

Application Procedures for Extension of Student Visa in Hong Kong

General Information

1. Non-local students are required to possess a valid student visa to study in HKSAR.
2. Non-local students with limit of stay shorter than the normal duration of their study programme should apply for a student visa extension.
3. Students are required to submit their application for visa extension to the Extension Section of Hong Kong Immigration Department (for overseas students) or to the Quality Migrants and Mainland Residents Section (for Mainland students) one month before the expiry of their current student visa.
4. Under normal circumstances, Hong Kong Immigration Department (HKID) will take around 2-3 weeks to process an extension of student visa. For details, please refer to the relevant HKID webpage [here](#).
5. It is the responsibility of individual students to make appropriate visa extension arrangements before they can continue to study in HKSAR.

Supporting Letter for Student Visa Extension

1. Among the many documents that you need to submit to the Hong Kong Immigration Department for your visa extension is a ***supporting letter*** from your institution (i.e. visa sponsor). For those with the Centre of Development and Resources for Students (CEDARS) as your visa sponsor (Note 1), you have to submit to CEDARS the following documents at least one month before the expiry of your current student visa:
 - completed [application form for supporting letter for visa extension](#)
 - completed [Faculty/Department confirmation sheet on study status for visa extension](#) (to be completed by your Faculty/Department)
 - a photocopy of student card
 - a photocopy of Hong Kong Identity card (if applicable)
 - a photocopy of passport/travel document pages showing your personal particulars
 - a photocopy of passport/travel document pages with the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR
 - a photocopy of latest award letter of studentship (for RPGs only) (if applicable)

Note 1 : Mainland students enrolled in undergraduate courses, taught postgraduate courses, exchange and short term programmes should apply to the China Affairs Office at <visaapp@hku.hk> for your visa extension.

2. Under normal circumstances, the supporting letter from CEDARS is ready for collection within 3 working days upon receipt of the completed set of the above-mentioned documents.
3. CEDARS is not responsible for any delay/cancellation/failure in the student's application for the extension of a student visa.
4. Please read the [University Personal Information Collection Statement](#) before signing the application for supporting letter for visa extension.
5. The information on student visa extension matters will be updated at any time without prior notice.

THE UNIVERSITY OF HONG KONG
Centre of Development and Resources for Students (CEDARS)
Application for Supporting Letter for Student Visa Extension

IMPORTANT NOTE :

- 1 Please read the application procedures for extension of student visa in Hong Kong.
- 2 Checklist of documents requesting the supporting letter:
 - ☐ completed Faculty/Department confirmation sheet on study status for visa extension
 - ☐ a photocopy of student card
 - ☐ a photocopy of Hong Kong Identity card (if applicable)
 - ☐ a photocopy of passport/travel pass pages showing his/her personal particulars
 - ☐ a photocopy of passport/travel pass pages showing the latest visa/entry permit label/arrival stamp/landing slip/extension of stay label in the HKSAR
 - ☐ a photocopy of latest award letter of studentship (for RPGs only) (if applicable)
- 3 Under normal circumstances, the supporting letter from this centre is ready for collection within 3 working days upon receipt of a completed set of the above-mentioned documents.
- 4 CEDARS is not responsible for any delay/cancellation/failure in the student's application for the

I write to request CEDARS of the University of Hong Kong to act as my student visa sponsor and I certify that the following information is accurate and complete. I also agree to the release of my personal details to the relevant parties that are involved in the processing of my HKSAR student visa application.

1. Personal particulars

Surname _____ Given names _____
 (also in Chinese, if available) (also in Chinese, if available)

University No. _____ Year of Study _____

Residential address _____

Tel. _____ Fax. _____ Email _____

Travel document No. _____ Date of expiry _____

Nationality _____ Country of permanent residence _____

Current student visa expiry date _____

Faculty _____ Department _____

Curriculum _____ Supervisor at HKU(if applicable)_____

2. Undertaking

During my studies at the University of Hong Kong, I pledge that I will:

- not take up employment or work without prior approval from the Director of Immigration;
- abide by the law of Hong Kong while here;
- inform CEDARS of any circumstantial changes, including but not limited to changes in registration date, cessation of studies, changes in the curriculum, changes in the period of studies, leave of absence and deferment of studies; and
- seek prior approval from the Director of Immigration prior to my transfer to any educational institution in Hong Kong.

Witnessed by: _____
 (CEDARS staff)

Signature: _____
 (Applicant)

Date: _____

Date: _____

3. For those who would like to apply for early visa extension only

To: Director of Immigration
Hong Kong Immigration Department

Special reason(s) for early student visa extension

Purpose:

Destination:

Duration of travel plan/journey:

Date of leaving Hong Kong:

Date of returning Hong Kong:

Additional information: (If any)

Signature : _____

Name : _____

Date : _____



To: Faculty / Department office

Non-local students are required to possess a valid student visa to study in HKSAR and to renew their visa if need arises. I would be grateful if you would confirm the student's details below to facilitate our preparation of the supporting letter for student visa extension.

Mrs. Sylvia Wong

Director of Campus Life

To: Miss Mandy Kwok (Tel: 2859 2305; Fax: 2546 0184)

Centre of Development and Resources for Students

Date: _____

*****Please read notes overleaf before completing this form.*******Faculty/Department Confirmation Sheet on Student Status for Visa Extension**

I write to confirm that Mr. / Ms _____ (University No.: _____) is currently a full-time student in my Faculty/Department reading for the degree of _____

I would support his/her application for extension of student visa for _____ year(s)/months up to _____.
mm/yy

Details of his/her studies are as follows:

Date of registration: _____ (dd/mm/yy)

Minimum period of studies ends on: _____

(If applicable)

Maximum period of studies ends on: _____

Period of studies ends on: _____ (dd/mm/yy)*

Period of postgraduate studentship offered from _____ to _____
dd/mm/yy dd/mm/yy (If applicable)

* For support of student visa extension beyond the normal period of studies, please state the reasons below:

Confirmation on Internship

Will this student undertake mandatory, study/curriculum-related internship arranged by your Faculty/Department?

☐ Yes (please specify the academic year): _____

☐ No

Signature: _____

Name: _____

Faculty/Department: _____

Faculty/Department chop**Centre of Development and Resources for Students 學生發展及資源中心**



Important Notes

Arising from the changes in immigration formalities for non-local students with effect from 17 March 2014, below is a summary of the major changes related to student visa extension:

Extension of Stay

- In general, non-local students admitted to take up studies in full-time locally-accredited local and non-local post-secondary programmes will be granted a length of stay in line with the normal duration of their study programmes, subject to a maximum period of six years upon entry and the validity of the travel documents held.
- Persons admitted for study may apply for extension of stay, if necessary, within 4 weeks before their limit of stay expires to continue their study in HKSAR. Such applications will be considered only when the applicants continue to meet the eligibility criteria for entry for study. Extension of stay, if approved, will normally be on a yearly basis or in accordance with the duration of their studies, as appropriate.

Application for “No Objection Letters” by current eligible students

The following is a transitional arrangement for applications of “No Objection Letters” by current eligible students whose student visas are to be renewed:

- Applications for new “No Objection Letters” should be submitted together with the extension of student visa application.
- CEDARS will mention in the supporting letter for student visa extension that a student is expected to take up a mandatory, study/curriculum-related internship in an academic year upon confirmation from the concerned Faculty/department.
- While the limit of stay granted to the non-local student will be in line with the study programme, the “No Objection Letter” will only be valid for the academic year or while he/she remains as a student studying the same programme in the same institution, whichever date is earlier.

Important notes on non-local students taking up mandatory or study/curriculum-related internship:

Non-local students of full-time, locally accredited programmes at degree level or above whose study period is not less than one academic year may take up internship subject to the following conditions:

- The internships must be mandatory or study/curriculum-related and be arranged or endorsed by the institutions they are studying in; and
- The duration of the internship is up to one academic year, or one-third of the normal duration of the relevant full-time academic programme, whichever is the shorter.
- Endorsing Faculty/Department is responsible for keeping full record of the internships of the concerned students. It has to ensure that the internship duration of a student does not exceed the limit.

Detailed information can be found in the “Guidebook for Entry for Study in Hong Kong” published by the Immigration Department (<http://www.immd.gov.hk/eng/services/visas/study.html>).

Updated on 1 September, 2016