Section 2  Entry Visa Application Procedure

Q4. Visa application procedures for elective and short term programme participants

All students (regardless of nationality) are required to apply for a student visa in order to attend a study programme at the University of Hong Kong (HKU). Tourist visas cannot be used for this purpose. A checklist along with the application procedures and instructions are set out below. Please read the instructions completely before filling out the forms. Once your application is complete, you should scan and email your full application to visa-elective@cedars.hku.hk for elective programme. Once they confirm that everything is in order, you should send the application by post directly to HKU (address below). Please do NOT submit your visa application to your local Chinese Embassy.

Visa Application Document Checklist

☐ Completed Official Visa Application Form ID995A (available here: http://cedars.hku.hk/sections/campuslife/VisaMatters/FormsNotes.php)
☐ Completed Visa Sponsorship Application Form
☐ A photocopy of your passport (Your passport / travel document is required to have at least two months’ validity beyond the programme completion date.)
☐ Proof of Financial Standing: a document or statement showing that you have adequate means to finance your studies in HK (for example, you or your parents’ latest bank statement or bank letter in English or Chinese, an award letter of financial aid, scholarship in English or Chinese etc.)
☐ A supporting letter issued by parent(s) and a photocopy of his/her passport showing the same signature on the supporting letter (if you provide parent’s bank statement or bank letter)
☐ A declaration form (Only for those applicants who are currently in Hong Kong)
☐ Visa Payment: A HK$900 credit card payment authorization form (for the academic year 2016-17). The credit card authorization form can be found here: http://cedars.hku.hk/sections/campuslife/VisaMatters/FormsNotes.php
☐ A photocopy of your own, your parent’s or friend’s credit card (the front side only) if you plan to pay the visa fee by credit card
☐ Proof of your student status (e.g. a photocopy of your latest transcript or a certifying letter from your home educational institution)
☐ A photocopy of your signed offer of acceptance letter from the University of Hong Kong

For students holding Afghanistan, Cambodia, Cuba, Laos, Korea (Democratic People’s Republic of), Nepal and Vietnam passports, you are required to submit the following additional documents:
☐ Applicant’s study proof (school report, student identity card)
☐ Written explanation by applicant to specify his/her reason and need to attend the study programme with signature
☐ Written explanation by applicant to explain the reason and need to attend a study programme in Hong Kong instead of courses elsewhere with signature
☐ Written explanation on applicant’s immediate plan after study with signature
For students holding Taiwan passports, you need to submit the following additional documents:

- a photocopy of Taiwan Identity Card
- a photocopy of your household registration in Taiwan (台灣戶籍謄本)
- a statement stating your reason for studying at The University of Hong Kong with signature
- a statement stating your plan after the completion of studies at The University of Hong Kong with signature

For students holding PRC passports and living in an overseas country except China, you need to submit the following additional documents:

- a photocopy of your overseas country student visa (its validity should be longer than your period of study in Hong Kong)
- a declaration with signature stating you will depart from an overseas country except China to Hong Kong and you will return to an overseas country except China after you have finished your study in Hong Kong. You will not come to Hong Kong from mainland China or visit China during and after your study in Hong Kong.
- once you have decided on the above itinerary, you are not supposed to change it. If there is any change to this itinerary, you have to inform our office and the Hong Kong Immigration immediately. This will affect the procedure of your student visa application and it will take a much longer time for the Hong Kong Immigration to process your student visa application.

Application Instructions

1. Read the application procedures carefully at:

2. Download and complete:
   a. the application form for sponsorship of student visa 2016-17
   b. the official student visa application form ID 995A
   To download these forms, click here -
   http://cedars.hku.hk/sections/campuslife/VisaMatters/FormsNotes.php - or select
   “Application Forms and Notes” on the left menu of the Visa Policy page

3. When filling out the forms, please note the following:
   a. Application Form for Sponsorship of Student Visa
      i. For the date of entry to HKU, please check with the programme organiser
   b. Official student visa application form ID 995A
      i. fill in page 1 - 4 (4 pages) and sign at the bottom of each page, provide your full name same as that on your passport. (need hand written signature)
   c. Section 1: Personal Particulars
      i. A photo must be attached
   d. Section 6: Applicant’s Estimated Cost of Living in Hong Kong
      i. Put the amount of program fee. If it was paid, please mention the details.
      ii. Put “none” for accommodation cost if the University of Hong Kong will provide free accommodation. Otherwise please provide detailed information.
      iii. Put the estimated airfare as transport costs.
      iv. Put an amount of money which is large enough to cover your living expenses as other costs (mainly for meals, leisure, self-activities and contingency).
4. Provide all supporting documents (see document checklist) as instructed on the application form for sponsorship of student visa. You must also include documentation proving your student status in the institution you are currently attending, e.g. a copy of your latest transcript or a certifying letter from the institution.

5. For proof of financial standing, provide at least one of the following:
   a. a latest bank statement or bank letter in English or Chinese with name of account holder
   b. a certified letter from your bank stating the balance in the bank account -- the amount must be enough to cover the cost of attending the study programme and traveling to Hong Kong
   c. proof of financial aid (if you have received any) -- the letter must show your full name and details of confirmed offer
   d. All bank statements, bank letters and online print out of financial aid should show name of bank account holder or student
   e. If information for the parent’s bank account is provided, the parent must write a letter stating that he/she will offer financial support to the student concerned for participation in a study programme. Please provide a photocopy of the parent’s passport showing signature which is same as that on the financial support letter.

6. In order for Centre of Development and Resources for Students (CEDARS) of the University of Hong Kong (HKU) to process your visa application, collect the visa label for you and mail it to you, you will need to:
   a. Select the appropriate box on the application form for sponsorship of student visa; and
   b. Pay the visa fee of HK$900 to HKU. The visa fee can be paid by credit card (Visa or Mastercard). Please download the Student Visa Fees Credit Card Payment Form found here: [http://www.cedars.hku.hk/sections/campuslife/VisaMatters/FormsNotes.php](http://www.cedars.hku.hk/sections/campuslife/VisaMatters/FormsNotes.php)
   Your parents, relatives or friends can pay for you.

7. Email the complete visa applications to CEDARS at HKU by the deadline specified by the organizer of the study programme (or as soon thereafter as possible) for checking first, followed by sending it by speed post or courier once CEDARS has confirmed everything is correct. For students from Afghanistan, Cambodia, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam, it is especially important that you submit your application as soon as possible. The visa processing time is more than 12 weeks.

Please mail your completed application to:

Ms Emily Wong  
Senior Student Advising Officer  
Centre of Development and Resources for Students (CEDARS)  
3/F, Meng Wah Complex  
The University of Hong Kong  
Pokfulam Road, Hong Kong

8. When your entry student visa label is ready, we will confirm your address to deliver the label to you by courier.