

China Affairs Office
中國事務處
Visa Online Application System
內地學生簽證申請系統
Application for Internship Approval
實習許可申請

You are suggested to use the following browsers to access the System:

建議使用以下瀏覽器登入申請系統：

Internet Explorer 8, 9, 10, 11;

Firefox 22 or above;

Google Chrome 28 or above;

Safari 5 or above.

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

系統登錄頁面 - 申請人可在此註冊新帳戶或登入系統

- ***You are strongly advised to read through the details of Important Notes before registration***
註冊前，強烈建議您仔細閱讀以下注意事項



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

The Online Visa Application System for Students

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 (Hong Kong).
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.als.hku.hk/hkucao/svapp_e.php.
**Non-local students with nationalities other than China, research postgraduate students, or Chinese nationals with overseas residency, should request the Centre of Development and Resources for Students (CEDARS) to be their visa sponsor.*
<http://beta.cedars.hku.hk/sections/campuslife/visaMatters/FormsNotes.php>
3. Mainland students should register a new account via this online application system if they intend to:
 - I. Apply for **entry for study** in Hong Kong
 - II. Apply for **extension of stay** for study in Hong Kong
 - III. Apply for **internship approval** in connection with existing visa/entry permit
 - IV. Apply for **change of study programme** against existing visa/entry permit
 - V. Apply for **replacement of visa/entry permit** due to loss or damage
4. Students must fulfill the application requirements as set out in this online application system. Moreover, all submitted documents will not be returned.

[Important Notes for Application for Entry for Study in Hong Kong](#)

[Important Notes for Application for Extension of Stay in Hong Kong](#)

[Important Notes for Application for Internship Approval](#)

[Important Notes for Application for Change of Study Programme](#)

[Important Notes for Application for Replacement of Visa/Entry Permit](#)

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

網上申請指引及事前準備須知

- **You have to tick the "I have read" box before you could proceed Next**
您必須勾選“我已閱讀”框才可以進行下一步



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The Online Visa Application System for Students

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. Visa application fee:
 - Application for entry for study in Hong Kong requires a non-refundable application fee of HK\$850. You can ONLY settle the fee by using the online credit card payment platform (Visa, Mastercard or China Unionpay);
 - CAO will facilitate other kinds of application free of charge.
6. The online application is completed only when you see the system showing "Your online application is completed". If you apply for entry for study in Hong Kong, including new visa application, visa re-application and visa renewal, you have to send all the original application documents to CAO for processing before they are being submitted to ImmD. 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.

Next

3. Registration Page

註冊頁面

- **You have to select "Type of Application" and answer all related questions**
您必須選擇“申請類型”並回答所有相關問題

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 first need to select type of application. You may have to answer a list of questions, if applicable, which will then guide you to the list of documents you will be required to upload. If not, you just need to click "Next" to further proceed.

Email	<input type="text" value="chinaaff@hku.hk"/>
Password	<input type="password" value="....."/>
Confirm Password	<input type="password" value="....."/>
Type of Application	<input type="text" value="Application for Internship Approval"/>

- An applicant who would like to take up study-related internship but have not yet obtained prior approval from ImmD.

Q1. Are you able to provide a photocopy of latest NOL?

- Yes
 No, I may not receive it before or have lost it.

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

申請所需文件 - 文件清單

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

您必須在這裡下載申請表格，並準備所有必需的文件。點擊“建立帳戶”進行下一步。



香港大學中國事務處
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The Online Visa Application System for Students

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 cannot be processed.

1. Application for Internship Appointment [Download Form](#)
2. A photocopy of supporting letter from Faculty
3. A photocopy of latest NOL
4. A photocopy of employment contract from employing company;
5. A photocopy of Hong Kong Identity Card
6. A photocopy of HKU Student Card
7. A photocopy of your "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) **【因私《往来港澳通行证》】**

[Create Account](#)

[Back to Previous Page](#)

5. Account registration complete

賬號註冊完成

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

您必須點擊註冊確認郵件中的啟動鏈接以完成註冊



香港大學中國事務處
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Visa Application System for Students from Mainland China

An email has been sent to mstudent@hotmail.com. Please click the activation link to activate your account.

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

填寫個人信息 - 申請人登入到系統，然後輸入個人資料

The Online Visa Application System for Students

Application for Internship Approval

[Application Guidelines](#) ✓

Personal Information

[Upload Documents](#)

[Finalize & Submit](#)

Personal Information (Ref: I15000042)

Personal Information	
Email	visaapp@hku.hk
Chinese Name *	陳大文
English Name *	CHEN Dawen
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
Date of Birth *	15/03/1995
Nationality *	<input checked="" type="radio"/> Chinese <input type="radio"/> Other
PRC Identify No. *	000000000000000000
Hong Kong Identity Number *	A 123456 (0)
Contact Telephone Number *	852 22415180

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

上傳申請材料 - 申請人須按文件清單，上傳所需文件副本，包括申請表、聲明書和證件副本等

The Online Visa Application System for Students

Application for Internship Approval

Application Guidelines ✓
Personal Information ✓
Upload Documents
Finalize & Submit

Supporting Documents (Ref: I15000043)

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: Please make sure each page of your uploaded documents is clearly readable, otherwise you have to upload again and CAO will not be responsible for any delay so caused in the application process.

Please upload the following documents:

Document Name	File Name	Size	
Application for Internship Appointment	Download Form		Upload
A photocopy of supporting letter from Faculty			Upload
A photocopy of latest NOL			Upload
A photocopy of employment contract from employing company;			Upload
A photocopy of Hong Kong Identity Card			Upload
A photocopy of HKU Student Card			Upload
A photocopy of your "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) 【因私往来港澳通行证】			Upload

8. Application Status – An applicant may check the application status via the online system

申請狀態 - 申請人可以透過網上系統查詢申請狀態

The Online Visa Application System for Students

Application for Internship Approval

Application Status
Withdraw Visa Application
Change Password

Application Status (Ref: I15000042)

Please note that your online application is completed. CAO will cross check all submitted documents and will forward them to ImmD for approval. ImmD will issue an approval notice in return when your application is approved. The notice can be downloaded from your registered email via the online application system.

Date	Event
2015-04-21 15:12:40	Application Completed. ImmD has Approved the application.
2015-04-21 15:11:41	CAO has submitted the application documents to ImmD. The application is being processed by ImmD.
2015-04-21 15:02:36	Online application completed. The application is being processed by CAO.