

## Demonstration on Student Visa Application

1. Go to University Student Visa Application System (URL: <http://gs-visa.hkbu.edu.hk/>).  
This website is best viewed with Firefox / Google Chrome.
2. Read the 'Terms of Use', 'Important Notes' and the 'Flowchart of student visa application'.

### Hong Kong Baptist University

#### University Student Visa Application System

Welcome to the University VISA Application System for Research Postgraduate Students!

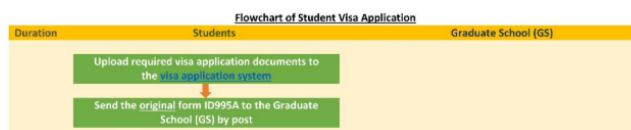
#### Terms of Use

This system allows you to upload your supporting documents for Student Visa Application. You may also provide us your up-to-date correspondence address for mailing of Visa/entry permit label.

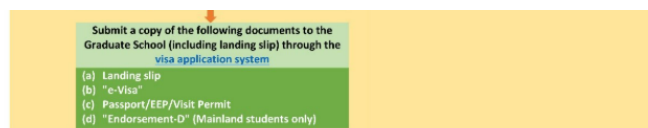
#### Important Notes

By clicking the "Get Started" button, you acknowledge that you have read and agreed to the Important Notes.

1. All non-local students are required to obtain a student visa or entry permit from the Immigration Department of HKSAR to study in Hong Kong Baptist University.
2. Students should take the initiative to apply for a student visa well in advance after accepting an offer in order to meet the commencement date of the programme concerned.
3. The University will not be able to sponsor your student visa/entry permit application if the application is incomplete.
4. It is the student's sole responsibility to ensure the personal information submitted for your visa application is accurate.
5. The University reserves the right to withdraw its sponsorship and report to the Immigration Department of HKSAR if a student's study and/or enrolment status at the University changes.
6. The University will not process the visa application without the receipt of the original form of ID995A.



3. Click 'Get Started'.



Newly admitted non-local research postgraduate students shall submit their student visa application via this system.

I understand the above and would like to

The System is only accessible upon your acceptance of the offer (normally a week after the University's receipt of all required documents and payment).

This website is best viewed with Firefox / Google Chrome.

## Demonstration on Student Visa Application

### 4. Register Account.

Click 'Register Account'.

#### Hong Kong Baptist University

University Student Visa Application System

### Register Account

Students are required to go through the account registration process before logging in the Online Student Visa Application System. Please note that the System is only accessible upon your acceptance of the offer of Postgraduate Study (normally a week after GS's receipt of all required documents and payment). Please contact GS if you have already accepted the offer and submit the required documents as well as settled all required payment over one week but cannot register the login account for student visa application.

Register Account

#### 4.1. Input your student ID, email address and the image code.

Student ID: the 8-digit student number printed on your admission offer letter.

Email address: the personal email address that you have registered with HKBU via the online application system at [https://iss.hkbu.edu.hk/amsappl\\_pg/welcome.jsf](https://iss.hkbu.edu.hk/amsappl_pg/welcome.jsf).

Image code: the 6 characters shown in the image below the textbox.

#### Hong Kong Baptist University

University Student Visa Application System

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Register Account

Student ID:

E-mail:

Image code:



Register



## Demonstration on Student Visa Application



### 4.2. Click 'Register'.


Register Account

Student ID:

E-mail:

Image code:

Register


4.3. Upon completion of the account registration, an email containing the login password will be sent to your registered email address. Please use the password to login to the system. In case you have lost your password, you can perform the aforementioned steps (i.e. same steps to Register Account) to obtain a new password.

Thank you for your application for registration of login account of Online Student Visa Application System, an email containing the password (system generated) will be sent to your registered email address: **XXXXXXXXXXXX** in due course. Please contact GS if you have not received the email after three working day.

Please ensure to keep the login password under your safe custody, without the password you will be required to submit the application and upload all required documents again resulting in delay of your student visa application.

Log in now



### 5. Login Account.

After registering for an account, Click 'Login'.



### Register Account

Students are required to go through the account registration process before logging in the Online Student Visa Application System. Please note that the System is only accessible upon your acceptance of the offer of Postgraduate Study (normally a week after GS's receipt of all required documents and payment). Please contact GS if you have already accepted the offer and submit the required documents as well as settled all required payment over one week but cannot register the login account for student visa application.

Register Account

### Login

Upon successful registration of the login account, an email containing the login password will be sent to student's registered email account within three working days. Please ensure to keep the login password under your safe custody, without the password you will be required to submit the application and upload all required documents resulting in delay of your student visa application. [Forgot password](#)

Login



## Demonstration on Student Visa Application

### 5.1. Input your student ID, password and the image code.

Student ID: the 8-digit student number printed on your admission offer letter.

Password: please refer to the password email you received upon completing registration..

Image code: the 6 characters shown in the image below the textbox.

### Hong Kong Baptist University

University Student Visa Application System

### Register Account

Students are required to go through the account registration process before logging in the Online Student Visa Application System. Please note that the System is only accessible upon your acceptance of the offer of Postgraduate Study (normally a week after GS's receipt of all required documents and payment). Please contact GS if you have already accepted the offer and submit the required documents as well as settled all required payment over one week but cannot register the login account for student visa application.

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### Login

Upon successful registration of the login account, an email containing the login password will be sent to student's registered email account within three working days. Please ensure to keep the login password under your safe custody, without the password you will be required to submit the application and upload all required documents resulting in delay of your student visa application. [Forgot password](#)

#### Login

Student ID:

Password:

Image code:



Login



### 5.2. Click 'Login'.

### Login

Upon successful registration of the login account, an email containing the login password will be sent to student's registered email account within three working days. Please ensure to keep the login password under your safe custody, without the password you will be required to submit the application and upload all required documents resulting in delay of your student visa application. [Forgot password](#)

#### Login

Student ID:

Password:

Image code:



Login



## Demonstration on Student Visa Application

### 6. Before uploading the documents for Visa application, please read the notes.

[Upload](#) [Degree Cert Details](#)

#### Notes to Chinese Mainland students

##### A. Student Visa Application

Non-local students are defined as persons entering Hong Kong **for the purpose of education** with a student visa / entry permit issued by the Director of Immigration. Newly admitted non-local students shall submit their student visa application to the University. It may take up to **10-12 weeks** before you could receive the visa label. Applicants should read the "Guidebook for Entry for Study in Hong Kong (來港就讀入境指南)" for the application procedures at: <http://www.immd.gov.hk/hks/services/visas/study.html> [Chinese version]

Details of the submission of student visa application, please read the [Flowchart of Student Visa Application](#).

For enquires about student visa application, you may contact the Immigration Department of HKSAR. Their contact details are as below:

Telephone No.: (852) 2824-6111

Fax No.: (852) 2877-7711

Email Address: [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk)

### 7. Submit Documents.

Items in the first grid are mandatory which means applicant must upload all of them in order to successfully submit the application.

#### 7.1. Click 'Select File' to browse and upload the files (pdf or jpeg format). Please make sure the resolution of the file is high enough for clear print-out.

Documents Required	pdf/ jpeg file only	Files uploaded	Status	Remarks
(A) Photocopy of "Admission Offer Letter" #2	<a href="#">+ Select file</a>			
(B) <b>Original Form ID995A</b> ( <a href="#">Download Here</a> ) ( <a href="#">Sample</a> ) - Please read the <a href="#">Guidebook for Entry for Study in Hong Kong</a> before filling in the application form - Complete all columns on page 1-4 only (except part 3 on page 2) - Graduate School will NOT handle any dependents visa application - Sign on every page as required on the bottom right corner - Affix one recent original photo on page 2 " " The original form should be sent to GS by post. The University will not process the visa application without the receipt of the original form of 995A. <a href="#">Note 1</a>	<a href="#">+ Select file</a>			The original form should be sent to Taught Postgraduate Section, Academic Registry by post. The University will not process the visa application without the receipt of the original form of 995A. <a href="#">Note 1</a>
(C) Photocopy of the applicant's <b>Identity Card</b>	<a href="#">+ Select file</a>			
(D) Photocopy of the applicant's <b>Household Registration Record</b> ( <a href="#">居民戶口簿</a> )	<a href="#">+ Select file</a>			Please combine all pages into one file

#### 7.2. After uploading all of the required documents, click 'Submit Request' to submit the application.

Degree certificate(s)	pdf/ jpeg file only	Files uploaded	Status	Remarks
(1) Photocopy of <b>degree certificate(s)</b> from concerned university(ies)	<a href="#">+ Select file</a>			<a href="#">Note2</a> Can be uploaded once it is ready.

[Note1](#) The address of the Graduate School is: 4/F, Madam Chan Wu Wan Kwai School of Continuing Education Tower, Baptist University Road Campus, Hong Kong Baptist University, 9 Baptist University Road, Kowloon Tong, Hong Kong

[Note2](#) For final year student on conditional offer, please upload the copy of your degree certificate at your earliest possible.

[Submit Request](#)

## Demonstration on Student Visa Application

7.3. When uploading degree certificate(s), applicant will be asked if they are uploading Mainland degree certificate(s). The system will direct you to the input page if you click 'Yes', or you can reach that input page by selecting 'Degree Cert Details' tab directly. Please refer to the details in point 8.

If you are uploading Mainland degree qualification, please click "YES" and provide the following information for education verification

- 1) Graduation Year;
- 2) Graduation Diploma Number; and
- 3) Your Chinese Name.

Please click "NO" if you are uploading non-Mainland degree qualification.

7.4. Items to be submitted will be listed out. Click 'submit' to proceed or 'cancel' to return.

### Confirm to submit?

The following item(s) will be submitted:

Document(s) Submit	pdf/ jpeg file only	Remark
(A) Photocopy of "Admission Offer Letter" #2	<a href="#">File-1</a>	
(B) Original Form ID995A ( <a href="#">Download Here</a> ) ( <a href="#">Sample</a> ) - Please read the <a href="#">Guidebook for Entry for Study in Hong Kong</a> before filling in the application form - Complete all columns on page 1-4 only (except part 3 on page 2) - Graduate School will NOT handle any dependents visa application - Sign on every page as required on the bottom right corner - Affix one recent original photo on page 2 -- The original form should be sent to GS by post. The University will not process the visa application without the receipt of the original form of 995A. <a href="#">Note 1</a>	<a href="#">File-1</a>	The original form should be sent to Taught Postgraduate Section, Academic Registry by post. The University will not process the visa application without the receipt of the original form of 995A. <a href="#">Note 1</a>
(C) Photocopy of the applicant's Identity Card	<a href="#">File-1</a>	
(D) Photocopy of the applicant's Household Registration Record (居民戶口簿)	<a href="#">File-1</a>	Please combine all pages into one file
(E) Photocopy of the applicant's travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held	<a href="#">File-1</a>	
(F) Photocopy of the applicant's travel document containing the latest arrival stamp/ extension of stay in the HKSAR [for applicants who are currently staying in the HKSAR]	<a href="#">File-1</a>	If any
(G) An undertaking ( <a href="#">Download Here</a> ) signed by applicant that he/ she will temporarily leave and re-enter Hong Kong to activate the student visa. [for applicants who are currently staying in the HKSAR]	<a href="#">File-1</a>	If any
(H) Photocopy of the applicant's Hong Kong Identity Card	<a href="#">File-1</a>	If any
(I) Other relevant documents to support your visa application	<a href="#">File-1</a>	Please combine all pages into one file
(J) Photocopy of degree certificate(s) from concerned university(ies)	<a href="#">File-1</a>	<a href="#">Note2</a> Can be uploaded once it is ready.



## Demonstration on Student Visa Application

8. Provide information of Mainland degree certificate(s) (if applicable)

8.1. If you are uploading Mainland degree certificate(s) qualification, please also input the 'Graduation Year', 'Graduation Diploma Number' and 'Chinese Name appeared on the diploma' for each of the diploma (maximum five diplomas).

Upload

Degree Cert Details



## Notes to Chinese Mainland students

### A. Student Visa Application

Non-local students are defined as persons entering Hong Kong for the purpose of education with a student



Upload

Degree Cert Details

Mainland Degree Qualification 1 (if any)

Graduation Year :

Graduation Diploma Number :

Your Chinese Name appeared on the diploma :

Mainland Degree Qualification 2 (if any)

Graduation Year :

Graduation Diploma Number :

Your Chinese Name appeared on the diploma :

Mainland Degree Qualification 3 (if any)

Graduation Year :

Graduation Diploma Number :

Your Chinese Name appeared on the diploma :

Mainland Degree Qualification 4 (if any)

Graduation Year :

Graduation Diploma Number :

Your Chinese Name appeared on the diploma :

Mainland Degree Qualification 5 (if any)

Graduation Year :

Graduation Diploma Number :

Your Chinese Name appeared on the diploma :

8.2. Click 'Save Details' to save.

Graduation Diploma Number :

Your Chinese Name appeared on the diploma :

Save Details



## Demonstration on Student Visa Application

### 9. Receive Acknowledgement or Notification Email(s)

You shall receive an acknowledgment email from the system after submission of application. Read the email and print out the Cover Page attached in the email for the submission of **original copy of ID995A** form to Graduate School (for Research Postgraduate students) or Academic Registry (for Taught Postgraduate students) by post. You may also find the address of our office at <https://gs.hkbu.edu.hk/about/contact-us> (for Research Postgraduate students) or <https://ar.hkbu.edu.hk/about-ar/contact-us#tpg> (for Taught Postgraduate students).

**You will be further notified by email for provision of any outstanding document(s) in due course. To ensure timely handling of your application, please submit any outstanding document(s) at your earliest convenience.**

Subject: [HKBU] Follow-up on the original Form ID995A and other visa application matters

This is an auto-generated email. Please do not reply.

Dear 

We have received your visa application through the [University Student Visa Application System](#). In the meantime, **please print the attached Cover Page and post it together with the original ID995A Form** to the Graduate School ([Address](#)). It is important to note the Hong Kong Immigration Department (IMMI) must receive the original Form ID995A **via the University** for processing the student visa application.

Please note the following important information:

#### Timeline for Visa Application

From the day you post your completed Form ID995A to the Graduate School, your application for the student visa has started. You are advised to read carefully about the timeline for visa application: [https://gs.hkbu.edu.hk/f/upload/3824/visa\\_flow\\_rpg.pdf](https://gs.hkbu.edu.hk/f/upload/3824/visa_flow_rpg.pdf)

#### Visa Application Update

The Graduate School will email you your e-visa, or arrange courier service for delivery of your student visa/entry permit label, whichever applicable. If ten weeks have passed (i.e. count from the date you received this email) and you have not received the student visa/entry permit label, please provide your personal information (e.g. your full name, application number) and email us at [hkbu\\_rpg@hkbu.edu.hk](mailto:hkbu_rpg@hkbu.edu.hk).

Thank you for your attention.

Graduate School

Hong Kong Baptist University

Should you have further questions, please feel free to contact us by submitting an enquiry at:

<https://gs.hkbu.edu.hk/enquiry> (for Research Postgraduate students)

<https://ar.hkbu.edu.hk/form/enquiry-form/entry> (for Taught Postgraduate students)

Thank you.