

SAMPLE

LINGNAN UNIVERSITY
Office of Global Education

Office Use
Ref. No. I013

Application for Student Exchange Programmes (Full Year 2026-27)

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PART A PERSONAL PARTICULARS

Full Name (as shown on Passport, type or use BLOCK letters)

Surname	Smith	(in Chinese, if any)
First name	John	
Middle name		



Gender	Height (cm)	Date of Birth	Place of Birth
Male	180	2006-12-20	Spain

Passport No.	Passport Expiry Date	Country of Citizenship
ABC1234	2030-12-20	Spain

Postal Address in English (and Chinese if the postal address is in Mainland China):

13 ABC Street
Spain

Email Address	Home Phone Number (with country code)	Mobile Phone Number (with country code)
johnsmith@abcu.com	+12345678	

Intended period of exchange:

☐ Both Fall and Spring Term of 2026-27 (September 2026 - May 2027)

☒ Spring Term of 2026-27 (January 2027-May 2027)

PART B EDUCATIONAL BACKGROUND

Home Institution

University of ABC

Your Current Year of Study at Home Institution

2nd year

Your Expected Degree at Home Institution (e.g. Bachelor of Arts, Master of Social Sciences)	Expected Graduation Date (Month/Year)
Bachelor of Arts	08/2026

Major Field	Minor Field(s)
English Studies	

Cumulative Grade Point Average (on a 4-point scale) (Please submit along with your official transcript)	3.0/4.0
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PART C LANGUAGE PROFICIENCY

Native Language: ☐ English

☒ Others, please specify Spanish

English Language Proficiency (if native language is not English):

☐ TOEFL score _____, or

☒ IELTS score 7

(Please submit along with your official TOEFL/IELTS score report or letter from your home institution certifying you possess sufficient English knowledge to carry out studies at Lingnan University. Please note that College English Test (CET) is not accepted.)

PART D COURSE REGISTRATION (FOR UNIVERSITY'S REFERENCE ONLY)

The normal study load of a full-time student in a term should be in the range of 15 to 18 credits for all exchange students. **The minimum requirement is 12 credits per term.**

Course description and timetable are available at "Registration Materials (Undergraduate)" of the following websites: http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials.php and http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials_4year.php. Exchange students can choose courses from both 3-year and 4-year undergraduate programmes. For list of courses offered in Fall Term, please click on "1st Term, 2026-27" under "Course offering list for 1st and 2nd Terms, 2026-27".

Basically, students are welcome to choose any courses available at Lingnan. However, some courses do have **pre-requisite requirements/major restrictions**. You will find the requirements from the "**Course Description**" at http://www.ln.edu.hk/reg/course_descriptions.php for courses under 3-year programmes and http://www.ln.edu.hk/reg/info/timetable/ug_reg_materials_4year.php for courses under 4-year programmes. In such cases, students are required to provide **proof of fulfillment of equivalent course(s)** (e.g. transcript and course syllabus, etc.) and enrolment will be subject to the approval of the course instructor(s) and the availability of the course(s).

In order to increase the flexibility in course selection, we would like to gather your initial study plan at Lingnan. Please indicate **4-6 courses** in priority order. We shall pass on the details to the relevant departments for their information and consideration. **It is important to highlight that the information you provide below will only serve as an indicator of your preferred courses, and final course registration will have to be done by yourself online on a first-come-first-served basis.**

The schedule for online registration will be from 7 to 9 July 2026 (HKT) and all students have to register their courses online and have all the courses confirmed prior to their departure for Hong Kong.

The followings are my **Initial Course Plan**:

Course Code	Course Title	No. of credits
ADA2004	Motion Graphics	3
ADA2003	Digital Modeling and Rendering	3
GOV3104	Media, Data and Politics	3
ADA3004	Interactive Art	3
ADA2001	History of Animation	3
ADA2008	An Intro to Arts & Technology	3
(Minimum 12 credits per term)		Total: 18

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PART E INSURANCE

Lingnan University requires all exchange students to have suitable and adequate insurance covering travel, personal accident, medical expenses (accident and non-accident), hospitalization and emergency evacuation/repatriation throughout the entire-period of their study at Lingnan. **Students are required to send us their proof of insurance coverage prior to their departure. For those who fail to do so prior to their arrival are required to do it immediately after their arrival to Hong Kong and provide proof to OGE before they can register as students at Lingnan.**

I will arrange my own insurance at my home country and provide the details of the coverage to Lingnan University. (All students will be asked to submit a copy of the insurance policy and coverage to OGE at our Online Arrival Information Sheet prior to their arrival to Hong Kong.) I understand that I will bear my own risk and be responsible for any consequences that may arise for not able to arrange my own insurance, including travel insurance, prior to my departure for exchange at Lingnan University.

Name JOHN SMITH

Date 15 September 2026

PART F OTHER INFORMATION

Exchange students are cordially invited to share their talents to the university community during the International Day/Spring Festival. Please indicate to us about **your interests/ hobbies/ talents** e.g. playing guitar, magic, pop dance etc that you can give a performance for us:

I likes to sing and dance.

You are strongly advised to bring along with you the musical instrument(s)/ national costume to Lingnan

PART G SPECIAL CONCERN OR NEED

Exchange students are required to live on-campus and share room with another student at the assigned student hostels. You are highly encouraged to live with our local students for an in depth understanding of the local culture and local language learning opportunities. Please indicate below if you have a strong view to live with non-local students during your exchange period at Lingnan. Otherwise, we will regard you as having the preference of sharing room with our local students and try to assign you with a local student roommate.

☒ I would like to share a room with an exchange student from a different country.

Any other special concern or need (e.g. health condition, special dietary requirement) that you would like to bring to the attention of the University (if applicable):

LINGNAN UNIVERSITY

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PART H EMERGENCY CONTACT (for the whole period at your study at Lingnan)

Name	Peter Smith	Relationship	Father
His/Her E-mail Address	petersmith@gmail.com	His/Her Mobile Number	+12345678
His/Her Home Telephone Number		His/Her Fax Number	

PART I PAYMENT METHOD

You will be notified to complete an online form for your preferred payment method and settle the required fees once your application has been approved.

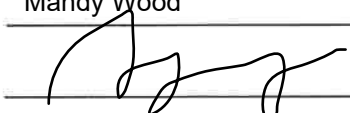
PART J DECLARATION

I authorise Lingnan University to use my data to carry out checks on records of my studies. I understand that, upon registration in the Student Exchange Programmes, the data will become a part of my student record and may be used for all purposes relating to my study and stay in Hong Kong in accordance with the procedures of Lingnan University. I declare that the information given in support of this application is accurate and complete, and understand that any misrepresentation will result in disqualification of my application for admission and subsequent enrollment in Lingnan University. I understand that if admitted I am responsible for applying to the Immigration Department of Hong Kong (via Lingnan University, Office of Global Education) for a student visa to study in Hong Kong for the entire period of exchange at Lingnan University. I understand that it is my responsibility to meet the course requirements (if any) before I enroll for the courses. I understand that it is my responsibility to observe regulations of Lingnan University. I understand that I have to follow the clearance procedures (incl. completing the online evaluation surveys) upon completion of my exchange at Lingnan University. I understand that it is also my responsibility to cover myself with appropriate insurance package. Should I fail to do the above, I am liable for any consequences that may arise. I give my consent for Lingnan University to release my official transcript to my home institution.

Name John Smith Date 15 September 2026

PART K ENDORSEMENT FROM HOME INSTITUTION (To be completed by the International /Exchange/Study Abroad Office of home institution)

I have reviewed the completed application and hereby endorse the applicant for participation in student exchange programmes at Lingnan University.

Name Mandy Wood Title International Coordinator
Signature  Date 10 September 2026

Please make sure your coordinator has endorsed and signed

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CHECKLIST

Please return this page along with your completed application form and other required documents.

* Incomplete application form and/or with missing supporting document(s) and signature(s) will not be processed.

Please check against the following by putting a ✓ in all the boxes provided below:

I. Application Form for Student Exchange Programmes

- ☒ Have you read and understood the terms and conditions before you fill in your application form?
- ☒ Has the International/Exchange/Study Abroad Office of your home institution endorsed and signed the **Part K Endorsement From Home Institution** in the application form?

II. Hong Kong Visa Application Form (not applicable for students participating in Virtual Student Exchange Programme)

- ☒ Have you read and understood the terms and conditions listed in the Guidance Notes?
- ☒ Have you provided the **proof of your Financial Standing** as stated in section 7 of Part A of the visa application (e.g. latest bank statement, certificate of deposits or payroll slip of the applicants/your supporting family members)?
- ☒ If your proof of Financial Standing does not belong to yourself, have you attached a supporting letter signed by the account holder?
- ☒ Have you attached a clear copy of your Travel Document e.g. passport (the page containing personal particulars and issuance and expiry dates)/ both sides of your identity card (for mainland students)?
- ☒ Is your travel document **valid for at least 6 months** beyond your intended stay in Hong Kong?



Academic Transcript

SAMPLE ONLY

Student Information

Full Name:	Peter Smith
Student ID:	123456
Date of Birth:	2006-12-20
Program:	Bachelor of Business
Institution:	University of ABC

Academic Records

Course Code	Course Title	Grade	Credits	Term
ABC1234	ABC1234	B	15	Term 2 2025/2026

GPA Summary

Total Earned Credits:	15
Cumulative GPA:	3.0/4.0



SAMPLE



To the Exchange Admissions Committee, Lingnan University

I am pleased to recommend Mr. Peter Smith for the Spring Exchange Programme at Lingnan University.

Peter is a dedicated and academically capable student who has consistently demonstrated strong analytical skills, intellectual curiosity, and a positive attitude toward learning. He is responsible, motivated, and eager to broaden his academic horizons through international study.

Beyond the classroom, Peter actively participates in student and community activities, where he has shown leadership, teamwork, and effective communication skills. He is open-minded, adaptable, and respectful of people from diverse cultural backgrounds, making him well suited to an international exchange environment.

I am confident that Peter will contribute positively to the Lingnan University community while benefiting greatly from the academic and cultural opportunities offered by the programme. I therefore recommend him without reservation for admission to the Spring Exchange Programme.

Yours sincerely,

Jane Doe

1. The recommendation letter must be issued on the university's official letterhead or bear the university's official stamp.
2. The recommendation letter must bear the signature of the recommender.

Associate Professor
Department of Business Administration
University of ABC
Email: jane.doe@abc.edu

Test Report Form

ACADEMIC

NOTE Admission to undergraduate and post graduate courses should be based on the ACADEMIC Reading and Writing Modules. GENERAL TRAINING Reading and Writing Modules are **not** designed to test the full range of language skills required for academic purposes. It is recommended that the candidate's language ability as indicated in this Test Report Form be re-assessed **after two years** from the date of the test. To find out more about IELTS, IELTS band scores and the CEFR levels, please visit ielts.org/scores

Centre NumberUZ004

Date01/MAR/2026

Candidate Details

Family NameXUDOYBERDIYEV

First Name(s)NURMUHAMMAD

Candidate ID



Date of Birth13/12/2007

Sex (M/F)M

Scheme CodePrivate Candidate

Country or Region of Origin

Country of NationalityUZBEKISTAN

First LanguageUZBEK

Test Results

Listening6.0

Reading6.0

Writing6.0

Speaking6.0

Overall Band Score6.0

CEFR LevelB2

Administrator Comments

Recognising organisations must verify this score at ielts.org/verify



Date02/03/2026

Test Report Form Number25UZ541859XUDN004A

香港特別行政區政府入境事務處
Immigration Department, the Government of
the Hong Kong Special Administrative Region
來港就讀申請表 (由申請人填寫)
Application for Entry for Study in Hong Kong
(to be completed by the applicant)



此欄由辦理機關處理
FOR OFFICIAL USE ONLY
檔案條碼 Reference barcode

- 注意: (i) 有關申請手續及所需文件, 請參閱「來港就讀入境指南」[ID(C) 996]。
Note: Please read the 'Guidebook for Entry for Study in Hong Kong' [ID(E) 996] for the application procedures and documents required for the application.
(ii) 領取本表格無須繳費。This form is issued free of charge.
(iii) 請用黑色或藍色筆以正楷填寫本表格。Please complete this form in BLOCK letters using black or blue pen.
(iv) ☐ 請在適當方格內填上「✓」號。☐ Please tick as appropriate.

警告: 根據香港法例, 任何人士如明知而故意申報失實或填報明知其為虛假或不相信為真實的資料, 即屬違法, 而該人所獲發的任何簽證/進入許可或獲准的逗留期限即告無效。

Warning: A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa/entry permit issued or permission to enter or remain in Hong Kong granted shall have no effect.

甲部 Part A: 申請來港就讀 Application for Study in Hong Kong

1. 個人資料 Personal Particulars

姓名(中文)(如適用) Name in Chinese (if applicable)		婚前姓氏(如適用) Maiden surname (if applicable)	
姓(英文) Surname in English			
名(英文) Given names in English (Please also enter your middle name here.)			
別名(如有) Alias (if any)			
性別 Sex	☐ 男 Male ☐ 女 Female	出生日期 Date of birth	出生地點 Place of birth
國籍/原居地(適用於內地、澳門及台灣居民) Nationality/Place of domicile (applicable to Mainland, Macao and Taiwan residents)		婚姻/關係狀況 Marital/Relationship status	
(Please fill in your nationality)		☐ 未婚 Bachelor/Spinster ☐ 已婚 Married ☐ 離婚 Divorced ☐ 分居 Separated ☐ 喪偶 Widowed ☐ 其他 Others (Please tick where applicable)	
香港身份證號碼(如有) Hong Kong identity card no. (if any)		() 內地身份證號碼(如有) Mainland identity card no. (if any)	
旅行證件類別 Travel document type		旅行證件號碼 Travel document no.	
簽發地點 Place of issue	簽發日期 Date of issue	屆滿日期 Date of expiry	
電郵地址(如有) E-mail address (if any)			
聯絡電話號碼 Contact telephone no.		傳真號碼(如有) Fax no. (if any)	
現時定居國家/地區 Country/Territory of domicile		申請人是否在定居國家/地區獲得永久居留身份? Has the applicant acquired permanent residence in his/her country/territory of domicile? ☐ 是 Yes ☐ 否 No	
在定居國家/地區的居留時間 Length of residence in country/territory of domicile		(Please remember to fill in these three questions, they are easy to overlook)	
職業 Occupation Student		現時僱主的名稱(如適用) Name of current employer (if applicable)	
現時僱主的地址(如適用) Address of current employer (if applicable)			
申請人是否現正在香港? Is the applicant currently staying in Hong Kong?			
☐ 是 Yes ☐ 否 No			
獲准逗留至 Permitted to remain until			
在港身份 Status			
就業 Employment			
居留/受養人 Residence/Dependant			
訪客 Visitor			
其他 Others			
如本表格為影印本或從互聯網下載, 請填寫此欄。 Please complete this column if this form is a photocopy or downloaded copy.		在本頁內所填報的資料均屬正確、完備和真實。 The information given on this page is correct, complete and true.	
日期 Date		*申請人/父/母/合法監護人簽署 *Signature of applicant/parent/legal guardian	
		Please Sign HERE	

*16歲以下的申請人須由其父、母或合法監護人簽署。請將不適用者刪去。

*If the applicant is under the age of 16, this application should be signed by his/her parent/legal guardian. Please delete where inappropriate.



1. 個人資料 (續) Personal Particulars (Continued)

現時住址 Present address

(請在界內填寫)
(please fill in within border)固定住址 (如與上述不同)
Permanent address (if different from above)(請在界內填寫)
(please fill in within border)**照片 Photograph**請在此處貼上近照一張
Affix one recent photograph here(照片大小為不超過 55 乘 45 毫米
及不小於 50 乘 40 毫米)(Photograph should not be
larger than 55mm x 45mm
and not smaller than 50mm x 40mm)**2. 擬來港就讀時間 Proposed Stay in Hong Kong for Study**

(The following dates represent the hostel stay period.)

擬抵港日期
Proposed date of entry 04 Jan 2027擬在港逗留時間
Proposed duration of stay until 14 May 2027**3. 申請來港居留的隨行受養人 (配偶/伴侶*及 18 歲以下未婚及受養子女) (如適用)****Accompanying Dependants (Spouse/partner* and unmarried dependent children under the age of 18) (if applicable)**

如有需要, 請影印或從互聯網額外下載本頁繼續填寫。 Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary.

請為每名受養人註明編號, 如 (i), (ii), (iii).... Please assign a serial number to each dependant, such as (i), (ii), (iii)....

姓 (英文)

() Surname in English

名 (英文)

Given names in English

姓名 (中文) (如適用)
Name in Chinese (if applicable)別名 (如有)
Alias (if any)性別 ☐ 男 ☐ 女 出生日期
Sex Male Female Date of birth

日 dd

月 mm

年 yyyy

出生地點
Place of birth國籍/原居地 (適用於內地、澳門及台灣居民)
Nationality/Place of domicile (applicable to Mainland,
Macao and Taiwan residents)

與申請人關係 Relationship with applicant

婚姻/關係狀況 Marital/Relationship status

旅行證件類別 Travel document type 旅行證件號碼 Travel document no. 內地身份證號碼 (如有) Mainland identity card no. (if any)

照片 Photograph請在此處貼上近照一張
Affix one recent photograph here(照片大小為不超過 55 乘 45 毫米
及不小於 50 乘 40 毫米)(Photograph should not be
larger than 55mm x 45mm
and not smaller than 50mm x 40mm)

如現正在香港 (請註明) If currently staying in Hong Kong (please specify)

獲准逗留至
Permitted to remain until

日 dd

月 mm

年 yyyy

在港身份
Status☐ 學生
Student☐ 就業
Employment☐ 居留
Residence☐ 訪客
Visitor☐ 其他
Others香港身份證號碼 (如有)
Hong Kong identity card no. (if any)

()

(此欄由辦理機關處理 For official use only)
檔案條碼 Reference barcode現時定居國家/地區
Country/Territory
of domicile受養人是否在定居國家/地區獲得永久居留身份?
Has the dependant acquired permanent residence in
his/her country/territory of domicile?☐ 是
Yes☐ 否
No

姓 (英文)

() Surname in English

名 (英文)

Given names in English

姓名 (中文) (如適用)
Name in Chinese (if applicable)別名 (如有)
Alias (if any)性別 ☐ 男 ☐ 女 出生日期
Sex Male Female Date of birth

日 dd

月 mm

年 yyyy

出生地點
Place of birth國籍/原居地 (適用於內地、澳門及台灣居民)
Nationality/Place of domicile (applicable to Mainland,
Macao and Taiwan residents)

與申請人關係 Relationship with applicant

婚姻/關係狀況 Marital/Relationship status

旅行證件類別 Travel document type 旅行證件號碼 Travel document no. 內地身份證號碼 (如有) Mainland identity card no. (if any)

照片 Photograph請在此處貼上近照一張
Affix one recent photograph here(照片大小為不超過 55 乘 45 毫米
及不小於 50 乘 40 毫米)(Photograph should not be
larger than 55mm x 45mm
and not smaller than 50mm x 40mm)

如現正在香港 (請註明) If currently staying in Hong Kong (please specify)

獲准逗留至
Permitted to remain until

日 dd

月 mm

年 yyyy

在港身份
Status☐ 學生
Student☐ 就業
Employment☐ 居留
Residence☐ 訪客
Visitor☐ 其他
Others香港身份證號碼 (如有)
Hong Kong identity card no. (if any)

()

(此欄由辦理機關處理 For official use only)
檔案條碼 Reference barcode現時定居國家/地區
Country/Territory
of domicile受養人是否在定居國家/地區獲得永久居留身份?
Has the dependant acquired permanent residence in
his/her country/territory of domicile?☐ 是
Yes☐ 否
No如本表格為影印本或從互聯網下載,
請填寫此欄。

在本頁內所填報的資料均屬正確、完備和真實。

The information given on this page is correct, complete and true.

Please complete this column if this form
is a photocopy or downloaded copy.日期
Date

*申請人/父/母/合法監護人簽署

*Signature of applicant/parent/legal guardian

Please Sign HERE

*根據締結當地有效的法律締結的同性民事伴侶關係、同性民事結合、"同性婚姻"、與性民事伴侶關係或同性民事結合的其中一方, 而該身份是締結當地機關合法和官方承認的。
A party to a same-sex civil partnership, same-sex civil union, "same-sex marriage", opposite-sex civil partnership or opposite-sex civil union entered into by him/her in accordance with the local law in force of the place of celebration and with such status being legally and officially recognised by the local authorities of the place of celebration.



4. 申請人擬在港就讀的資料 Information of Applicant's Proposed Study in Hong Kong				
在港就讀學校的名稱及地址 Name and address of school in Hong Kong Lingnan University, 8 Castle Peak Road, Tuen Mun, Hong Kong				
在港入讀的年級／修讀的課程 Class/Course to be attended in Hong Kong Incoming Exchange Programme				
5. 學歷／專業資格 (按獲取資格的日期序列出) Education/Professional Qualifications (in chronological order)				
曾就讀的學校／學院／大學／其他教育機構名稱 Name of school/college/university/other educational institution	主修科目 Major subject	獲頒發的學位／資格 Degree/Qualification obtained	就讀日期 Period of study	
			由 (月／年) From (mm/yy)	至 (月／年) To (mm/yy)
6. 申請人預計在港的生活開支 Applicant's Estimated Cost of Living in Hong Kong				
事項 Item	費用 (港幣) Cost (HK\$)	簡述 (如適用) Brief description (if applicable)		
(i) 學費 (每學年) School fee (each academic year)	0			
(ii) 住宿 (每月) Accommodation (each month) ☒ 宿舍 residential hall ☐ 租住樓宇 rented flat ☐ 與親人居住 lives with relative	2000	(If you will pay the hostel fee to your home institution, please enter "0" in this field.)		
(iii) 交通費及膳食費 (每月約數) Costs of transport and meal (approximately each month)	2000-4000			
(iv) 其他 (每月) Others (each month)				
(v) 總計 Total	(Please calculate the total for each month.)			
7. 申請人的經濟狀況 Financial Situation of Applicant				
事項 Item	金額 (港幣) Amount (HK\$)	簡述 (如適用) Brief description (if applicable)		
(i) 存款 Deposit	(1. at least a balance of HK\$25,000 (or equivalent in other currencies)* to support the cost of living in HK)	(2. If your family/ friends are your financial sponsor, please provided: · his/ her financial proof · his/ her passport copy · a declaration by financial sponsor)		
(ii) 入息 Income		(3. If your scholarship covers your expenses here, please provide a copy of your scholarship letter.)		
(iii) 其他 (請簡述) Others (please state briefly)				
8. 曾在港修讀短期課程的資料 Information on Previous Short-term Studies in Hong Kong				
在緊接本申請前的12個月內，申請人是否曾在港修讀由擁有學位頒授權的香港高等教育院校開辦的短期課程? Has the applicant ever taken any short-term studies offered by Hong Kong higher educational institutions with degree-awarding powers in the past 12 months immediately before the submission of this application?				
☐ 是 Yes (請提供該短期課程的名稱、修讀學校及修讀日期) (please provide the name, school and period of such short-term studies)		☐ 否 No (Please remember to fill in this question, it is easy to overlook)		
如本表格為影印本或從互聯網下載，請填寫此欄。 Please complete this column if this form is a photocopy or downloaded copy.		在本頁內所填報的資料均屬正確、完備和真實。 The information given on this page is correct, complete and true.		
日期 Date		*申請人／父／母／合法監護人簽署 *Signature of applicant/parent/legal guardian		
Please Sign HERE		Please Sign HERE		



9. 申請人／父／母／合法監護人的聲明 Declaration of Applicant/Parent/Legal Guardian

本申請表甲部第1項內的申請人須填寫本項，如申請人為16歲以下的兒童（兒童申請人），須由其父、母或合法監護人簽署。

The applicant in item 1 of Part A of this application form is required to complete this item. If the applicant is a child under the age of 16 (child applicant), this application should be signed by his/her parent/legal guardian.

本人向香港特別行政區入境事務處遞交本申請，謹此作出以下聲明：

In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region (HKSAR), I declare the following:

- (i) (a) ☐ *本人／兒童申請人從沒有更改姓名。
*I/The child applicant have/has not changed my/his/her name before.
- ☐ *本人／兒童申請人曾經更改姓名。曾用姓名如下：
*I/The child applicant have/has changed my/his/her name and used the following name(s) before:
- (b) ☐ *本人／兒童申請人從未被拒絕簽發簽證／進入許可入境香港，以及從未被拒絕入境／遞解／遣送或要求離開香港。
*I/The child applicant have/has never been refused a visa/entry permit for entry into Hong Kong and have/has never been refused entry into, deported from, removed from or required to leave Hong Kong.
- ☐ *本人／兒童申請人曾被拒絕簽發簽證／進入許可入境香港或曾被拒絕入境／遞解／遣送或要求離開香港。有關的日期及詳細資料如下：
*I/The child applicant have/has previously been refused a visa/entry permit for entry into Hong Kong or have/has previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:
- (c) ☐ *本人／兒童申請人從未在香港或其他地方因任何罪行或違法行為被定罪。
*I/The child applicant have/has never been convicted of any crimes or offences either in Hong Kong or elsewhere.
- ☐ *本人／兒童申請人曾在香港或其他地方因任何罪行或違法行為被定罪。有關的日期及詳情如下：
*I/The child applicant have/has previously been convicted of crime(s) or offence(s) in Hong Kong or elsewhere. The date(s) and details are as follows:

(Please tick the appropriate box(es) where applicable)

- (ii) 本人同意為處理本申請個案而進行任何所需的查詢。
I consent to the making of any enquiries necessary for the processing of this application.
- (iii) 本人同意為處理本申請個案而向任何機構或政府機關（包括在香港特別行政區境內或境外的）提供 *本人／兒童申請人的資料。
I consent to releasing *my/the child applicant's information to any organisations and authorities, including those inside or outside the HKSAR, for the processing of this application.
- (iv) 本人授權所有公營及私營機構（包括在香港特別行政區境內或境外的）向香港特別行政區入境事務處提供為處理本申請個案所需的任何紀錄或資料。
I authorise all public and private organisations, including those inside or outside the HKSAR, to release any record or information which the Immigration Department of the HKSAR may require for the processing of this application.
- (v) 本人同意可將本申請表內各項資料提供予各政府決策局、部門（包括稅務局）及其他在香港特別行政區境內或境外的公、私營機構（包括強制性公積金計劃管理局）以作核對用途。
I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the HKSAR (including the Mandatory Provident Fund Schemes Authority) for verification purposes.
- (vi) 本人明白任何人為本申請的目的而言，明知而故意申報失實或填報其明知為虛假或不相信為真實的資料，根據香港法例即屬違法，可被檢控及於其後被遣離香港。本申請可被拒絕，而任何已向申請人及受養人簽發、或已審核批准簽發的人境簽證／進入許可／延期逗留，或任何已施加於申請人及受養人的逗留條件，均可被宣告為無效。
I understand that any person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true for the purpose of this application shall be guilty of an offence under the Laws of Hong Kong and is liable to prosecution and subsequent removal from Hong Kong. This application may be refused, and that any visa/entry permit/extension of stay so granted or issued to the applicant and his/her dependants and any conditions of stay so imposed on him/her and his/her dependants may become null and void.
- (vii) 本人明白如 *本人／兒童申請人獲批准在港就讀，*本人／兒童申請人只可在經批准的指定院校修讀指定課程。除非事先獲得入境事務處的批准，否則 *本人／兒童申請人不得轉換院校及課程，亦不得接受有新或無薪的僱傭工作。
I understand that the permission given to *me/the child applicant to remain in Hong Kong for study will be subject to the condition that *I/the child applicant shall only take up a specified course at the specified educational institution as may be approved. Unless prior permission is obtained from the Immigration Department, change of educational institution/course or taking employment, whether paid or unpaid, are not allowed.
- (viii) 本人明白 *本人／兒童申請人必須備有足夠資金以支付在港就讀期間的一切費用及開支。
I understand that *I/the child applicant am/is required to have adequate funds to cover all the expenses and expenditure throughout the period of study in Hong Kong.
- (ix) ^本人代表本部第3項內的所有隨行受養人遞交以本人的受養人身份來港居留的申請。有關申請載於本申請表乙部。本人承諾擔任本申請表內各受養人的保證人，負責在其獲准逗留香港期間的一切費用及開支。本人亦承諾倘受養人在入境事務處處長所批准的逗留期限屆滿時仍未離港，本人願意承擔責任，將受養人遣返（填上原居地）_____。
^I submit on behalf of all the accompanying dependant(s) of item 3 in this Part their application(s) for residence in Hong Kong as my dependant(s) which are set out in Part B of this application form. I undertake that I will be the sponsor responsible for all the expenses and expenditure of the accompanying dependant(s) of this application while he/she is allowed to remain in Hong Kong. I also undertake to assume responsibility for the dependant(s)' repatriation to (insert place of domicile)_____ if at the expiry of limit of stay granted by the Director of Immigration, the accompanying dependant(s) fails to leave Hong Kong.
- (x) ※如*本人／兒童申請人的進入許可申請獲得批准，*本人／兒童申請人將會向內地有關部門申辦《往來港澳通行證》（通行證）及有關的赴港簽注以來港就讀。本人明白*本人／兒童申請人須於辦理入境手續時一併出示具相關赴港簽注的通行證及簽發予*本人／兒童申請人的進入許可。本人明白如*本人／兒童申請人持用其他旅行證件，*本人／兒童申請人將會被拒入境。
※Should this application for an entry permit be successful, *I/the child applicant will apply for an "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) and the relevant exit endorsement from the relevant Mainland authorities for travelling to Hong Kong for study. I understand that *I/the child applicant should present *my/the child applicant's EEP bearing the relevant exit endorsement together with the entry permit granted to me/the child applicant for immigration arrival clearance. I understand that should *I/the child applicant enter Hong Kong on other travel document, *I/the child applicant will be refused entry to Hong Kong.
- (xi) 就本人所知所信，本申請表內甲部所填報的各項資料均為正確、完備和真實。
All information given in Part A of this application form is correct, complete and true to the best of my knowledge and belief.

日期

Date

*申請人簽署 或 父／母／合法監護人姓名及簽署

*Signature of applicant or Name and signature of parent/legal guardian

Please Sign HERE

* 請將不適用者刪去。Please delete where inappropriate.

^ 只適用於在申請表內列有受養人的申請人。請將不適用者刪去。

Only applicable to applicants who have accompanying dependants in the application. Please delete where inappropriate.

※ 只適用於內地的中國居民，包括現時暫居於香港和澳門的內地居民申請進入香港就讀。請將不適用者刪去。

Only applicable to the Chinese residents of the Mainland including those who are currently residing in Hong Kong or Macao on a temporary basis, and who are applying for entry to Hong Kong for study. Please delete where inappropriate.



乙部 Part B: 申請以受養人身份來港居留 (如適用) Application for Residence as Dependants (if applicable)

本申請表甲部第3項內的所有隨行受養人均須個別填寫本部分，如有需要，請影印或從互聯網額外下載本頁繼續填寫。16歲以下的受養人（兒童受養人）須由其父、母或合法監護人簽署。

All accompanying dependants in item 3 of Part A of this application form are required to complete this Part individually. Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary. If the dependant is a child under the age of 16 (child dependant), this application should be signed by his/her parent/legal guardian.

1. 受養人()# Dependant ()#

(# 請填寫相符於本申請表甲部第3項給予有關受養人的編號。Please fill in the serial number which corresponds to the number assigned to the dependant in item 3 of Part A in this application form)

姓名(中文)(如適用)
Name in Chinese (if applicable)

婚前姓氏(如適用)
Maiden surname (if applicable)

姓(英文)
Surname in English

名(英文)
Given names in English

2. 受養人/父/母/合法監護人的聲明 Declaration of Dependant/Parent/Legal Guardian

本人向香港特別行政區入境事務處遞交本申請以受養人身份來港居留，謹此作出以下聲明：

In submitting this application for residence as a dependant to the Immigration Department of the Hong Kong Special Administrative Region (HKSAR), I declare the following:

- (i) (a) ☐ *本人/兒童受養人從沒有更改姓名。
*I/The child dependant have/has not changed my/his/her name before.
- ☐ *本人/兒童受養人曾經更改姓名。曾用之姓名如下：
*I/The child dependant have/has changed my/his/her name and used the following name(s) before:
- (b) ☐ *本人/兒童受養人從未被拒絕簽發簽證/進入許可入境香港，以及從未被拒絕入境/遞解/遣送或要求離開香港。
*I/The child dependant have/has never been refused a visa/entry permit for entry into Hong Kong and have/has never been refused entry into, deported from, removed from or required to leave Hong Kong.
- ☐ *本人/兒童受養人曾被拒絕簽發簽證/進入許可入境香港或曾被拒絕入境/遞解/遣送或要求離開香港。有關的日期及詳細資料如下：
*I/The child dependant have/has previously been refused a visa/entry permit for entry into Hong Kong or have/has previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:
- (c) ☐ *本人/兒童受養人從未在香港或其他地方因任何罪行或違法行為被定罪。
*I/The child dependant have/has never been convicted of any crimes or offences either in Hong Kong or elsewhere.
- ☐ *本人/兒童受養人曾在香港或其他地方因任何罪行或違法行為被定罪。有關的日期及詳情如下：
*I/The child dependant have/has previously been convicted of crime(s) or offence(s) in Hong Kong or elsewhere. The date(s) and details are as follows:
- (ii) 本人授權(保證人姓名-本申請表甲部的申請人) _____ 向香港特別行政區入境事務處代*本人/兒童受養人遞交本申請。
I authorise (sponsor's name - applicant of Part A in this application form) _____ to submit this application to the Immigration Department of the HKSAR for *me/the child dependant.
- (iii) 本人同意為處理本申請個案而進行任何所需的查詢。
I consent to the making of any enquiries necessary for the processing of this application.
- (iv) 本人同意為處理本申請個案而向任何機構或政府機關(包括在香港特別行政區境內或境外的)提供*本人/兒童受養人的資料。
I consent to releasing *my/the child dependant's information to any organisations and authorities, including those inside or outside the HKSAR, for the processing of this application.
- (v) 本人授權所有公營及私營機構(包括在香港特別行政區境內或境外的)向香港特別行政區入境事務處提供為處理本申請個案所需的任何紀錄或資料。
I authorise all public and private organisations, including those inside or outside the HKSAR, to release any record or information which the Immigration Department of the HKSAR may require for the processing of this application.
- (vi) 本人同意可將本申請表內各項資料提供予各政府決策局、部門(包括稅務局)及其他在香港特別行政區境內或境外的公、私營機構(包括強制性公積金計劃管理局)以作核對用途。
I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the HKSAR (including the Mandatory Provident Fund Schemes Authority) for verification purposes.
- (vii) 本人明白任何人是為是以隨行受養人身份申請來港居留的目的而言，明知而故意中報失實或填報其明知為虛假或不相信為真實的資料，根據香港法例即屬違法，可被檢控及於其後被遣離香港。是以以隨行受養人身份提出的來港居留申請可被拒絕，而任何已向受養人簽發、或已審核批准簽發的入境簽證/進入許可/延期逗留，或任何已施加於受養人的逗留條件，均可被宣告為無效。
I understand that any person who knowingly and willfully makes a statement or gives information which he/she knows to be false or does not believe to be true for the purpose of this application for residence as an accompanying dependant shall be guilty of an offence under the Laws of Hong Kong and is liable to prosecution and subsequent removal from Hong Kong. This application for residence as an accompanying dependant may be refused, and that any visa/entry permit/extension of stay so granted or issued to the dependant and any conditions of stay so imposed on the dependant may become null and void.
- (viii) 本人明白如*本人/兒童受養人(以就讀身份來港人士的受養人)獲批准以受養人身份來港居留，除非事先獲得入境事務處的批准，否則*本人/兒童受養人不得接受有薪或無薪的僱傭工作；或不得開辦或參與任何業務。
I understand that permission given to *me/the child dependant (the dependant of the person who has been admitted into Hong Kong to study) to land in Hong Kong to take up residence as dependant will be subject to the conditions of stay that *I/the child dependant shall not take any employment whether paid or unpaid; or establish or join in any business unless prior permission is obtained from the Immigration Department.
- (ix) *如*本人/兒童受養人的進入許可申請獲得批准，*本人/兒童受養人將會向內地有關部門申辦《往來港澳通行證》(通行證)及有關的赴港簽注以來港居留。本人明白*本人/兒童受養人須於辦理入境手續時一併出示具相關赴港簽注的通行證及簽發予*本人/兒童受養人的進入許可。
*本人明白如*本人/兒童受養人持用其他旅行證件，*本人/兒童受養人將會被拒入境。
*Should this application for an entry permit be successful, *I/the child dependant will apply for an "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) and the relevant exit endorsement from the relevant Mainland authorities for travelling to Hong Kong to take up residence. I understand that *I/the child dependant should present *my/the child dependant's EEP bearing the relevant exit endorsement together with the entry permit granted to *me/the child dependant for immigration arrival clearance. I understand that should *I/the child dependant enter Hong Kong on other travel document, *I/the child dependant will be refused entry to Hong Kong.
- (x) 就本人所知所信，本申請表內甲部第3項關乎*本人/兒童受養人及上述乙部所填報的所有資料均為正確、完備和真實。
All information given in item 3 of Part A concerning *me/the child dependant and all information given in Part B above of this application form is correct, complete and true to the best of my knowledge and belief.

日期
Date

*受養人簽署 或 父/母/合法監護人姓名及簽署
*Signature of dependant or Name and signature of parent/legal guardian

* 請將不適用者刪去。 Please delete where inappropriate.

* 只適用於內地的中國居民，包括現時暫居於香港和澳門的內地居民申請進入香港居留。請將不適用者刪去。
Only applicable to the Chinese residents of the Mainland including those who are currently residing in Hong Kong or Macao on a temporary basis, and who are applying for entry to Hong Kong for residence. Please delete where inappropriate.



乙部 Part B: 申請以受養人身份來港居留 (如適用) Application for Residence as Dependants (if applicable)

本申請表甲部第3項內的所有隨行受養人均須個別填寫本部分，如有需要，請影印或從互聯網額外下載本頁繼續填寫。16歲以下的受養人（兒童受養人）須由其父、母或合法監護人簽署。

All accompanying dependants in item 3 of Part A of this application form are required to complete this Part individually. Please continue to complete on a photocopy or an additional downloaded copy of this page if necessary. If the dependant is a child under the age of 16 (child dependant), this application should be signed by his/her parent/legal guardian.

1. 受養人()# Dependant ()#

(# 請填寫相符於本申請表甲部第3項給予有關受養人的編號。Please fill in the serial number which corresponds to the number assigned to the dependant in item 3 of Part A in this application form)

姓名(中文)(如適用)
Name in Chinese (if applicable)

婚前姓氏(如適用)
Maiden surname (if applicable)

姓(英文)
Surname in English

名(英文)
Given names in English

2. 受養人/父/母/合法監護人的聲明 Declaration of Dependant/Parent/Legal Guardian

本人向香港特別行政區入境事務處遞交本申請以受養人身份來港居留，謹此作出以下聲明：

In submitting this application for residence as a dependant to the Immigration Department of the Hong Kong Special Administrative Region (HKSAR), I declare the following:

- (i) (a) ☐ *本人/兒童受養人從沒有更改姓名。
*I/The child dependant have/has not changed my/his/her name before.
- ☐ *本人/兒童受養人曾經更改姓名。曾用之姓名如下：
*I/The child dependant have/has changed my/his/her name and used the following name(s) before:
- (b) ☐ *本人/兒童受養人從未被拒絕簽發簽證/進入許可入境香港，以及從未被拒絕入境/遞解/遣送或要求離開香港。
*I/The child dependant have/has never been refused a visa/entry permit for entry into Hong Kong and have/has never been refused entry into, deported from, removed from or required to leave Hong Kong.
- ☐ *本人/兒童受養人曾被拒絕簽發簽證/進入許可入境香港或曾被拒絕入境/遞解/遣送或要求離開香港。有關的日期及詳細資料如下：
*I/The child dependant have/has previously been refused a visa/entry permit for entry into Hong Kong or have/has previously been refused entry into, deported from, removed from or required to leave Hong Kong. The date(s) and details are as follows:
- (c) ☐ *本人/兒童受養人從未在香港或其他地方因任何罪行或違法行為被定罪。
*I/The child dependant have/has never been convicted of any crimes or offences either in Hong Kong or elsewhere.
- ☐ *本人/兒童受養人曾在香港或其他地方因任何罪行或違法行為被定罪。有關的日期及詳情如下：
*I/The child dependant have/has previously been convicted of crime(s) or offence(s) in Hong Kong or elsewhere. The date(s) and details are as follows:
- (ii) 本人授權（保證人姓名-本申請表甲部的申請人）_____向香港特別行政區入境事務處代*本人/兒童受養人遞交本申請。
I authorise (sponsor's name - applicant of Part A in this application form) _____ to submit this application to the Immigration Department of the HKSAR for *me/the child dependant.
- (iii) 本人同意為處理本申請個案而進行任何所需的查詢。
I consent to the making of any enquiries necessary for the processing of this application.
- (iv) 本人同意為處理本申請個案而向任何機構或政府機關（包括在香港特別行政區境內或境外的）提供*本人/兒童受養人的資料。
I consent to releasing *my/the child dependant's information to any organisations and authorities, including those inside or outside the HKSAR, for the processing of this application.
- (v) 本人授權所有公營及私營機構（包括在香港特別行政區境內或境外的）向香港特別行政區入境事務處提供為處理本申請個案所需的任何紀錄或資料。
I authorise all public and private organisations, including those inside or outside the HKSAR, to release any record or information which the Immigration Department of the HKSAR may require for the processing of this application.
- (vi) 本人同意可將本申請表內各項資料提供予各政府決策局、部門(包括稅務局)及其他在香港特別行政區境內或境外的公、私營機構(包括強制性公積金計劃管理局)以作核對用途。
I consent to the use/disclosure of any information herein by/to any government bureaux, departments (including the Inland Revenue Department) and any other public or private organisations inside or outside the HKSAR (including the Mandatory Provident Fund Schemes Authority) for verification purposes.
- (vii) 本人明白任何人是為以隨行受養人身份申請來港居留的目的而言，明知而故意申報失實或填報其明知為虛假或不相信為真實的資料，根據香港法例即屬違法，可被檢控及於其後被遣離香港，是以以隨行受養人身份提出的來港居留申請可被拒絕，而任何已向受養人簽發、或已審核批准簽發的入境簽證/進入許可/延期逗留，或任何已施加於受養人的逗留條件，均可被宣告為無效。
I understand that any person who knowingly and willfully makes a statement or gives information which he/she knows to be false or does not believe to be true for the purpose of this application for residence as an accompanying dependant shall be guilty of an offence under the Laws of Hong Kong and is liable to prosecution and subsequent removal from Hong Kong. This application for residence as an accompanying dependant may be refused, and that any visa/entry permit/extension of stay so granted or issued to the dependant and any conditions of stay so imposed on the dependant may become null and void.
- (viii) 本人明白如*本人/兒童受養人（以就讀身份來港人士的受養人）獲批准以受養人身份來港居留，除非事先獲得入境事務處的批准，否則*本人/兒童受養人不得接受有薪或無薪的僱傭工作；或不得開辦或參與任何業務。
I understand that permission given to *me/the child dependant (the dependant of the person who has been admitted into Hong Kong to study) to land in Hong Kong to take up residence as dependant will be subject to the conditions of stay that *I/the child dependant shall not take any employment whether paid or unpaid; or establish or join in any business unless prior permission is obtained from the Immigration Department.
- (ix) *如*本人/兒童受養人的進入許可申請獲得批准，*本人/兒童受養人將會向內地有關部門申辦《往來港澳通行證》（通行證）及有關的赴港簽證以來港居留。本人明白*本人/兒童受養人須於辦理入境手續時，一併出示其相關赴港簽注的通行證及簽發予*本人/兒童受養人的進入許可。
*本人明白如*本人/兒童受養人持用其他旅行證件，*本人/兒童受養人將會被拒入境。
*Should this application for an entry permit be successful, *I/the child dependant will apply for an "Exit-entry Permit for Travelling to and from Hong Kong and Macao" (EEP) and the relevant exit endorsement from the relevant Mainland authorities for travelling to Hong Kong to take up residence. I understand that *I/the child dependant should present *my/the child dependant's EEP bearing the relevant exit endorsement together with the entry permit granted to *me/the child dependant for immigration arrival clearance. I understand that should *I/the child dependant enter Hong Kong on other travel document, *I/the child dependant will be refused entry to Hong Kong.
- (x) 就本人所知所信，本申請表內甲部第3項關乎*本人/兒童受養人及上述乙部所填報的所有資料均為正確、完備和真實。
All information given in item 3 of Part A concerning *me/the child dependant and all information given in Part B above of this application form is correct, complete and true to the best of my knowledge and belief.

日期
Date

*受養人簽署 或 父/母/合法監護人姓名及簽署
*Signature of dependant or Name and signature of parent/legal guardian

* 請將不適用者刪去。 Please delete where inappropriate.

* 只適用於內地的中國居民，包括現時暫居於香港和澳門的內地居民申請進入香港居留。請將不適用者刪去。
Only applicable to the Chinese residents of the Mainland including those who are currently residing in Hong Kong or Macao on a temporary basis, and who are applying for entry to Hong Kong for residence. Please delete where inappropriate.

收集個人資料的目的 Statement of Purpose

1

收集資料的目的 Purpose of Collection



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；
to process your application;
2. 實施／執行《入境條例》（第 115 章）及《入境事務條例》（第 331 章）的有關條文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識別各有關的資料當事人或其中任何人的身份的形式提供；以及
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

2

資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

3

查閱個人資料 Access to Personal Data



根據《個人資料（私隱）條例》（第 486 章）第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

➤ 內地的中國居民 For Chinese resident of the Mainland

新界將軍澳寶邑路61號
入境事務處總部行政大樓
總入境事務主任（優秀人才及內地居民）
電話：(852) 2294 2050

Chief Immigration Officer (Quality Migrants and Mainland Residents)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2294 2050

➤ 外籍人士、現居於海外的中國護照持有人、台灣居民、澳門居民或無國籍人士

For foreign national, holder of People's Republic of China passport living overseas, Taiwan resident, Macao resident or stateless person

新界將軍澳寶邑路61號
入境事務處總部行政大樓
總入境事務主任（其他簽證及入境許可）
電話：(852) 2829 3223

Chief Immigration Officer (Other Visas and Permits)
Administration Tower, Immigration Headquarters
61 Po Yap Road, Tseung Kwan O, New Territories
Tel.: (852) 2829 3223

4

一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111
傳真 Fax: (852) 2877 7711
電郵 E-mail: enquiry@immd.gov.hk
網址 Website: www.immd.gov.hk

HOW TO SCAN YOUR PASSPORT COPY

Submit one clear A4 page



- ✓ **Place the identity page flat and fully visible**
- ✓ **Scan in colour — sharp and unblurred**
- ✓ **Keep all corners and details visible**
- ✓ **Avoid glare, shadows, and angled photos**



2026-09-30



Peter Smith

13 ABC Street

Spain

Dear Sir/Madam,

We have been informed that Mr Peter Smith, born 2006/12/20, whose address in Spain is 13 ABC Street, intends to study at your institution and that he has been requested to submit evidence that he has sufficient funds for this purpose.

In this connection, we have pleasure in certifying that Mr Smith has been a customer of ABC Bank since 2016/12/20 and that at present has at least the counter in HKD of 100,000 deposited in our Bank.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Aden Morris'.

Aden Morris

Branch Manager