


China Affairs Office
Visa Online Application System
Student Interface

1. System Landing Page – An applicant may register a new account or login here

- ***You are strongly advised to read through the details of Important Notes before registration***

 **香港大學中國事務處**
China Affairs Office - The University of Hong Kong

Visa Application System for Students from Mainland China

Important Notes for Visa Application

1. All non-local students are required to obtain a visa/entry permit from the Hong Kong Immigration Department (ImmD) for the purpose of studying in the Hong Kong Special Administrative Region (HKSAR).
2. An applicant of such a student visa to Hong Kong for study purpose is required to have a local sponsor. Mainland students should request the China Affairs Office (CAO) to be their visa sponsor.*
Details on student visa application procedures can be accessed at http://www.ats.hku.hk/hkucao/svapp_e.php.
*Non-local students with nationalities other than Mainland China should request the Centre of Development and Resources for Students (CEDARS) to be their visa sponsor. Please refer to CEDARS website for relevant application details.
<http://beta.cedars.hku.hk/sections/campuslife/VisaMatters/FormsNotes.php>
3. To submit a visa application (including application for entry for study, visa extension, internship approval and change of study programme), Mainland students should register a new account via this online application system and must fulfill the application requirements as set out.
4. All submitted documents will not be returned.

Important Notes for Application for Entry for Study in Hong Kong

Enter your email and password to access your online application.

Email


Password

[Forgot my password or Register](#)

Remember Me

2. Guidelines and Preparation for Online Application Before Registration

- ***You have to tick the "I have read" box before you could proceed Next***

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Visa Application System for Students from Mainland China

Guidelines and Preparation for Online Application

1. In the online application system, you are required to register for an account with a valid email address. Online application should be completed within 2 weeks from the date of the account being created. Otherwise this account will be automatically terminated.
2. Each email address can be used to register for an account ONLY once. If you want to register for subsequent account for another visa application, you will need to use another email address to do so.
3. To complete the online application, you have to provide personal information, download application documents, make photocopies of necessary documents and upload the completed application documents to the online system accordingly. Therefore, you would need a printer and scanner to complete the procedures. Moreover, Adobe Reader is needed to access PDF files downloaded from the online system.
4. All required documents have to be uploaded to the system before you can continue to the next step to complete the online application process.
5. The application for entry for study in Hong Kong requires a non-refundable application fee of HK\$600. You can ONLY settle the fee by using the online credit card payment platform (Visa, Mastercard or China Unionpay).
6. The online application is completed only when you see the system showing "Your online application is completed". You then have to send all the original application documents to CAO to continue with the official application. The submitted visa documents will not be returned.
7. The official application status will be shown on the online system for your reference. For each change of application status, you will also receive an email notification.

For any enquiry on visa application, please contact CAO at visaapp@hku.hk.

I have read and understood the guidelines and preparation for online application.

3. Registration Page

- **You have to select "Type of Application" and answer all related questions**

Register

Please provide a valid email address and a password for future login purpose. All future application correspondence will be sent to the email address provided.

You will need to select type of visa application and answer all questions listed. These questions will guide you to the list of documents you will be required to upload.

Email

Password

Confirm Password

Type of Application

- A first-time applicant applying for a visa for entry of study in Hong Kong.


Q1. Which admission offer type did you receive?

Firm Admission Offer

Conditional Admission Offer

4. List of Documents Required – A list of application documents is shown to the applicant

- **You have to download and prepare all necessary documents here. Click "Create Account" to proceed next.**




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Visa Application System for Students from Mainland China

Documents Required

You are required to submit the following documents in order to process your visa application. Please download and complete the necessary application form(s) according to the instructions provided. Completed application form(s), photocopies of document(s) and declaration letter(s) should be scanned and uploaded accordingly.

IMPORTANT: If you are not able to provide correct documents listed below, your visa application will not be approved.

1. Application for Entry for Study in Hong Kong (ID 995A) [Download Form](#)
2. Student Visa Sponsorship Application – For Entry for Study in Hong Kong (01-214) [Download Form](#)
3. A photocopy of Conditional Admission Offer Letter with signed reply slip 
4. A photocopy of PRC Identity Card
5. A photocopy of Census Record [【戶口登記】](#)
6. A photocopy of financial proof 

[Create Account](#) [Back to Previous Page](#)

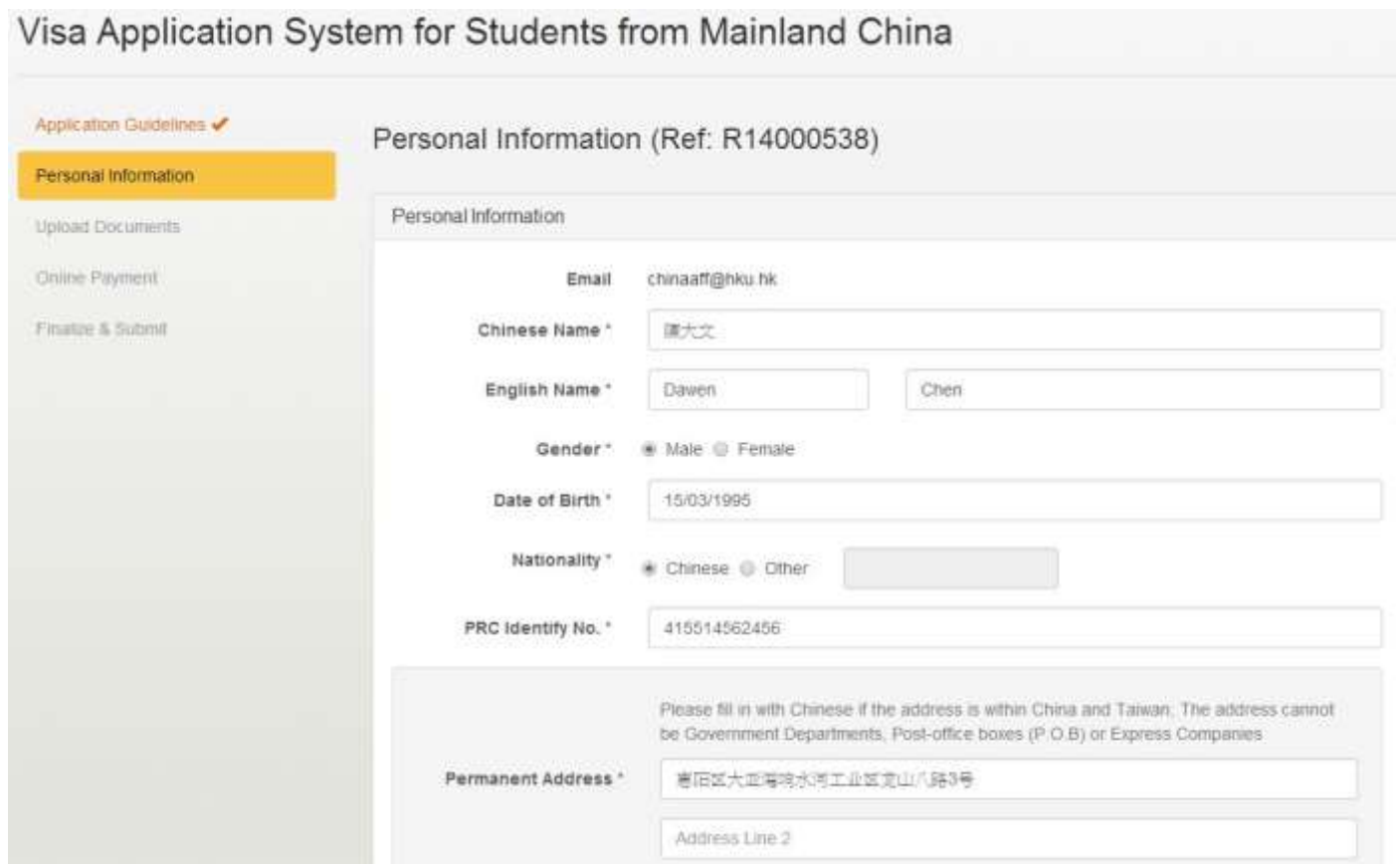
5. Account registration complete

- *You have to click an activation link which is sent to your email to complete the registration*



The screenshot shows the top of the registration page. On the left is the logo of the China Affairs Office - The University of Hong Kong. The main heading is "Visa Application System for Students from Mainland China". A yellow banner contains the message: "An email has been sent to mstudent@hotmail.com. Please click the activation link to activate your account." At the bottom, there is a copyright notice: "© All rights reserved. China Affairs Office, The University of Hong Kong".

6. Fill-in Personal Information – When an applicant logs in to the system, he/she needs to provide his/her personal information



The screenshot displays the "Personal Information" form within the system. The page title is "Visa Application System for Students from Mainland China". On the left, a navigation menu includes "Application Guidelines", "Personal Information" (highlighted), "Upload Documents", "Online Payment", and "Finalize & Submit". The main form area is titled "Personal Information (Ref: R14000538)".

The form fields are as follows:

- Email:** chinaaff@hku.hk
- Chinese Name *:** 陳大文
- English Name *:** Dawen (first name) and Chen (last name)
- Gender *:** Male Female
- Date of Birth *:** 15/03/1995
- Nationality *:** Chinese Other
- PRC Identify No. *:** 415514562456
- Permanent Address *:** 粵語區大亞灣海水河工業區文山八路3号

Below the address field, there is a note: "Please fill in with Chinese if the address is within China and Taiwan; The address cannot be Government Departments, Post-office boxes (P.O.B) or Express Companies." and an "Address Line 2" field.

7. Upload Supporting Documents – An applicant needs to upload the scan copy of application form(s), declaration(s) and photocopies

Visa Application System for Students from Mainland China

- Application Guidelines ✓
- Personal Information ✓
- Upload Documents**
- Online Payment
- Finalize & Submit

Supporting Documents (Ref: R14000538)

Please upload application documents, including completed application form(s), photocopies of document(s) and declaration(s) listed below. The documents should be uploaded in PDF format and each file should not exceed 10MB.

IMPORTANT: If you are unable to provide correct documents listed below before the automatic account termination (2 weeks from your registration date), you will not be able to complete the online registration successfully.

Please upload the following documents:

Document Name	File Name	Size
Application for Entry for Study in Hong Kong (ID 995A) Download Form		<input type="button" value="Upload"/>
Student Visa Sponsorship Application – For Entry for Study in Hong Kong (01-214) Download Form		<input type="button" value="Upload"/>
A photocopy of Conditional Admission Offer Letter with signed reply slip ⓘ		<input type="button" value="Upload"/>
A photocopy of PRC Identity Card		<input type="button" value="Upload"/>
A photocopy of Census Record (戶口登記)		<input type="button" value="Upload"/>
A photocopy of financial proof ⓘ		<input type="button" value="Upload"/>

8. Online Payment – An applicant may settle the payment by using Visa/ Mastercard or China Unionpay

Visa Application System for Students from Mainland China

- Application Guidelines ✓
- Personal Information ✓
- Upload Documents ✓
- Online Payment** ✓
- Finalize & Submit

Online Payment (Ref: R14000002)

The non-refundable visa application fee is HK\$990. You may settle the payment by using Visa, Mastercard or China Unionpay via the online payment gateway.

IMPORTANT: Please note that the application fee is non-refundable, even if the visa application is rejected or delayed due to applicant's failure in fulfilling application requirements.

HK\$990

9. **Online Application Completion – An applicant prepares to submit the hardcopy set of application documents**
- ***After submission of materials to system, our office will cross-check the documents; you should send out the hardcopies of documents with signed Application Cover Letter upon receiving our email confirmation***

Visa Application System for Students from Mainland China

Application Status

Update Personal Information

Withdraw Visa Application

Change Password

Your online application has been submitted successfully

Application Status (Ref: R14000538)

Please note that your online application is completed. However, to complete the application process, you should submit your original application documents along with signed Application Cover Letter ([Download Here](#)) to CAO. The documents should be printed on one side of A4 size white paper, and to be put in the following orders:

1. Application Cover Letter
2. Application for Entry for Study in Hong Kong (ID 995A)
3. Student Visa Sponsorship Application – For Entry for Study in Hong Kong (01-214)
4. A photocopy of Conditional Admission Offer Letter with signed reply slip
5. A photocopy of PRC Identity Card
6. A photocopy of Census Record **【戶口登記】**
7. A photocopy of financial proof

Please send the application documents to the address below. The submitted documents will not be returned.

香港薄扶林道香港大學本部大樓地下G14室
中國事務處
簽證申請

China Affairs Office
Room G14, G/F Main Building, The University of Hong Kong, Pokfulam Road, Hong Kong
[Re: Visa Application](#)

10. Upload courier info / Firm Admission Offer

Date	Event
2014-03-28 09:40:43	Online application completed. The application will proceed when CAO receives the hardcopy of the complete set of application documents.

Supporting Documents

A photocopy of Firm Admission Offer Letter with signed reply slip	Upload
Courier Information (Optional)	Upload

11. Application Status -An applicant may check the application status via the online system

Visa Application System for Students from Mainland China

Application Status

Application Status (Ref: R14000538)

[Update Personal Information](#)

[Withdraw Visa Application](#)

[Change Password](#)

Date	Event
2014-03-24 14:51:18	CAO has sent out the visa/entry permit (by Shun Fung Express to Mainland China, or OHL to overseas). The Courier Tracking no: 123456789
2014-03-24 14:50:26	ImmD has approved the application. CAO will collect visa/entry permit (aoel). CAO will not send out the visa/entry permit (aoel) until the applicant has uploaded Firm Admission Offer Letter.
2014-03-24 14:49:54	CAO has submitted the application documents to ImmD. TM application is being processed by ImmD.
2014-03-24 14:49:33	CAO has received the hardcopy of application documents. The application is being processed by CAO.
2014-03-24 14:49:18	Online re-submission of document(s) completed. CAO will process the application.
14:49:03	Application document(s) is/are missing or incorrect: <ul style="list-style-type: none">• Student Visa Sponsorship Application – For Entry for Study in Hong Kong (01-214) <i>Message from CAO: Applicant did not sign on page 1</i> Please upload and submit the correct document(s).
2014-03-24 11:14:15	CAO has received the hardcopy of application documents. The application is being processed by CAO.
2014-03-24 11:13:31	Online application completed. The application will proceed when CAO receives the hardcopy of the complete set of application documents.