong Immigration Department for inquiries.

Same handwritten signature on all 4 pages
Whether or not you will have scholarship awarded by the University, all visa applicants are requested to provide the 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 costs in the application form. Students are advised to provide 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.

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 amount in this section.

Same handwritten signature on all 4 pages
If you have changed your name before, please provide the relevant documentary proof.

Same handwritten signature on all 4 pages.