

Guidance Notes for Student Visa/ Entry Permit Application for Non-Local Undergraduate Visiting Students and Visiting Internship Students

As a non-local student, it is necessary for you to apply for a student visa/ entry permit in order to pursue studies in Hong Kong.

HKUST will assist you in:

- 1) Endorsing your student visa application;
- 2) Submitting your student visa application to the Immigration Department of Hong Kong;
- 3) Following up on the progress of your student visa application with the Immigration Department of Hong Kong;
- 4) Collecting and sending your student visa label to you upon application approval

Please (1) submit your complete visa application package and (2) settle the Visa Application Fee to us within **2 weeks** from the admissions offer issue date. It normally takes **8 - 10 weeks** for the Immigration Department of the Hong Kong Special Administrative Region (HKSAR) to process your student visa application upon receiving all the required materials.

Step 1: Complete and Submit the Student Visa Application

Form	
Form ID995A	Application for Entry for Study in Hong Kong (Total 6 pages)  Applicant must sign at the bottom of page 1 to 4  Important note to students from Mainland China, Macao and Taiwan “Proposed duration of stay” (Section 2 of Form ID995A): the cumulative duration of short-term studies taken up by any Chinese residents of the Mainland, Macao and Taiwan should not exceed 180 days within any 12-month period.  Photo should be affixed on page 2 of Form ID995A (Click here to see official requirements) Form ID995B → To be completed by HKUST
Supporting Documents	
Please attach <u>PHOTOCOPY</u> of the following documents. All documents submitted will <u>NOT</u> be returned.	
Travel documents/ Identity documents	Photocopy of travel document (e.g. passport) valid within one year - Pages containing the holder's personal particulars, photo, signature, the passport validity. - Details of any Hong Kong re-entry visa held (if applicable). For applicant currently staying in Hong Kong, please also provide the page containing the latest arrival stamp/extension of stay label in Hong Kong <u>For Mainland Residents</u> - People's Republic of China Resident Identity Card (中華人民共和國居民身份證) - Exit-entry Permit for Travelling to and from Hong Kong and Macao (往來港澳通行證) (if any) <u>For Macau SAR Residents</u> - Macao Identity Card - Visit Permit for Residents of Macao SAR to HKSAR (澳門居民往來香港特別行政區旅遊證) <u>For Taiwan Passport Holders</u> - Taiwan Identity Card (front and back pages) - Household registration records (台灣戶籍謄本) (front and back pages)
Proof of highest academic qualification	Photocopy of proof of highest academic qualification (e.g. latest school transcript)

Proof of financial support	Photocopy of proof of financial status - Copies of financial proof documents could be bank statement or income statement, which shows relevant currency in English, and should cover the total estimated cost as shown in Section 6 of Form ID 995 A - Additional requirement if financial proof is not in the applicant's name (e.g. in the name of a parent): financial supporting letter from the named patron (see SAMPLE) AND a copy of the document as proof of his/her relationship with the applicant (e.g. birth certificate or household registration record) Do NOT submit original certificate of deposit as it will NOT be returned.
Additional documents required for applicants <u>under the age of 18</u> at the time of completing Form ID995A	
Guardian Letter for Applicants Under 18 Years of Age	Requirements for applicants under the age of 18 Letter of Guardian Nomination (appoint the Guardian as assigned by HKUST or choose a Guardian on your own) - A copy of the parent's passport for name verification - A copy of document that can prove his/her relationship with the applicant (e.g. birth certificate, adoption certificate) in English

A detailed guidebook related to student visa application is available on the Immigration Department or the HKSAR website at [https://www.immd.gov.hk/pdforms/ID\(E\)996.pdf](https://www.immd.gov.hk/pdforms/ID(E)996.pdf)

For security purposes, you are advised to mail the original visa application form together with the supporting documents to our office by registered mail or courier service. HKUST will then liaise with the Immigration Department and contact you if further information and/or documents are required.

Mailing Address

Undergraduate Recruitment and Admissions Office
Room 4006, Academic Building,
The Hong Kong University of Science and Technology,
Clear Water Bay, Kowloon,
HONG KONG SAR, China

(RE: Undergraduate Visiting)

Step 2: Settle the Visa Processing Fee

Visa Processing Fee: **HK\$ 600**

Payment Methods: Credit Card, Alipay or WeChat Pay through [HKUST Online Application for Student Visa/Entry Permit](#)

The visa processing fee is payable upon submission of your student visa application package. Please note that the fee is non-refundable and non-transferable.

What's next ?

The University stipulates that all non-local students must have insurance coverage during their study at HKUST. Students in Visiting studies/ Visiting Internships are required to subscribe to the HKUST Compulsory Travel Insurance Plan. For details, please refer to the offer letter.



Please note that the student visa is for entry to Hong Kong. Based on your country of citizenship, you may be required to apply for an exit permit in your home country in order to pursue your studies in Hong Kong. In this case, you are responsible to find out such requirements and complete any relevant procedures.

e.g. Residents of Mainland China are required to obtain a relevant exit endorsement from local authority after receiving the entry visa/ permit issued by the Immigration Department of the HKSAR. Students should contact the Public Security Bureau office where their household registration is kept regarding the exact requirements and procedure.

Undergraduate Recruitment and Admissions Office

Email: ugvisiting@ust.hk

Phone: (852) 2623-1118

Fax: (852) 2335-0082

Appendix – Application Form Sample of Form ID995A (Application for Entry for Study in Hong Kong)

Non-Local Undergraduate Visiting Students and Visiting Internship Students



Page 1

Enter Surname (i.e. Last Name / Family Name) as shown in your passport/ identity document

Enter Given Names (i.e. First Name) as shown in your passport/ Identity document

Mainland Chinese citizens must enter ID card number

甲部 Part A: 申請來港就讀 Application for Study in Hong Kong									
1. 個人資料 Personal Particulars									
姓名 (中文) (如適用) Name in Chinese (if applicable)					婚前姓氏 (如適用) Maiden surname (if applicable) <Optional>				
姓 (英文) Surname in English					名 (英文) Given names in English				
別名 (如有) Alias (if any) <Optional>									
性別 Sex		☒ 男 Male ☐ 女 Female		出生日期 Date of birth		01 01 2005 日 dd 月 mm 年 yyyy		出生地點 Place of birth	
								BEIJING, CHINA	
國籍/ 原居地 (適用於內地、 澳門及台灣居民) Nationality/Place of domicile (applicable to Mainland, Macao and Taiwan residents)				婚姻/關係狀況 Marital/Relationship status					
CHINESE				☒ 未婚 Bachelor/Spinster ☐ 已婚 Married ☐ 離婚 Divorced ☐ 分居 Separated ☐ 喪偶 Widowed ☐ 其他 Others					
香港身份證號碼 (如有) Hong Kong identity card no. (if any) <Optional>					內地身份證號碼 (如有) Mainland identity card no. (if any)				
					1 2 3 4 5 6 7 8 9				
旅行證件類別 Travel document type					旅行證件號碼 Travel document no.				
PASSPORT/往來港澳通行證					A A 1 2 3 4 5 6 7				
簽發地點 Place of issue		簽發日期 Date of issue		01 03 2021 日 dd 月 mm 年 yyyy		屆滿日期 Date of expiry		01 03 2031 日 dd 月 mm 年 yyyy	
BEIJING									
電郵地址 (如有) E-mail address (if any)									
abc@email.com									
聯絡電話號碼 Contact telephone no.					傳真號碼 (如有) Fax no. (if any) <Optional>				
+86 12345678									
現時定居國家/地區 Country/Territory of domicile					申請人是否在定居國家/地區獲得永久居留身份? Has the applicant acquired permanent residence in his/her country/territory of domicile?				
CHINA					☒ 是 Yes ☐ 否 No				
在定居國家/地區的居留時間 Length of residence in country/territory of domicile					15 年 year(s) 月 month(s)				
職業 Occupation					現時僱主的名稱 (如適用) Name of current employer (if applicable) <Optional>				
STUDENT									
現時僱主的地址 (如適用) Address of current employer (if applicable) <Optional>									
申請人是否現正在香港? Is the applicant currently staying in Hong Kong?									
☐ 是 Yes ☒ 否 No 獲准逗留至 Permitted to remain until 日 dd 月 mm 年 yyyy 在港身份 Status ☐ 就業 Employment ☐ 居留/受養人 Residence/Dependant ☐ 訪客 Visitor ☐ 其他 Others									
如本表格為影印本或從互聯網下載， 請填寫此欄。 Please complete this column if this form is a photocopy or downloaded copy.					在本頁內所填報的資料均屬正確、完備和真實。 The information given on this page is correct, complete and true. 日期 1/1/2023 *申請人/父/母/合法監護人簽署 Date *Signature of applicant/parent/legal guardian				
					Taylor Lee				

Enter the country in which you are currently staying

Please sign at the bottom of page 1 to page 4 (all 4 pages)

Non-Local Undergraduate Visiting Students and Visiting Internship Students



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Affix a **COLOR** passport photograph here

1. 個人資料 (續) Personal Particulars (Continued)	
現時住址 Present address (請在界內填寫) (please fill in within border)	No.12, ABC ROAD BEIJING, CHINA
固定住址 (如與上述不同) Permanent address (if different from above) (請在界內填寫) (please fill in within border)	
2. 擬來港就讀時間 Proposed Stay in Hong Kong for Study	
擬抵港日期 Proposed date of entry	05/12/2023
擬在港逗留時間 Proposed duration of stay	120 Days

Fill in your program commencement date or proposed date of entry, whichever is earlier

Please refer to your offer letter for the study period



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Select the program name:
Visiting Student Program / Visiting Internship Program

Select your host department
as stated in your offer letter

4. 申請人擬在港就讀的資料 Information of Applicant's Proposed Study in Hong Kong	
在港就讀學校的名稱及地址 Name and address of school in Hong Kong The Hong Kong University of Science and Technology, Clear Water Bay, Kowloon	
在港入讀的年級/修讀的課程 Class/Course to be attended in Hong Kong	Visiting Internship program Department of Computer Science & Engineering

5. 學歷/專業資格 (按獲取資格的日期序列出) Education/Professional Qualifications (in chronological order)				
曾就讀的學校/學院/大學/其他教育機構名稱 Name of school/college/university/other education institution	主修科目 Major subject	獲頒發的學位/資格 Degree/Qualification obtained	就讀日期 Period of study	
			由 (月/年) From (mm/yy)	至 (月/年) To (mm/yy)
Indicate name of your home institution and details about your current studies				

6. 申請人預計在港的生活開支 Applicant's Estimated Cost of Living in Hong Kong	
事項 Item	費用 (港幣) Cost (HK\$)
(i) 學費 (每學年) School fee (each academic year)	HK\$ 1754
(ii) 住宿 (每月) Accommodation (each month)	HK\$ xxxx
☐ 宿舍 residential hall ☐ 租住樓宇 rented flat ☐ 與親人居住 lives with relative	
(iii) 交通費及膳食費 (每月約數) Costs of transport and meal (approximately each month)	HK\$ xxxx
(iv) 其他 (每月) Others (each month)	HK\$ xxxx
(v) 總計 Total :	Total

Tuition fee:

(2025-26 intake)

Visiting Internship Students: HK\$1,860

Visiting Students: HK\$6,200/credit

[(ii) + (iii) + (iv)] x total number of months of your program duration

Appendix – Application Form Sample of Form ID995A (Application for Entry for Study in Hong Kong)

Non-Local Undergraduate Visiting Students and Visiting Internship Students



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7. 申請人的經濟狀況 Financial Situation of Applicant		
事項 Item	金額 (港幣) Amount (HK\$)	簡述 (如適用) Brief description (if applicable)
(i) 存款 Deposit		Your financial situation must be able to cover ALL expenses throughout your study period at HKUST (specified in Section 6 above) . If you do not have sufficient funds, you may ask your parent to be your financial supporter. In that case, your supporter needs to fill out the consent letter and submit together with copy of document as proof of his/her relationship with the applicant (e.g. copy of birth certificate/ household registration record)
(ii) 入息 Income		
(iii) 其他 (請簡述) Others (please state briefly)		

8. 曾在港修讀短期課程的資料 Information on Previous Short-term Studies in Hong Kong	
在緊接本申請前的十二個月內，申請人是否曾在港修讀由擁有學位頒授權的香港高等教育院校開辦的短期課程？ Has the applicant ever taken any short-term studies offered by Hong Kong higher education institutions with degree-awarding powers in the past 12 months immediately before the submission of this application?	
☐ 是 Yes (請提供該短期課程的名稱、 修讀學校及修讀日期) (please provide the name, school and period of such short-term studies) ☐ 否 No	Please ✓ as appropriate



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9. 申請人/父/母/合法監護人的聲明 Declaration of Applicant/Parent/Legal Guardian	
本申請表甲部第1項內的申請人須填寫本項，如申請人為16歲以下的兒童（兒童申請人），須由其父、母或合法監護人簽署。 The applicant in item 1 of Part A of this application form is required to complete this item. If the applicant is a child under the age of 16 (child applicant), this application should be signed by his/her parent/legal guardian.	
本人向香港特別行政區入境事務處遞交本申請，謹此作出以下聲明： In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region (HKSAR), I declare the following:	
(i) (a) ☐ 本人/兒童申請人從沒有更改姓名。 *I/The child applicant have/has not changed my/his/her name before. ☐ 本人/兒童申請人曾經更改姓名。曾用之姓名如下： *I/The child applicant have/has changed my/his/her name and used the following name(s) before:	
(b) ☐ 本人/兒童申請人從未被拒絕簽發簽證/進入許可入境香港，以及從未被拒絕入境/遞解/遣送或要求離開香港。 *I/The child applicant have/has never been refused a visa/entry permit for entry into Hong Kong and have/has never been refused entry into, deported from, removed from or required to leave Hong Kong. ☐ 本人/兒童申請人曾被拒絕簽發簽證/進入許可入境香港或曾被拒絕入境/遞解/遣送或要求離開香港。有關的日期及詳細資料如下： *I/The child applicant have/has previously been refused a visa/entry permit for entry into Hong Kong or have/has previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:	
(c) ☐ 本人/兒童申請人從未有在香港或其他地方因任何罪行或違法行為被定罪。 *I/The child applicant have/has never been convicted of any crimes or offences either in Hong Kong or elsewhere. ☐ 本人/兒童申請人曾在香港或其他地方因任何罪行或違法行為被定罪。有關的日期及詳情如下： *I/The child applicant have/has previously been convicted of crime(s) or offence(s) in Hong Kong or elsewhere. The date(s) and details are as follows:	

Part A, Section 3 on page 2 and Part B on page 5 & 6 are **not applicable** for Undergraduate Visiting Students and Visiting Internship Students. **HKUST will not sponsor applications for a dependent visa.**

甲部 Part A: 申請來港就讀 Application for Study in Hong Kong

3. 申請來港居留的隨行受養人 (配偶/伴侶*及18歲以下未婚及受養子女)(如適用) Accompanying Dependants (Spouse/partner* and unmarried dependent children under the age of 18) (if applicable) 如有需要，請影印或從互聯網額外下載本頁繼續填寫。Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary. # 請為每名受養人註明編號，如(i), (ii), (iii)..... Please assign a serial number to each dependant, such as (i), (ii), (iii).....

乙部 Part B: 申請以受養人身份來港居留 (如適用) Application for Residence as Dependants (if applicable)