

### Step 1 - Select "First Time User"

## Request for Student Visa/Entry Permit Sponsorship: Login

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Please visit the [Global Services Office](#) website for information on student visa/entry permit application.

### First Time Users - Account Registration

**First Time User**

Use your email address and password to login.

**Email Address:**

**Password:**

### Step 2 - Insert valid email address

## Request for Student Visa/Entry Permit Sponsorship: Account Registration

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**Your Email Address:**

**Continue** **Reset**

**Exit**

### Step 3 – Confirm your inserted email

## Request for Student Visa/Entry Permit Sponsorship: Account Registration

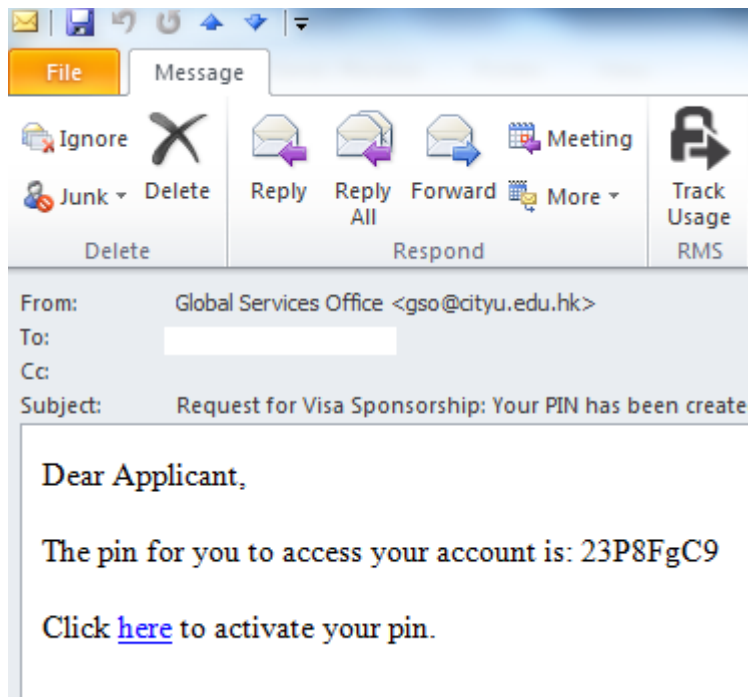
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**Your login email address is** XXXXX@abc.com :

Your login password will be sent to your email address shortly.  
Once you have received the password, login to your account to complete your application.

**Exit**

#### Step 4 – Check email and click “here” to activate your account



## Activate PIN

User ID : xxxxx@abc.com

🗨 Your PIN is activated successfully !

#### Step 5 – Login with your user id and the offered PIN

### Request for Student Visa/Entry Permit Sponsorship: Login

Please visit the [Global Services Office](#) website for information on student visa/entry permit application.

#### First Time Users - Account Registration

First Time User

Use your email address and password to login.

Email Address: XXXXX@abc.com

Password: .....

Login Reset

## Step 6 – Select “Go” after read the notes

### Request for Student Visa/Entry Permit Sponsorship

#### A. Notes to students

1. If you do not have the right of abode or right to land and wish to enter Hong Kong for the purpose of education, you are required by law to obtain a valid student visa/entry permit issued by the Hong Kong Immigration Department before coming to Hong Kong.
2. A person who enters Hong Kong as a “Visitor” is not allowed to enrol as a student. Do not seek to enter Hong Kong as a “Visitor” if you plan to study in Hong Kong.
3. It is your responsibility to understand and comply with the immigration and visa regulations. City University of Hong Kong (“the University”) will assist non-local students with their student visa/entry permit applications and act as their local sponsor if immigration requirements for studying in Hong Kong are met. However, it is the student and not the University or any employee or other representative of the University who is ultimately responsible for abiding by the immigration and visa regulations.
4. According to the Hong Kong immigration policy on education, non-local students are required to take up full-time study in Hong Kong. Only a restricted number of taught postgraduate programmes may admit non-local students on a part-time basis.
5. It is crucial for you to provide in your student visa/entry permit application copies of financial statements indicating that you have enough funds to support your study and living in Hong Kong. The amount of funds you need depends on the tuition fee of the programme or courses you are admitted to, the cost of accommodation and living expenses.
6. If you need the University to act as your local sponsor, please complete the “Student Visa / Entry Permit Sponsorship Request” and send the full set of form ID995A (in black or blue ink), supporting documents, and the visa administrative fee for visa application to the **Global Services Office, Room 3210, 3/F, Cheng Yick-chi Building, City University of Hong Kong, Tat Chee Avenue, Kowloon, Hong Kong SAR** as soon as possible.
7. Student data held by the University is governed by Hong Kong’s Personal Data (Privacy) Ordinance. The information you provided in this “Request for Visa Sponsorship & Student’s Agreement” will be treated in STRICT CONFIDENCE and used for processing your student visa/entry permit application. Information provided by students regarding their student visa/entry permit application will be removed after their completion of study at the University. For correction of or access to personal data after submission of the student visa/entry permit application, please contact the Global Services Office.

Go

## Step 7 – Fill in your personal information and Select “Online Payment” \*\*\*

#### Personal Information

##### Name in English

Last Name / Surname:   
First Name:   
Middle Name:

Name in Chinese:  (if applicable)  
Gender: ☐ Male ☐ Female Date of birth:  (DD/MM/YYYY)  
ID / Passport Number:   
Nationality:

For applicant from mainland China, please also indicate “Home Province/City”  
Home Province/City:

##### Mailing Address

We will send your student visa/entry permit to this address. Please check if the address is still valid. If not, please update it now in order to avoid delay in the visa delivery. For mailing address

Address Line 1:   
Address Line 2:   
Address Line 3:   
☐ Hong Kong ☐ Kowloon ☐ N.T. ☐ Others (non-Hong Kong Address)

\*\* For non-Hong Kong address, please specify city, zip code, country/region below.

\*\* City:   
\*\* Zip/Postal Code:   
\*\* Country/Region:

Phone No.:  -  (Country Code - Area Code - Number)

##### Payment Preference

Please check the appropriate option below

☐ Bankdraft  
☒ Online Payment

##### Guardian's Address

Age below 18, guardian's contact is required.

Name:   
Phone No.:  -  (Country Code - Area Code - Number)  
Email:

### Payment Preference

Please check the appropriate option below

☐ Bankdraft  
☒ Online Payment

Step 8 – “Submit” your application

## Request for Student Visa/Entry Permit Sponsorship

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<b>Applicant Type</b>	External
<b>Payment Preference</b>	Online Payment
<b>Surname</b>	Chan
<b>Given Name(s)</b>	Tai Man
<b>Name in Chinese</b>	--
<b>Nationality</b>	China
<b>Home Province/City</b>	Beijing
<b>Gender</b>	M
<b>Date of Birth</b>	29-Mar-2000
<b>Passport/Travel Document No./Mainland Identity Card No.</b>	Y1234578
<b>Mailing Address</b> (it is your responsibility to give a reliable mailing address and postal code. We will send your student visa/entry permit label to this address. For mailing address in Mainland China, please enter your address in Chinese and provide the postal code.)	Sample, Sample, Sample, Sample Sample, China
<b>Phone No.</b> (with country/area code)	86--1203801564
<b>Email Address</b>	
<b>Emergency Contact</b>	--
<b>Guardian's Contact</b> (required for students aged below 18)	--
<b>Commencement Term</b>	201809
<b>Programme</b>	--
<b>Programme Title</b>	Visiting Student
<b>Home University</b>	
<b>Mode of Study</b>	
<b>Conditional Offer</b>	No

**Submit**

**Back**

**Step 9 – Click “Acknowledgment Page” for the Acknowledgement of Receipt**

**Request for Student Visa/Entry Permit Sponsorship**

For assistance, please email us at [gsovisa@cityu.edu.hk](mailto:gsovisa@cityu.edu.hk).

**Reference No.:** 20180329021 **Name:** Chan Tai Man






**Mailing Address**

**Address:** Sample  
Sample  
Sample  
**City:** Sample  
**Zip/Postal Code:** Sample  
**Country/Region:** China

**Phone No.:** 86--1203801564 (Country Code - Area Code - Number)

**Current Status:** Request for Visa Sponsorship submitted

**Next Step:** Send application to Global Services Office by courier

	Request for Visa Sponsorship submitted
	Application form received by Global Services Office
	Application sent to Immigration Department
	Payment for visa administrative fee settled
	Visa sent to student

**Payment Method:** Online Payment

**Acknowledgment Page**

**Acknowledgement of Receipt of Your Request for Student Visa/Entry Permit**

**Reference No.:** 20180329021  
**Semester/Year:** 201809 (Semester A 2018/19)  
**Name:** Chan Tai Man  
**Application No.:**  
**Nationality:** China  
**Programme Code:** --  
**Programme Title:** --  
**Mode of Study:**   
**Phone Number:** 86--1203801564  
**Mailing Address:** Sample,  
Sample,  
Sample,  
Sample Sample,  
China

**Application Status**

Status
Request for Visa Sponsorship submitted