

CHECKLIST for Application for Hong Kong Student Visa/ Entry Permit

(Please put ✓ in the box if the item is ready)

Original Documents Required:

- A printed version of **Request for Student Visa/Entry Permit Sponsorship** (Note: please login your **Admission Application account** and submit the request)
- Application Form **ID995A (sample attached)** for Entry for Study in Hong Kong with all relevant parts completed and signed by the student applicant. Please read the **Guidebook for Entry for Study in Hong Kong** carefully before filling in the application form
- Your recent photo (to be affixed to page 2 of Form ID995A)
- Hong Kong Immigration Department form **ID995A**, with all relevant parts completed and signed by the applicant.
- If you are under the age of 18, enclose a **Letter of Consent** completed and signed by your parent to authorise 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 the communications between the Hong Kong Immigration Department and the parent
- Declaration by Financial Sponsor** completed and signed by your financial sponsor, if you are financially sponsored by another person. The Declaration should state the sponsor's relationship with you (student applicant) and that he/she agrees to underwrite your study and living expenses in Hong Kong.

Templates and forms can be downloaded from http://www.cityu.edu.hk/gso/ies_stdvisa.htm

Photocopies Required:

- Your travel document containing personal particulars, date of issue, date of expiry and details of any re-entry visa held (if applicable);
- Letter of admission issued by CityU (bring the original letter with you as you may be asked to produce the letter for immigration inspection when entering Hong Kong)
- Your acknowledgement of accepting the University's admission offer which can be printed out from your online application account (inapplicable to exchange students);
- If you are under the age of 18, enclose a photocopy of a proof of your accommodation arrangement in Hong Kong. If you have already applied for the University's Student Residence, write down Student Residence, City University of Hong Kong, Cornwall Street, Kowloon, Hong Kong in the Form ID995A as your residential address in Hong Kong; for applicants who live off campus, please write your Hong Kong address in the Form and provide the proof of address, e.g. copy of the lease agreement
- Financial documents under the name of applicant, e.g. bank statements, savings account passbooks, scholarship award notification, tax receipts and salary slips. If you are financially sponsored by another party, provide the sponsor's financial statements (do not send original documents as, once submitted, all documents are irretrievable)
- For Mainland residents**, enclose a photocopy of your People's Republic of China resident identity card; also if you have a valid Exit-entry Permit for Travelling to and from Hong Kong and Macao (因私/因公往來港澳通行證), enclose the page with your personal particulars
- For Macao residents**, your Macao identity card
- For Taiwan residents**, your household registration in Taiwan (戶籍謄本) and Taiwan identity card

Administrative Fee for Student Visa/ Entry Permit Application:

- A payment of HK\$500 will be charged. Payment can be made by either of the methods below. The fee is non-refundable and non-transferable.
 - **By bank draft:** enclose a bank draft made payable to "City University of Hong Kong" in Hong Kong dollars with the visa application that will be posted to us; or
 - **By online credit card:** you may complete the payment via the online system for Request for Student Visa/Entry permit Sponsorship. **Only Visa and MasterCard will be accepted.**