

# 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 coming to HKU to study for more than one year will have to renew their student visas annually.
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) at least 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 at [http://www.immd.gov.hk/ehtml/faq\\_ipoe.htm#c](http://www.immd.gov.hk/ehtml/faq_ipoe.htm#c).
5. It is the responsibility of individual student to make appropriate visa extension arrangement before they can continue to study in HKSAR.

## HKU 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 for supporting letter for visa extension](#)
  - Completed [Faculty/Department confirmation sheet on study status for visa extension](#) (to be completed by your Faculty/Department)
  - Copy of student card
  - Copy of HK Identity card
  - Copy of passport / travel pass pages showing your personal particulars
  - Copy of passport / travel pass pages with your current visa stamp
  - Copy of latest award letter of studentship (for RPGs only)

Note 1 : Mainland students enrolled in undergraduate course, taught course postgraduate courses, exchange and short term programmes should apply to the China Affairs Office at [visaapp@hkucc.hku.hk](mailto:visaapp@hkucc.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.

**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
  - Copy of student card
  - Copy of HK Identity card
  - Copy of passport /travel pass pages showing his/her personal particulars
  - Copy of passport / travel pass pages indicating his/her current student visa stamp
  - Copy of latest award letter of studentship (for RPGs only)
- 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 extension of a student visa.

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: \_\_\_\_\_ Other 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: \_\_\_\_\_ Signature: \_\_\_\_\_  
 (CEDARS staff)

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 the plan/journey:

\_\_\_\_\_  
Date of leaving Hong Kong:

\_\_\_\_\_  
Date of returning Hong Kong:

\_\_\_\_\_  
Additional Information: (If any)

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\_\_\_\_\_  
\_\_\_\_\_

Signature : \_\_\_\_\_

Name : \_\_\_\_\_

Date : \_\_\_\_\_



cedars

Centre of Development and Resources for Students  
學生發展及資源中心

Campus Life

To: Faculty / Department office

Non-local students are required to possess a valid student visa to study in HKSAR and to renew their visa on an annual basis. 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

Chief Student Advisor

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To: Miss Mandy Kwok (Tel: 2859 2305)  
Centre of Development and Resources for Students

Date: \_\_\_\_\_

**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 \_\_\_\_\_

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 \_\_\_\_\_ (If applicable)  
dd/mm/yy dd/mm/yy

I would support his/her application for extension of student visa for

 One year

 \_\_\_\_\_ months up to \_\_\_\_\_ (Note: Maximum period of visa extension is up to one year only.)\*  
mm/yy

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

\_\_\_\_\_  
\_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Faculty/Department: \_\_\_\_\_

Faculty / Department chop

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