

Appendix

VTC will NOT process your student visa/entry permit application unless all the below documents are received. You may not be able to receive the Hong Kong student visa before the class commencement if you have not sent out the materials before 31 May. If such case happens, applicants shall be responsible for any consequences caused by the delay.

***** Please carefully check the documents three times to ensure that all necessary files are complete and filled out correctly, and that all signed documents are handwritten. Otherwise, this may result in delay or rejection of the student visa application. After you have checked the documents thoroughly, please send the complete set of documents needed for processing the student visa via courier to the Vocational Training Council, Mainland and International Affairs Office. The address is as follows:**

Company Name: Vocational Training Council, Mainland and International Affairs Office

Address: Room 512, IVE (Morrison Hill), 6 Oi Kwan Road, Wan Chai, Hong Kong

Contact Number: +852 2835-4817

For visa-related inquiries, please email stu-visa@vtc.edu.hk. ***

Checklist of Forms and Documents to be Submitted

1. A hardcopy of the Offer Result Notification email - (print the email directly. DO NOT copy & paste this email to Words document.);
2. A photocopy of the telegraphic transfer advice/receipt for the Registration Fee and Student Service Fee;
3. Signed copy of the [International Student Pre-Admission Notes and Agreement](#) [Form No. ISS-SV2 (Year 1 Entry)] (please read and make sure you agree to the contents before making the payment of Registration & Student Service Fees.);
4. Signed copy of the [Vocational Training Council Letter of Undertaking for Admission for Non-local Student](#) [Form No. ISS-SV3 (Year 1 Entry)];
5. Properly filled [Application for Student Visa Sponsorship and Declaration](#) (Form No. ISS-SV1) and relevant proof as below:

- 5.1 Properly filled [ID995A Application for Entry for Study in Hong Kong](#) (to be completed by the applicant) (view [sample](#) of filling) (**Note: Do not make arbitrary changes to the content of the forms. If changes are necessary, please sign and confirm them at the designated places. If there are alterations on the form without signature confirmation, the applicant will need to refill that particular form. Before completing the forms, please read the " [Guidebook for Entry for Study in Hong Kong.](#)" **Do not fill in the dependent section; if the applicant fills in the dependent section, we will request the applicant to refill and submit the application form. Any resulting delay in enrollment will be the responsibility of the student. If needed, students should inquire through the Hong Kong Immigration Department.** For "Proposed Duration of Stay", please fill in **the length of study period required for completing the programme as stated in the offer letter.**);**
- 5.2 Two recent passport photographs with one affixed on ID995A (Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm. This photograph will be used for making the student ID card.);
- 5.3 Photocopy of travel document (e.g. passport) containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable);
- (**Note: for applicants currently staying in the HKSAR, photocopy of travel document page containing the latest arrival stamp/extension of stay label in the HKSAR is required.**)
- ***In general, non-local student will be granted a length of stay in line with the normal study period of his/her study programme, normally 2 years for Higher Diploma programme, and 4 years for Degree programme, subject to the validity of the travel document held. If so, we strongly suggest the applicant to make sure the validity of his/her travel document (e.g. passport) should be able to cover the proposed duration of stay, say 2 years for Higher Diploma students and 4 years for Degree students.*****
- 5.4 Photocopy of Hong Kong identity card (if any);
- 5.5 **If the applicant has changed their name**, please provide a copy of the official proof of the previous name used.
- 5.6 [\[for Macao residents only\]](#) Photocopy of the applicant's Macao identity card;
- 5.7 [\[for Taiwan residents only\]](#) Photocopy of the applicant's household registration (戶籍) in Taiwan and Taiwan identity card;
- 5.8 Photocopy of proof of the applicant's or his/her sponsor's financial support, e.g. bank statements, savings account passbooks, tax receipts and salary slips (e.g. having at least HK\$140,000 or other equivalent currencies); **Please do not**

provide proof of investment products. It is recommended to submit copies of bank statements or savings account passbooks as proof.

- 5.9 [if applicant need financial sponsor] Photocopy of proof identifying sponsor's relationship with the applicant (e.g. birth certificate, household registration/戶籍) and the sponsor's identity document (eg. passport, identity card);
6. A statement stating the reasons for studying at member institution of VTC and the plan after the completion of studies at the member institution of VTC;
7. [for age under 18 ONLY] Guardian's residence proof in Hong Kong if applicant will live in guardian's residence after arrival in Hong Kong; and
8. Photocopy of academic qualifications (including high school graduation certificate, transcripts, public examinations result slips, IELTS or TOEFL results (if any) and other academic qualifications

The applicant must arrange the documents in the following order. Please ensure the correct sequence before sending the documents to our office: :

At the top of the document stack:

1. ID995A Application for Entry for Study in Hong Kong
2. A hardcopy of the Offer Result Notification email
3. Application for Student Visa Sponsorship and Declaration (Form No. ISS- SV1)
4. Photocopy of travel document
5. Photocopy of Hong Kong identity card (if any)
6. Photocopy of proof of the applicant's or his/her sponsor's financial support
7. Photocopy of proof identifying sponsor's relationship with the applicant
8. A photocopy of the telegraphic transfer advice/receipt for the Registration Fee and Student Service Fee;
9. SV2*
10. Photocopy of academic qualifications
11. Any additional supplementary data (if any)

At the bottom of the document stack

Please DO NOT STAPLE the documents together!

Attention:

1. As stated in the programme information, some programmes in the discipline of Hospitality will require applicants to attend a health check (expense borne by the applicant) in Hong Kong before/after class commencement.
 - The health check includes: Medical History, Physical Examination, Urine Routine, Stool Routine, Chest X-ray

*****If applicant fails in the above-mentioned check, VTC reserves the right to assign another related-programme to applicant*****
2. Visa application normally takes 6-8 weeks to process. You are required to complete all the legal procedures (if any) of your country / region before coming to Hong Kong. We will send the visa label to your email address provided in “Web-based Admissions System” when the application is approved.
3. Visa applications are processed and determined by the Hong Kong Immigration Department. Please **refrain from** incurring any study-related expenses like buying air ticket / insurance before the visa application is confirmed successful. VTC will not be responsible for the losses caused by the visa application rejection.
4. All new students are required to attend an Orientation Camp. Details of the orientation, registration session and arrival information to Hong Kong will be announced later via email.
5. Non-local students may apply for a place at the VTC Halls of Residence. We will also offer advice in seeking outside accommodation in Hong Kong if necessary.