

The Education University of Hong Kong
Notes for Fee Payment and Visa Application

If you accept the admission offer, please pay the Admission Acceptance Fee **and** indicate your acceptance of the offer directly through the Online Application System.

1) The payment methods are listed as follows:

1.1 **Cross-border Bill Payment by Internet Banking Service under ICBC (for payment made in Mainland China):** Visit ICBC homepage (<http://www.icbc.com.cn> or <https://fee.icbc.com.cn>) and select “Cross-border Bill Payment” → Hong Kong → The Education University of Hong Kong → **Bill Type “01”**. Please enter your **Account Number for Electronic Payments (EPN)** into the fields of “Student Number” and “Remark” for identification → enter the payment amounts. Please record the reference number for future proof if needed.

1.2 **Telegraphic Transfer/ Remittance:** Please quote the following information for overseas bank transfer:

Beneficiary Bank:	The Bank of East Asia Limited
Beneficiary Bank Address:	10 Des Voeux Road, Central, Hong Kong
Name of Account Holder:	The Education University of Hong Kong
Account No.:	015-195-40-00511-5
SWIFT Code:	BEASHKHH
Remittance Information:	«EPN»
Amount:	Admission Acceptance Fee + Bank charges of approximately HK\$240*

**Please note that you shall be responsible for all bank charges incurred and please check with your bank for details. Bank charges for local handling banks are around HK\$240. You are required to settle the shortfall if the remittance received is not enough to cover the total amount of bank charges as well as the Admission Acceptance Fee.*

If you have friends/relatives in Hong Kong, you may use other payment methods as stated below:

1.3 **Payment by Phone Service (PPS):** Call 18031 (English) / 18033 (Chinese) or log on to PPS online <http://www.ppschk.com>, enter Merchant Code “39” with **Bill Type “01”**. Please enter your **Account Number for Electronic Payments (EPN)**. Please record the reference number for future proof if needed.

1.4 **Automatic Teller Machine (ATM):** You may settle payment at any HSBC/Hang Seng Bank ATM or JETCO ATM with a “JET PAYMENT” sign by selecting: Bill Payment → Education-Universities → EdUHK → choose/enter **Bill Type “01”** → enter your **Account Number for Electronic Payments (EPN)** as the account no. Please **DO NOT** use payment transfer and **DO NOT** use Faster Payment System (FPS).

1.5 **Internet Banking (deduct from credit card a/c or any a/c you choose):** You may make payment by using internet banking services provided by your banks, e.g. HSBC/ Hang Seng Bank or JETCO member banks. Please select “Bill Payment” and follow the on-screen instructions to choose “Education Institutions” → EdUHK → choose/enter **Bill Type “01”** → enter your **Account Number for Electronic Payments (EPN)** as the account no. Please record the reference number for future proof if needed. Please **DO NOT** use payment transfer and **DO NOT** use Faster Payment System (FPS).

1.6 **Bank Deposits:** You may deposit cash at any branches of The Bank of East Asia Limited to make payment. The Bank Account Number is **015-195-40-00511-5**. You must provide **Bill Type “01”** and your **Account Number for Electronic Payments (EPN)** to the counter, e.g. if your EPN is “30001234”, please provide “0130001234” to the counter.

For enquiries relating to payment methods, please contact Finance Office (email: fees@eduhk.hk / Tel: (852) 2948 7440 or (852) 2948 6109). Should you have any queries on uploading payment proof, please contact Registry (Tel: (852) 2948 6886).

Research Postgraduate (PhD / MPhil) Admissions (rpg@eduhk.hk)
Doctoral Degree (EdD) Admissions (edd@eduhk.hk) (eddchi@eduhk.hk)
Taught Master's Degree Admissions (tpgadmission@eduhk.hk)
PGDE Admissions (pgdeadmission@eduhk.hk)
Undergraduate and Sub-degree Admissions (admission@eduhk.hk)
Professional Development Programmes Admissions (pdp@eduhk.hk)

****IMPORTANT NOTES****

- A) **THE FEE ONCE PAID IS NOT REFUNDABLE. CASH AND CHEQUE ARE NOT ACCEPTED AT ANY OFFICES OF THE UNIVERSTIY.**
- B) Please **mark your Application Number and the 8-digit EPN number** on the customer copy of deposit slip/ATM advice/any other receipts or proof of your payment **and upload it to your online application account** at: www.eduhk.hk/acadprog/online Please choose “*Payment Proof (Acceptance Fee)*” as document type and complete the upload by clicking the *Add* button.
- C) You must pay the admission acceptance fee **AND** indicate your acceptance of the offer directly through the Online Application System to complete the Offer Acceptance procedures.
- D) If you have been terminated by the University (or formerly HKIED) with your student status having been changed to “Unofficially Withdrawn” due to prolonged outstanding debts, you will not be allowed to re-enroll in any study programme offered by the University unless you settle the debts in full. Should you have any queries on your outstanding debts, please contact Finance Office (email: fees@eduhk.hk Tel: (852) 2948 7440 or (852) 2948 6109).

2) Please submit the following documents for student visa application:

- 2.1 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**.
- 2.2 A copy of the admission offer letter (all pages) issued by the University;
- 2.3 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);
- 2.4 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 parents, [letter of undertaking](#) needs to be submitted to indicate his/her full support for the expenses of applicant's study in Hong Kong.
- 2.5 Please read through the [Personal Information Collection Statement and Privacy Policy Statement](#). Please submit the ORIGINAL statement with your signature.
- 2.6 If your dependants would like to join you for residence in the HKSAR, please submit the application(s) to Hong Kong Immigration Department directly on your own. For details, please visit Hong Kong Immigration Department website at https://www.immd.gov.hk/eng/services/visas/residence_as_dependant.html#secondTab.

Please do not staple any of the documents. Please submit the **signed ORIGINAL** Application Form for Entry for Study in Hong Kong (**ID995A**), together with **photocopies** of all necessary supporting documents to the Global Affairs Office (GAO) **by courier**. Please note that GAO will not be responsible for any undeliverable mail from your side. Please check with the courier service provider to track your shipment. 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).

Admissions, Registrations and Academic Planning Section
The Registry
The Education University of Hong Kong

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