

The Education University of Hong Kong

Important Notes for Visa Application

Please submit the following documents for student visa application:

1. An application form for “Entry for Study in Hong Kong” (ID995A) with relevant parts duly completed and **signed**. A passport-sized photo has to be affixed to the form properly. Please read through the “Guidebook for Entry for Study in Hong Kong” before filling in the application form. Form and the guidebook can be downloaded from the website of the Immigration Department of Hong Kong Special Administrative Region (HKSAR) at <http://www.immd.gov.hk/eng/forms/hk-visas/study.html>. You may refer to the sample on [GAO website](#). Please submit the **ORIGINAL application form with your signature**.
2. A copy of the admission offer letter (all pages) issued by the University;
3. Photocopies of the applicant's travel document (e.g. passport, Identity Card) containing the personal particulars, photo, passport validity, signature and details of any re-entry visa held (if applicable);
4. Evidence of the applicant's financial standing (e.g. photocopies of bank statements, saving account passbooks, tax receipts and employment certificates). If evidence of financial standing belongs to the applicant's parent/relative or friend, [letter of undertaking](#) needs to be submitted to indicate his/her full support for the expenses of applicant's study in Hong Kong. Then, photocopy of the guarantor's travel document (e.g. passport/Identity Card containing personal particulars and photo) would also be required.
5. Please read through the [Personal Information Collection Statement and Privacy Policy Statement](#). Please submit the **ORIGINAL** statement with your signature.
6. If the applicant is under the age of 18, one of the applicant's parents should authorise the sponsor (the University) or his/her relatives/friends in Hong Kong to be the guardian of the applicant. A consent letter (**ORIGINAL**) duly signed by one of the applicant's parents and the guardian should be produced ([Sample](#)).

Please do not staple any of the documents. Please submit the **ORIGINAL** Application Form for “Entry for Study in Hong Kong” (**ID-995A**) and the **ORIGINAL** consent letter of the sponsorship (if under the age of 18) together with **photocopies of all necessary supporting documents** to the Global Affairs Office (GAO) **by courier** as soon as possible. **Application form (ID-995A)** must be **signed properly**. Please note that GAO will not be responsible for any undeliverable mail from your side. GAO will notify the applicant once the application forms are received.

Mailing address:

Attn: Ms Jin Zhang
Global Affairs Office
The Education University of Hong Kong
Room 09, G/F, Cho Kwai Chee Foundation Building (A-G/F-09)
10 Lo Ping Road, Tai Po
New Territories, Hong Kong SAR
Tel: (852) 2948 7654

Please note that once the visa application is being processed by GAO, the visa processing fee, which is HK\$530, cannot be refunded. GAO will send your visa application materials to the Immigration Department of the HKSAR for review. It normally takes at least 6-8 weeks to process the application so please submit all the required documents to GAO in order not to delay the application. Once the application is approved, GAO will arrange to pick up the visa label and related documents. **After the applicants have submitted the required academic documents to Registry and the documents are verified to the satisfaction of the University, GAO will send out the student visa.**

For more information on student visa application, please visit the GAO website at https://www.eduhk.hk/gao/en/page_content.php?level=3&id=29. Should you have further queries or require any assistance in regards to the visa application, please contact GAO at (852) 2948 7654 or via email (stuvisa@eduhk.hk).