

Application Package Checklist

Prepare every required file, check it against the points below, and follow the submission instructions in your application invitation.

USE THIS CHECKLIST

Tick the box when the document is complete, current, legible, and ready to submit.
Keep a copy of each file for your records.

01 ☐ Completed Application Form

- Complete every section; Part K must be endorsed and signed by your home university.

02 ☐ Official Academic Transcript

- Minimum cumulative GPA: 2.50/4.0. If no 4.0 GPA system is used, add a GPA conversion certificate or official equivalency letter from the University.

03 ☐ Recommendation Letter

- From a faculty member or International Office representative; assess academic performance and recommendation for exchange.

04 ☐ English Proficiency Letter

- Required if English is not your native language and you do not hold a valid IELTS or TOEFL result.

05 ☐ Passport Copy

- Provide a clear scan copy of the photo page of your passport.

06 ☐ Visa/Entry Permit Application Form (ID995A)

- Complete and sign where required. ID995A is the official study-visa application form. [1]

07 ☐ Passport-sized Photograph (JPG)

- Recent colour photograph with a plain, clear background.

08 ☐ Financial Proof (in English)

- Bank statement or certificate showing a minimum balance of HKD 25,000 for living expenses.

08 - IF YOUR PARENT IS YOUR FINANCIAL SPONSOR

- 1). Submit his/her passport copy
- 2). Signed sponsorship letter (Template)

FINAL REVIEW

- ☐ All 8 files are present and legible.
- ☐ Names and ID details are consistent.
- ☐ Forms are complete and signed.

[1] Visa form: Hong Kong Immigration Department — Form ID995A | www.immd.gov.hk/eng/forms/forms/id995a.html

For current exchange guidance: www.ln.edu.hk/oge/incoming-students/incoming-exchange/application-visa