

Notes for Non-Local Students to Apply for Student Visa/Entry Permit for Lingnan University Summer Institute

Important Notes

- Successful non-local applicants will be required to submit application for student visa/entry permit to study in Hong Kong. Please note that the final application result is subject to the approval of your student visa/entry permit application by the Immigration Department of the Government of the HKSAR.
- You must read the “*Guide Book for Entry for Study in Hong Kong*” prepared by the HKSAR Immigration Department before completing the application form for student visa/entry permit. The Guide Book can be downloaded at the link below:
 - English version: [http://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](http://www.immd.gov.hk/pdforms/ID(E)996.pdf)
 - Chinese version: [http://www.immd.gov.hk/pdforms/ID\(C\)996.pdf](http://www.immd.gov.hk/pdforms/ID(C)996.pdf)
- The University cannot guarantee non-local students for obtaining visas/entry permits but will render all necessary support to admitted students. You should make sure that you are eligible to apply for a proper student visa/entry permit to study in Hong Kong. Please contact the Immigration Department direct should you have any queries on your eligibility.

Enquiry of Immigration Department
Hotline: (852) 2824 6111
Fax: (852) 2877 7711
E-mail: enquiry@immd.gov.hk
Website: <https://www.immd.gov.hk/eng/index.html>
- Please **DO NOT** send your application directly to the Immigration Department as this will slow down the application process. Please send your completed student visa/entry permit application form with all supporting documents to the University via email/fax for review. You will be informed to send us the original application form and the copy of supporting documents by courier after we have confirmed the information. The University will then submit your application to the Immigration Department for processing.
- It normally takes 6 weeks for the Immigration Department to process a student visa/entry permit application upon receipt of all the required documents. Since incomplete applications materials will slow down the process, you are reminded to complete your application with due care and to submit the application form and documents to the University as early as possible before the deadline.

Application Procedures

Step 1

Please complete the student visa/entry permit application form (ID995A) which can be downloaded at <http://www.immd.gov.hk/pdforms/ID995A.pdf>. You should complete the form carefully according to the instructions stipulated therein. All information should be presented in BLOCK (CAPITAL) LETTERS.

If you want to make any amendments to your application form, please do **NOT** use correction fluid and all amendments should be signed.

Step 2

Completed application form, together with the following supporting documents, should be sent to the Registry via email or fax as soon as possible upon acceptance of the admission offer, for review:

1. a **clear copy of your travel document** containing your personal particulars, date of issue, date of expiry and details of any re-entry visa held (if applicable) (Note: your passport must be valid for at least six months beyond the intended stay in Hong Kong)
2. a **proof of your financial support** (e.g. bank statements, savings account passbooks, etc). If you are financially depending on your family, you are required to provide a copy of financial proof of your sponsor and a signed supporting letter of your sponsor stating your relationships (e.g. parent(s)).

(Note: The financial proof should include the name of the account holder(s) and the account balance, and your financial proof should demonstrate that you have adequate means to cover the expenditure, including the tuition fees, housing and living expenses associated with your studies in Hong Kong.)

Please note that you are **NOT** required to submit the copy of your Letter of Admission as the University will submit such document to the Immigration Department on your behalf.

Step 3

You will be informed to send the original application form and copy of supporting documents (with recent photos affixed on the application form) to us by courier **AFTER** we have confirmed the information. You are required to settle a non-refundable fee of HK\$600 for student visa application and other charges, along with the course fee, hostel fee and other fees necessary, via the university online payment system. Other payment methods are NOT accepted.

Step 4

The University will complete the application form (Sponsor) (ID995B) upon receipt of your completed application form and supporting documents, and submit to the Immigration Department of the HKSAR Government on your behalf.

Step 5

It normally takes six weeks for the Immigration Department to process a student visa/entry permit application. The University will be informed once your student visa/entry permit application result is approved.

Step 6

A student visa/entry permit label will be issued to you if your application has been approved. The University will collect your student visa from the Immigration Department and deliver to you via email.

Step 7

You must bring along your student visa/entry permit together with valid passport before your departure. When you enter Hong Kong, please draw the immigration officer's attention to the student visa and your student status which permit you to study in Hong Kong. A tourist visa will prohibit you from studying in Hong Kong.

Note: For students who are Chinese residents of the Mainland should apply for an Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and a relevant exit endorsement from the Public Security Bureau office where his/her household registration is kept. Please bring along with the entry permit label and your EEP with relevant exit endorsement before your departure. You should present the EEP for immigration examination upon arrival to Hong Kong.

As stipulated by the Immigration Department, a successful applicant entering the HKSAR as a student shall be subject to the following conditions of stay that:

- (a) he/she shall become a student only at a specified school, university or other educational institution and undertake such course of study as may be approved by the Director of Immigration; and
- (b) he/she shall not -
 - (i) take any employment, whether paid or unpaid; or
 - (ii) establish or join in any business.

For general enquiries on entry for study in Hong Kong, please contact the Immigration Department (Telephone Enquiry Number: (852) 2824 6111; fax-line: (852) 2877 7711; e-mail: enquiry@immd.gov.hk).