Section 2 Entry Visa Application Procedure

For Overseas Nationals studying Full-degree Programmes (including exchange and visiting programme)

Q5 Where can I submit my student visa application documents?

You can submit your official student visa application documents to the Hong Kong Immigration Department via two channels.

Option 1: through the Centre of Development and Resources for Students (CEDARS), The University of Hong Kong (HKU) or

Option 2: through your local Chinese Embassy (not applicable to applicants of summer, elective and part-time programmes)

Q6 How to apply?

Option 1: Applying through the Centre of Development and Resources for Students, HKU (CEDARS, HKU)

Step 1
You can send your completed set of student visa application to CEDARS by email for checking.
Exchange/Visiting programme: visa-exchange@cedars.hku.hk
Full-degree programme: visa-fulldegree@cedars.hku.hk

Step 2
After receiving suggested revisions to your forms and documents from CEDARS, you can send your completed set of student visa application by courier to the Centre of Development and Resources for Students (CEDARS), 3/F Meng Wah Complex, The University of Hong Kong, Pokfulam Road, Hong Kong.

Step 3
Once your student visa application set has reached CEDARS, we will send you an email acknowledgment.
Step 4
Upon receipt of a photocopy of your admission letter and the complete set of student visa application, CEDARS will act as your visa sponsor and forward your complete set of visa application document to the Hong Kong Immigration Department. Normally, the Hong Kong Immigration Department will inform CEDARS of your student visa application result in around 8-10 weeks\(^\text{a}\). If the Hong Kong Immigration Department approves your student visa application, CEDARS will pick up the visa label and send it to you by courier mail. CEDARS will confirm the delivery address with you via email before arranging courier service.

\(^\text{a}\) Subject to the decision of the Hong Kong Immigration Department, the processing time may be longer for individual cases.

IMPORTANT NOTES:
1. Multiple visa application submissions would cause delay to your application results. Students with multiple admission offers and lodged more than one visa applications are responsible to provide written declaration to the Immigration Department and confirm their final selection of study programme in order to proceed their application.
2. Should there be any subsequent changes in your study programme/curriculum, please inform us in writing as soon as possible. Any changes in your study programme/curriculum may lead to cancellation of your current visa application, and you may be required to re-submit a new visa application at your own cost.

Step 5
After receiving your student visa label, you must stick it onto your passport page before landing at Hong Kong.

Option 2: Applying through your local Chinese Embassy

Step 1
Once you have received your official letter of admission, you have to request CEDARS to be your visa sponsor. The application should be sent to CEDARS at 3/F Meng Wah Complex, The University of Hong Kong, Pokfulam Road, Hong Kong.

Step 2
If CEDARS agrees to be your visa sponsor, CEDARS will email you a copy of the supporting letter in Chinese.
Step 3
Along with CEDARS’s supporting letter, you can forward your official visa application set to your local Chinese Embassy. They will pass your visa application to the Hong Kong Immigration Department in accordance to their schedule. The HKID will then draw references from CEDARS, HKU and send your visa application result to your local Chinese Embassy. Your local Chinese Embassy is responsible for informing you of the result and passing you the student visa label. The processing time for the Hong Kong Immigration Department is around 8-10 weeks. You also need to take into account additional processing time by the Chinese Embassy, which varies with Embassy.

As it usually takes longer to apply for student visa through your local Chinese Embassy, please allow more time for your application. You are responsible to monitor the progress and result of your student visa application.

Q7 How do I know my student visa status is validated?

Show your visa label and visa approval letter to the officer at the Hong Kong Immigration clearance counter at the entry port. Please ensure that the Immigration staff has issued you with a landing slip.

Please check the following information listed on it:
1) Student – Permitted to remain until “dd/mm/yyyy”
2) Studying the approved course at THE UNIVERSITY OF HONG KONG
3) Your English name
4) Travel document number
5) Arrival date

Please make sure that you see the word “Student” on your landing slip. Otherwise you are considered as a visitor not a student. You must rectify the problem at the immigration clearance counter as soon as you notice it.

You are advised to staple the landing slip to your passport and NOT TO LOSE IT during your stay in Hong Kong. You will need to provide it for your student visa extension application (if applicable).

For details, please see http://www.immd.gov.hk/eng/useful_information/non-stamping-immigration-clearance.html
It is the responsibility of individual students to maintain a valid and legitimate visa status throughout their studies at HKU. Should there be any circumstantial or personal changes leading to the termination of the student’s prevailing visa status, the concerned student is required to report the changes immediately to the Hong Kong Immigration Department and to apply for a fresh visa for study. Pursuing study without a valid visa is a breach of the law.

Entry Visa Application Documents (For Overseas Nationals)

Q8 What documents do I need?

Option 1: Applying through the Centre of Development and Resources for Students (CEDARS)

- a completed official visa application forms ID995A;
- a completed visa sponsorship application form;
- a photocopy of your complete set of offer of admission;
- a photocopy of your passport (The validity of your passport should be longer than the normal study period of your programme in Hong Kong. If not, your student visa will have a shorter valid period. You need to apply for a student visa extension in future);
- a photocopy of your Macao identity card and Visit Permit for the Residents of Macao SAR to Hong Kong SAR (澳門居民往來香港特別行政區旅遊證)(for Macao residents only)
- a photocopy of your CV or resume (except for exchange / short-term programme students);
- documents/ statements showing that you have adequate means to finance your studies in HK (e.g. latest bank statements in English/Chinese, award letters of financial aid or scholarship, etc.);
- a declaration form (to be filled in by those applicants who are currently in HK); and
- a HK$900 student visa fee credit card payment form.

* If you are under the age of 18 before your study programme commences, one of your parents should authorize their relative/friend in Hong Kong or the university to be the guardian of the applicant. A consent letter (sample) duly signed by both the guardian and one of your parents should be produced.
Option 2: Applying through your Local Chinese Embassy*

- a completed visa sponsorship application form;
- a photocopy of your complete set of confirmed offer letter of admission;
- a photocopy of your passport;
- documents/ statements showing that you have adequate means to finance your studies in HK (e.g. latest bank statements, award letters of financial aid or scholarship, etc.);
- a letter to “The Hong Kong Immigration” stating that you have nominated “The University of Hong Kong” be your local visa sponsor; and
- a HK$350 student visa fee credit card payment form.

*Please note that your Local Chinese Embassy will ask you to fill in extra forms and you may also need to pay them additional charges.

△To complete the ID995A form, please note the following:

- Please complete the fields on the form that are highlighted in yellow.
- For Section 6 – Applicant’s Estimated Cost of Living in Hong Kong. Please refer to the “HKU Preparatory Guide for Non-local Students” for details, please provide the total estimated cost for one whole year or for the period of studies concerned.
- For Section 7 – Financial Situation of Applicant, please refer to the items listed under Q31 and Q32 in the Frequently Asked Questions section. Please fill in the form in accordance to the exact details provided in the financial supporting documents (e.g. bank statements in English, bank letters in English, proof of scholarship/grant/loan, etc.) you provide for your student visa application.
- You must sign at the bottom of page 1 to page 4 of ID995A form with the same signature as the one in your passport.
Entry Visa Application Processing Time (For Overseas Nationals)

Q9  When do I apply? How long will it take?

For those students who apply through CEDARS
You can forward your visa documents to CEDARS after receiving your confirmed or conditional notice of admission. After receiving your visa documents, CEDARS will act as your visa sponsor and forward your complete visa application document set to the Hong Kong Immigration Department. The Hong Kong Immigration Department normally takes 8-10 weeks to process your visa application.

For all those students who opt to apply through Local Chinese Embassy
In addition to mailing your visa sponsorship documents to CEDARS, HKU, you also need to contact your Local Chinese Embassy. They will pass your visa application to the Hong Kong Immigration Department in accordance to their schedule. The HKID will then draw references from CEDARS, HKU and send your visa application result to your local Chinese Embassy. Your local Chinese Embassy is responsible for informing you of the result and passing you the student visa label. The processing time for the Hong Kong Immigration Department is around 8-10 weeks. You also need to take into account the additional processing time by the Chinese Embassy, which varies with countries.

As it usually takes longer to apply for student visa through your local Chinese Embassy, please allow more time for your application. You are responsible to monitor the progress and result of your student visa application.

Entry Visa Application Fees (For Overseas Nationals)

Q10  How much does it cost me?

Option 1: Through the Centre of Development and Resources for Students (CEDARS)
You need to pay HK$900 visa fees to “The University of Hong Kong”. This fee already covers the Hong Kong Immigration Department's visa label fees and courier charges.

Option 2: Through the local Chinese Embassy
You need to pay HK$350 visa sponsorship fees to CEDARS. Some local Chinese Embassies also charge you for additional administrative and service charges.

1 March, 2017
Q11  How can I pay the visa fees?

You can pay the visa fees by credit card only. You need to forward a copy of your authorization form and a photocopy of your credit card to CEDARS, HKU. Please download the student visa fees credit card payment form here. Please make sure that your credit card has sufficient fund for transaction.

Q12  Any other payment options?

The following payment options are **NOT** available for the payment of visa fees:

- telegraphic transfer
- personal cheques in foreign currencies
- traveler's cheques
- cash in foreign currencies
- money order / postal cheque / bankdraft

In case the students have paid the visa fees with any one of the aforementioned payment options, the student is liable for settling any outstanding or untraceable amount as well as the related administrative fees.