



Vocational Training Council
Letter of Undertaking for Admission for Non-local Student

职业训练局非本地学生入学承诺书

Please read the following pages carefully and return the signed Letter of Undertaking to Vocational Training Council (hereafter called VTC) according to the instructions, together with the documents for Hong Kong Student Visa application.

请仔细阅读以下内容，并根据指示签署本承诺书后，连同申请香港学生签证的有关文件，递交至香港职业训练局（下称VTC）。

1. “I” in this undertaking refers to the student signed this undertaking. “We” in this undertaking refers to the student, his/her parent(s)/guardian/financial sponsor signed this undertaking.
在本承诺书里面的“本人”所指的是签署本承诺书的学生。在本承诺书里面的“我们”所指的是签署本承诺书的学生，及他/她的父母/监护人/经济担保人。
2. I will conduct myself in reasonable manner in the course of study. I will abide by and responsible for my own acts in the Hong Kong laws.
本人的行为举止会在在学期间合理正确。本人会遵守香港法律和对自己的行为负责。
3. I will abide by VTC rules and regulations.
本人会遵守 VTC 的规则和条例。
4. I understand that VTC has the right to request personal data from students.
本人明白VTC有权要求学生提供个人资料。
5. I understand that I will be required to withdraw from programme and return home immediately without any fees refund if I have been found using false information to obtain a place of study.
本人明白假如本人被发现使用虚假资料以获取学额我将会在没有任何退款的情况下被要求立即退学和返回原居地。
6. I am in Hong Kong for primary purpose of studying and expected to complete the Programme within the normal programme duration (e.g. Higher Diploma programmes normally completed in 2 years while Degree programmes normally completed in 4 years).
本人在香港的主要目的是修读课程和在通常修读期内完成课程（例如，高级文凭课程通常在两年内完成而学士学位课程通常在四年内完成）。
7. I understand that under the Immigration Regulations of the Hong Kong Immigration Department, non-local students of full-time locally-accredited local or non-local programmes at undergraduate level whose study period is not less than one academic year may take up internship subject to the required conditions. As regards non-local students enrolled in full-time locally-accredited sub-degree local programmes with a study period not less than two academic years, they may also apply to take up programme-related internship if the required conditions are met.
本人明白根据香港入境事务处入境规例，修读全日制经香港本地评审的本地或非本地学士学位课程的非本地学生，只要修业期不少于一个学年，可从事实习工作，但须符合入境规例中的有关条件。修读全日制经香港本地评审的本地副学位课程的非本地学生，只要修业期不少于两个学年，亦可申请从事与学科相关的实习工作，但须符合入境规例中的有关条件。
8. I understand the form, the time, the duration and the details of industrial attachment/work-integrated learning are subject to Hong Kong immigration laws and regulations and the final arrangements made by the institution/relevant department.
本人明白行业实习/工作综合实习方式、时间和内容有可能会根据香港入境条例和院校实际安排而有所调整。

9. I understand that it is my responsibility to maintain legal status in Hong Kong. I am required to inform VTC of any changes of legal status and personal particulars.
本人明白本人有责任去确保自己在香港的身份合法。本人必须通知VTC任何关于修改合法身份和个人资料的情况。
10. I will leave Hong Kong on/before the expiry of stay granted by the Hong Kong Immigration Department.
本人将在香港入境事务处所批准的逗留期限届满时/以前离港。
11. I understand that the Hong Kong Immigration Department's policies, rules and regulations are subject to change from time to time. VTC reserves the right to amend without prior notice the relevant rules governing the admission and the studies of non-local students in order to comply with any changes in immigration rules in and/or outside Hong Kong.
本人明白香港入境事务处的政策及规例会不时更新。因应各地政策及条例的变动，在没有预先通知的情况下，VTC将保留一切更改与非本地学生入学及学习安排的政策和规则的权利。
12. I give permission to VTC for any correction/changes, including addition, deletion and modification, of my information provided for Hong Kong Student Visa application, if necessary; and I request to be notified if such arrangement is made.
如有必要，本人同意VTC更改，包括增加、删除及修改本人申请香港学生签证所提供的资料，并须通知本人有关安排。
13. I understand VTC needs to report the following situations to Hong Kong Immigration Department which may render my visa void therefore I need to return to my country at my own expenses immediately:
本人明白VTC须向香港入境事务处报告下列情况，而这些情况可能导致本人持有的签证无效及必须立即自费返回原居地：
- I fail to pay the tuition on time and fail to meet regular living and accommodation expenses;
本人无法如期支付学费且未能支付一般正常的生活和住宿费用；
 - I fail to meet the minimum attendance requirement of normal class attendance of an individual module (e.g. 70%);
本人未能符合个别单元一般课堂出席率的最低要求（例如百分之七十）；
 - My Cumulative Grade Point Average (CGPA) is below VTC's requirement, for example 1.0 for Higher Diploma programmes and 1.4 for Degree programmes recorded by the end of an academic year;
于学年结束时本人的累积平均积点分数（CGPA）低于VTC的要求（例如：高级文凭为1.0、学士学位课程为1.4）；
 - Without prior written notification to department and approval, I have not been presented for scheduled programme activities for a period of 4 consecutive weeks;
在未事先书面通知学系并得到批准的情况下，本人连续四个星期缺席预定的课程活动；
 - I found committed in serious violation in VTC regulations;
本人严重违反VTC的规则；
 - I cannot complete the programme within normal programme duration (e.g. Higher Diploma programmes normally completed in 2 years while Degree programmes normally completed in four years). (Note: for students from the Mainland, Macao and Taiwan, if you cannot complete a full-time Degree or Higher Diploma programme within the normal programme duration, consideration may be given to extend your stay for up to one year so as to complete the programme. If you wish to switch to another locally-accredited full-time post-secondary programme before completing the earlier one, you will normally be allowed to extend your stay to pursue the new programme unless you would, with such extension, be able to accumulate five years or more of continuous residence in Hong Kong);
本人无法在通常修读期内完成课程（例如，高级文凭课程通常在两年内完成而学士学位课程通常在四年内完成）。（注：如果你是来自内地、澳门及台湾的学生，在通常修读期内，未能顺利修毕学位或高级文凭课程的话，一般最多可获延期逗留一年，以便修毕该课程。你亦可在未修毕课程前申请转读其他全日制经香港本地评审的专上课程，但你的留港总年期在修毕该新课程后不得累积超过五年。）；
 - I have been found engaged in any paid or unpaid employment in Hong Kong during my study without prior approval from VTC and the Hong Kong Immigration Department; and
本人被发现在就读期间，未经VTC及香港入境事务处的批准在香港从事有薪或无薪的雇佣工作；及
 - I found sentenced in criminal laws of Hong Kong.
本人触犯香港的刑事法律。

14. I am responsible for all my own expenses during my study in Hong Kong including tuitions, books, learning materials, accommodation, living, transportation and other expenses.
本人会自行负责在香港所有开支，包括学费、书本费、学习材料费、住宿费、生活费、交通费和其他费用。
15. I understand that all fees paid to VTC (e.g. tuition fees, accommodation fees at the halls of residence) are not refundable.
本人明白所有缴付与VTC的所有费用（例如：学费、宿舍住宿费）都不会获得退还。
16. I understand I am not eligible for any loan scheme, sponsorship and financial assistance provided by the Government of the Hong Kong Special Administrative Region.
本人明白自己不符合申请任何香港特别行政区政府提供的贷款计划、资助和经济援助的资格。
17. I confirm that I am in good health and not in serious illness that would preclude me from normal study/activities at VTC and Basic Insurance coverage.
本人证实自己的健康状况良好和没有妨碍在VTC进行正常学习/活动和未能受基本保险保障的严重疾病。
18. I have/will read the terms and condition of Basic Insurance provided by VTC and I understand that it is at my own discretion and expenses to purchase additional insurance protection if I so wish.
本人已/将会阅读VTC所提供的基本保险内的各项细则和条款。本人亦明白可按个人意愿购买额外保险保障，唯开支须由自己来承担。
19. Except coverage under terms and conditions of Basic Insurance provided by VTC, I will bear full responsibility for risks and all expenses incurred by sickness, injury, accident and others during my study period at VTC.
于VTC学习期间，除VTC基本保险的各项细则和条款内所列明的保障范围外，本人将完全承担由疾病、受伤、意外和其他情况所引起的风险和全部费用的责任。
20. I hereby authorise VTC to release of my medical information in the course of the examinations by the physician and the dentist, if necessary.
如有需要，本人现授权VTC提供本人的医疗资料供医生和牙医作医务检查。
21. We authorise to release VTC from any liabilities and grant permission to VTC in following situations:
我们授权在下列情况下免除VTC任何责任和同意VTC作出以下安排:
- In the event of accident, injury or sickness, we authorise VTC to select the appropriate medical facilities, physicians and dentists to provide treatment;
在发生意外或伤病事故时，我们授权 VTC 选择合适的医疗设施、医生和牙医提供治疗;
 - We give permission for any operation, administration of anesthetic or blood transfusion that a medical practitioner may deem necessary or advisable for the treatment;
我们同意医务人员在认为有必要或建议进行治疗的情况下，进行医务手术、麻醉或输血;
 - We further consent to any medical or surgical treatment by a licensed physicians, surgeons, or dentists that might be required for any emergency situation. VTC will notify to student's parent(s), guardian(s) or financial sponsor(s) as soon as possible, but emergency treatment need not be delayed to provide such notice;
如在紧急情况下，我们进一步同意执业医生、外科医生或牙医进行治疗或手术。VTC 将尽快通知学生父母、监护人或经济担保人，但为免延迟治疗，紧急治疗并不需作事先通知;
 - We granted permission for immunizations if required by VTC; and
如 VTC 要求，我们同意接种疫苗或进行防疫注射；及
 - In the case of elective surgery, we request to be notified and my/our permission obtained before such arrangements are made.
如果要进行非紧急手术，须事先通知我们及获得本人/我们同意。
22. We agree to hold harmless and indemnify all members, officers, directors, committee members, and employees of VTC, for any intervention/decision in an emergency situation regardless of final outcome.
在任何紧急情况下，不论最后结果如何，我们同意不会对VTC所有成员、行政人员、干事、委员会成员和雇员所作的任何行为/决定提出赔偿和追究责任的要求。
23. We agree to assume all financial obligations beyond those covered by insurance for any medical treatment rendered.
如任何医疗服务超过保险保障范围，我们同意承担一切经济责任。
24. We, to the full extent permitted by law, hereby agree to hold harmless, and indemnify VTC, from any or all liabilities for any loss, property damage, personal injury, or death, including any such liabilities that may arise out of any unintentional negligence.
在法律允许的最大限度内，我们同意不会对任何亏损、财产损失、人身伤害或死亡，包括任何可能由意外疏忽所导致的损失，向VTC作出索偿和追究责任的要求。

25. I/we hereby authorise VTC to inform my parent(s)/guardian/emergency contact directly or via International Development Office for any issue related to any clause in this undertaking.

本人/我们在此授权 VTC 在出现有关本承诺书的任何情况下，直接或通过国际发展处通知本人的父母/监护人/紧急联络人，并知会以上人士关于本人的相关情况。

Declaration: We have read and understood and agree to the content of this “Letter of Undertaking for Admission for Non-local Student”.

声明：我们已经阅读、明白和同意本「职业训练局非本地学生入学承诺书」的内容。

Student 学生	Parent/Guardian/Financial Sponsor 父母/监护人/经济担保人
Signature 签署	Signature 签署
Name (Surname first) 名字（先填写姓氏）	Name (Surname first) 名字（先填写姓氏）
Passport/Identity Card No 护照/身份证号码	Passport/Identity Card No 护照/身份证号码
Date (DD/MM/YY) 日期（日/月/年）	Date (DD/MM/YY) 日期（日/月/年）