

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 the specified date. If such case happens, applicants shall be responsible for any consequences caused by the delay.

***** To ensure speedy handling of your Visa application, please scan or take photos of the full set of the below documents and send the soft copies by email to stu-visa@vtc.edu.hk before sending out the hard copies of the documents. Our staff will check your soft copies and ensure the correctness. We will then notify you to deliver the hard copies by fastest speed post after checking! *****

Checklist of Forms and Documents to be Submitted

1. A hardcopy of the Offer Result Notification email - VTC Full-time Degree/Higher Diploma Programmes (2024 Year 1 Entry) Offer Result (print the email directly. DO NOT copy & paste this email to Words document.);
2. Signed copy of the [International, Macao SAR and Taiwan 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.);
3. Signed copy of the [Vocational Training Council Letter of Undertaking for Admission for Non-local Student](#) [Form No. ISS-SV3 (Year 1 Entry)];
4. Properly filled [Application for Student Visa Sponsorship and Declaration](#) (Form No. ISS-SV1) and relevant proof as below:
 - 4.1 Properly filled [ID995A Application for Entry for Study in Hong Kong](#) (to be completed by the applicant) (view [sample](#) of filling) (**Note: please fill in the form carefully and do not cross out or apply correction fluid to correct errors. If you need to do so, you must sign beside the correction.**);
 - 4.2 One recent passport photograph affixed on ID995A (Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm.);
 - 4.3 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 the landing slip issued by the Hong Kong Immigration Department when you entered Hong Kong is required.)

*****In general, non-local student will be granted a length of stay in line with the normal duration 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.*****

- 4.4 Photocopy of Hong Kong identity card (if any);
- 4.5 *[for Macao residents only]* Photocopy of the applicant's Macao identity card;
- 4.6 *[for Taiwan residents only]* Photocopy of the applicant's household registration (戶籍) in Taiwan and Taiwan identity card;
- 4.7 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\$120,000 or other equivalent currencies);
- 4.8 *[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);
5. 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;
6. *[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
7. Photocopy of academic qualifications (including high school graduation certificate, transcripts, public examinations result slips, IELTS or TOEFL results (if any) and other academic qualifications).

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 electronic visa 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 Day. Details of the orientation, registration session and arrival information to Hong Kong will be announced later via email.
5. International 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. (Note: Accommodation arrangements at the VTC Halls of Residence in the 2024/25 academic year may be adjusted. More information will be available at a later date.)