



To: Faculty / Department office

Non-local students are required to possess a valid student visa to study in HKSAR and to renew their visa if need arises. I would be grateful if you would confirm the student's details below to facilitate our preparation of the supporting letter for student visa extension.

Mrs. Sylvia Wong

Director of Campus Life

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To: Miss Mandy Kwok (Tel: 3917 2305; Fax: 2546 0184)

Centre of Development and Resources for Students

Date: \_\_\_\_\_

**\*\*\*Please read notes overleaf before completing this form.\*\*\*****Faculty/Department Confirmation Sheet on Student Status for Visa Extension**

I write to confirm that Mr. / Ms \_\_\_\_\_ (University No.: \_\_\_\_\_) is currently a full-time student in my Faculty/Department reading for the degree of \_\_\_\_\_

I would support his/her application for extension of student visa for \_\_\_\_\_ year(s)/months up to \_\_\_\_\_.  
mm/yy

Details of his/her studies are as follows:

Date of registration: \_\_\_\_\_ (dd/mm/yy)

Minimum period of studies ends on: \_\_\_\_\_)

(If applicable)

Maximum period of studies ends on: \_\_\_\_\_)

Period of studies ends on: \_\_\_\_\_ (dd/mm/yy)\*

\* For support of student visa extension beyond the normal period of studies, please state the reasons below:

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**Confirmation on Internship**

Will this student undertake mandatory, study/curriculum-related internship arranged by your Faculty/Department?

Yes (please specify the academic year): \_\_\_\_\_

No

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

\_\_\_\_\_  
Faculty/Department chop**Centre of Development and Resources for Students 學生發展及資源中心**



### **Important Notes**

Arising from the changes in immigration formalities for non-local students with effect from 17 March 2014, below is a summary of the major changes related to student visa extension:

#### **Extension of Stay**

- In general, non-local students admitted to take up studies in full-time locally-accredited local and non-local post-secondary programmes will be granted a length of stay in line with the normal duration of their study programmes, subject to a maximum period of six years upon entry and the validity of the travel documents held.
- Persons admitted for study may apply for extension of stay, if necessary, within 4 weeks before their limit of stay expires to continue their study in HKSAR. Such applications will be considered only when the applicants continue to meet the eligibility criteria for entry for study. Extension of stay, if approved, will normally be on a yearly basis or in accordance with the duration of their studies, as appropriate.

#### **Application for “No Objection Letters” by current eligible students**

The following is a transitional arrangement for applications of “No Objection Letters” by current eligible students whose student visas are to be renewed:

- Applications for new “No Objection Letters” should be submitted together with the extension of student visa application.
- CEDARS will mention in the supporting letter for student visa extension that a student is expected to take up a mandatory, study/curriculum-related internship in an academic year upon confirmation from the concerned Faculty/department.
- While the limit of stay granted to the non-local student will be in line with the study programme, the “No Objection Letter” will only be valid for the academic year or while he/she remains as a student studying the same programme in the same institution, whichever date is earlier.

#### **Important notes on non-local students taking up mandatory or study/curriculum-related internship:**

Non-local students of full-time, locally accredited programmes at degree level or above whose study period is not less than one academic year may take up internship subject to the following conditions:

- The internships must be mandatory or study/curriculum-related and be arranged or endorsed by the institutions they are studying in; and
- The duration of the internship is up to one academic year, or one-third of the normal duration of the relevant full-time academic programme, whichever is the shorter.
- Endorsing Faculty/Department is responsible for keeping full record of the internships of the concerned students. It has to ensure that the internship duration of a student does not exceed the limit.

Detailed information can be found in the “Guidebook for Entry for Study in Hong Kong” published by the Immigration Department (<http://www.immd.gov.hk/eng/services/visas/study.html>).

Updated on 13 April 2018