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'.

Graduate School 研究院

Graduate School

University Student Visa Application System

Welcome to the University VISA Application System !

Terms of Use

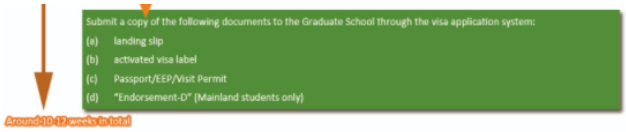
This system allows you to upload your supporting documents for Student Visa Application. You may also provide us your up-to-date correspondence address for mailing of Visa/entry permit label.

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. Kindly note that the correspondence address collected is for the delivery of visa label only. Please ensure the address is accurate and up-to-date.
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 postgraduate students shall submit their student visa application via this system. Taught postgraduate students should refer to the time line of student visa application on the 'HKBU Taught Postgraduate Students Checklist'.

I understand the above and would like to [Get Started]

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

This website is best viewed with Firefox / Google Chrome.

FAQ | Contact Us | Privacy Policy | Demo |

Demonstration on Student Visa Application

4. Register Account.
   Click 'Register Account'.

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.

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

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

Student ID:

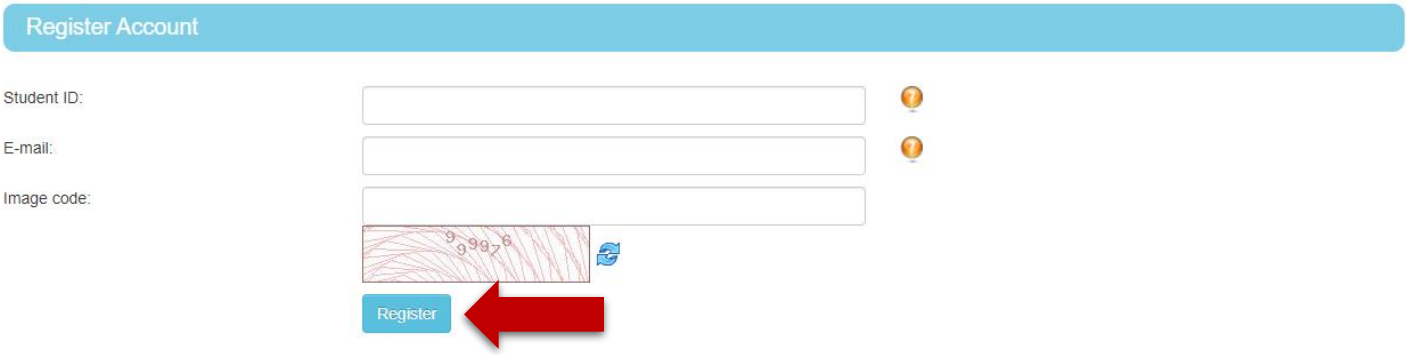
E-mail:

Image code:

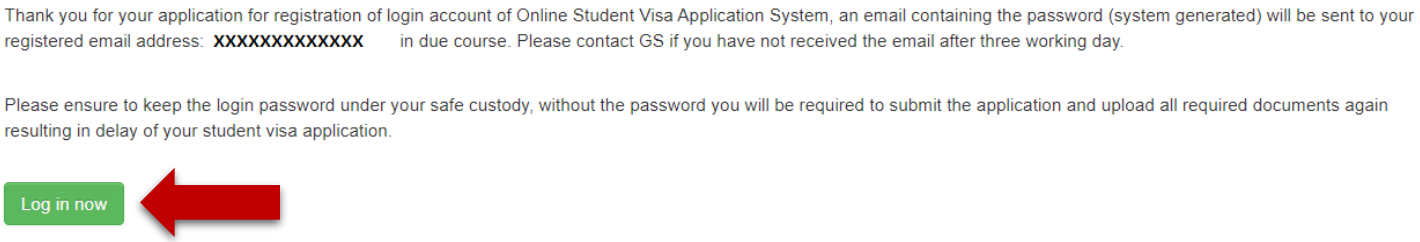
Register

Demonstration on Student Visa Application

4.2. Click 'Register'.

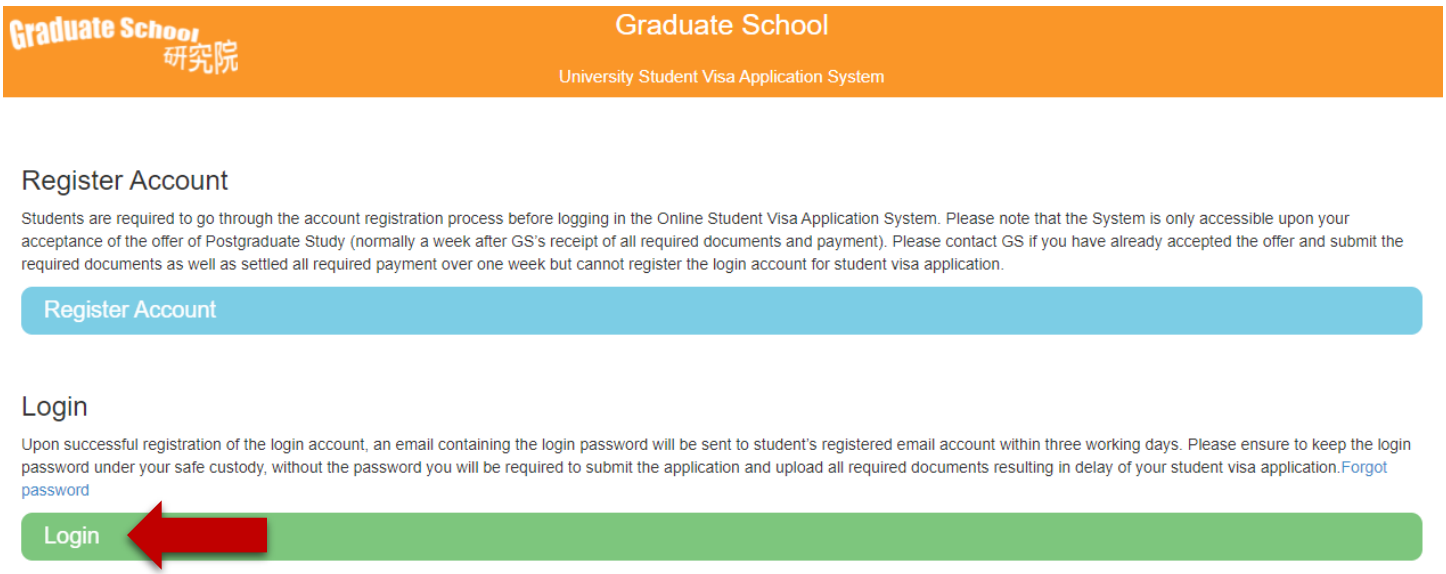


4.3. Upon completion of the account registration, an email containing the login password will be sent to your registered email address. Please use the password to login to the system. In case you have lost your password, you can perform the aforementioned steps (i.e. same steps to Register Account) to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



5. Login Account.

After registering for an account, Click 'Login'.



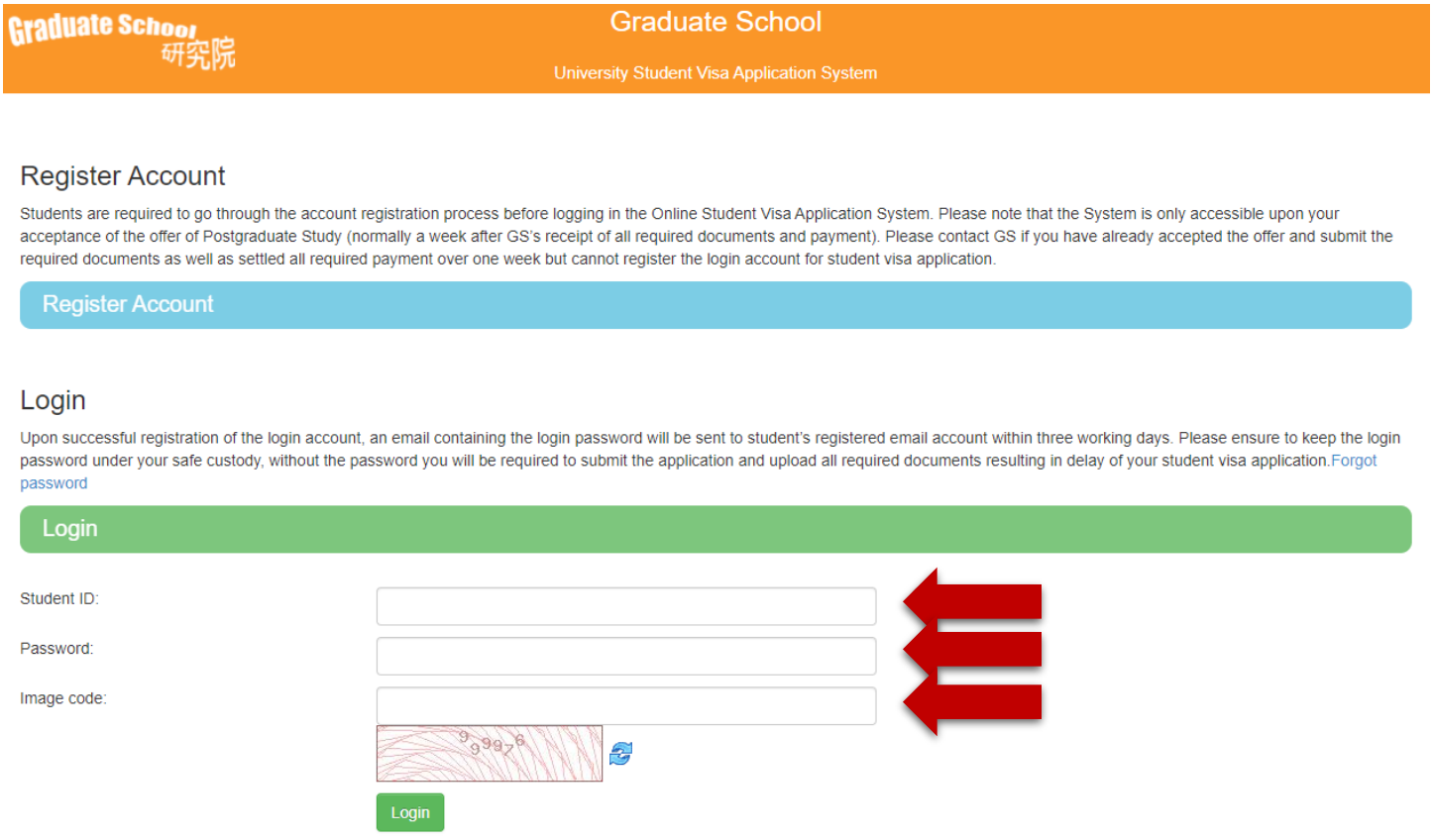
Demonstration on Student Visa Application

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

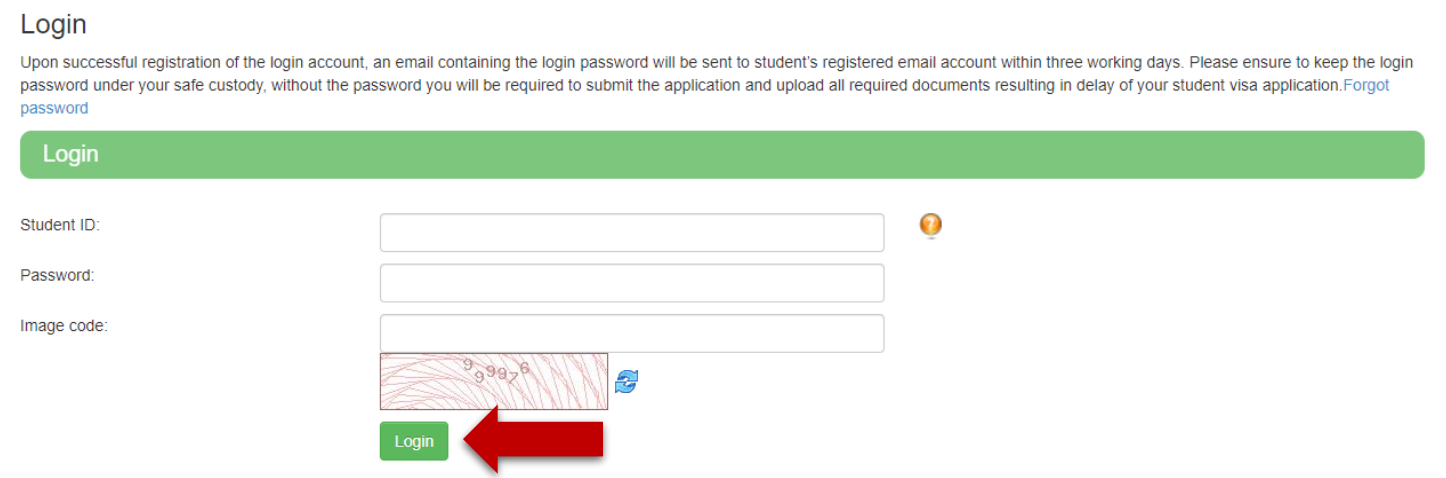
Student ID: the 8-digit student number printed on your admission offer letter.

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

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



5.2. Click 'Login'.



Demonstration on Student Visa Application

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

Upload Delivery Address 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

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**"	+ Select file			
(B)	**Original Form ID995A** (Download Here) (Sample- Mainland Version / Oversea Version) - Please read the Guidebook for Entry for Study in Hong Kong 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.Note 1	+ Select file			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.Note 1
(C)	Photocopy of the applicant's **Identity Card**	+ Select file			
(D)	Photocopy of the applicant's **Household Registration Record (居民戶口簿)**	+ Select file			Please combine all pages into one file
(E)	Photocopy of proof of the **applicant's financial support** (e.g. bank statements, saving account passbooks, tax receipts and salary slip, etc.)	+ Select file			Note2 Note3 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
(K)	Photocopy of **degree certificate(s)** for your studies at University	+ Select file			Note4 Can be uploaded once it is ready.

Note1 The address of the Graduate School is: AAB904, Level 9, Academic and Administration Building, Hong Kong Baptist University, Baptist University Road Campus, Kowloon, Hong Kong. Tel: (852) 3411-5127.

Note2 Financial documents under the name of the applicant showing that he/she will be able to support his/her studying and living in Hong Kong, e.g. a clear copy of the latest bank statements or saving account passbook. According to past experience, around RMB100,000 -150,000 should be on the financial proof. However, this amount is for reference only. It is subject to the final approval of the Immigration Department.

Note3 If the financial proof belongs to a person who will financially support you, please also provide the relationship proof between you and that person, e.g. household registration record, birth certificate, as appropriate an undertaking signed by that person that he/she will financially support you (Download Here)

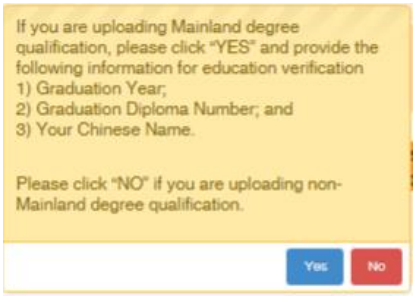
Note4 For final year student on conditional offer, please upload the copy of your degree certificate at your earliest possible.

Submit Request

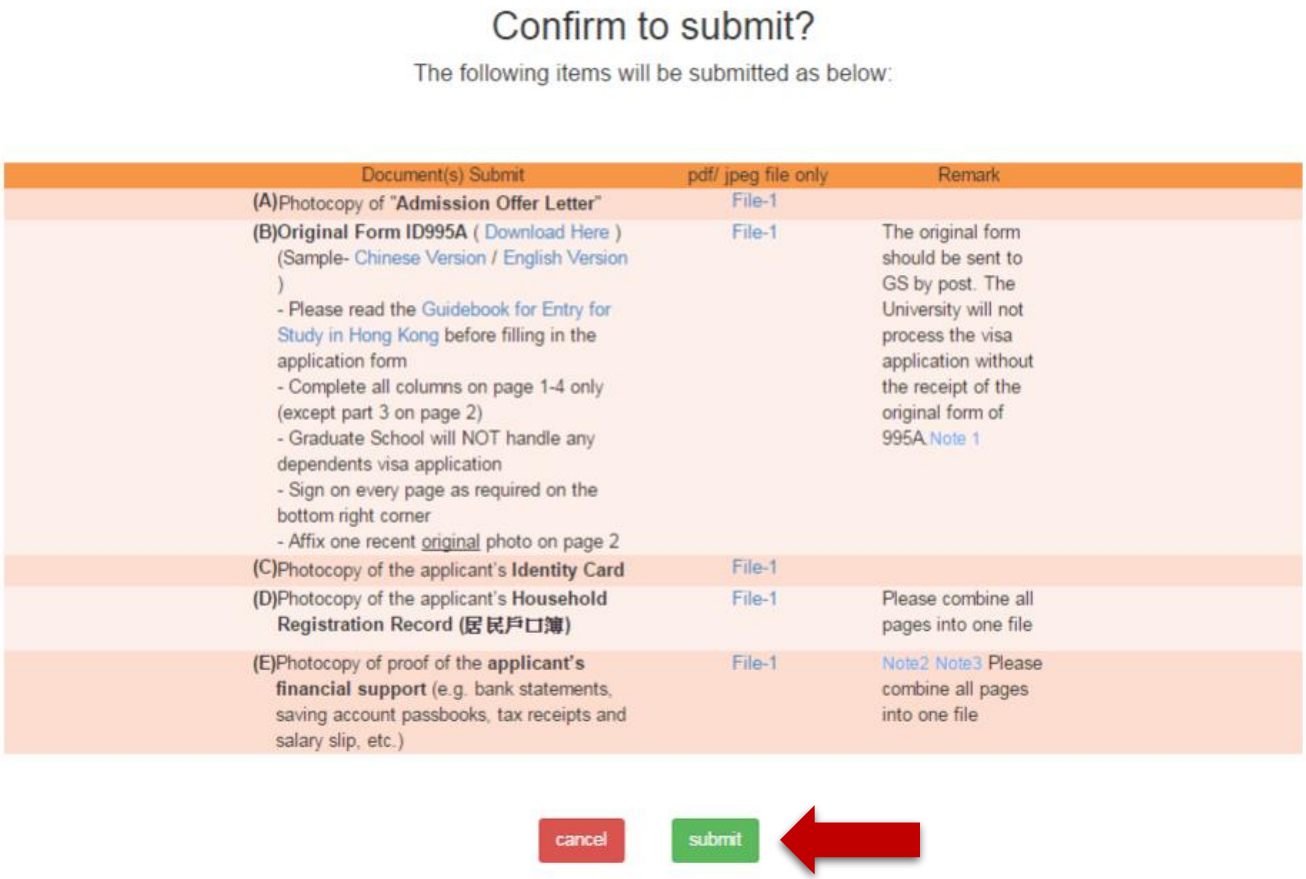
Demonstration on Student Visa Application

7.3. Applicants will be directed to the 'Delivery Address' page for entering the delivery address for the visa label/entry permit if it has not been provided to the University Student Visa Application System earlier; complete the delivery address (according to point 8).

7.4. 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 9.



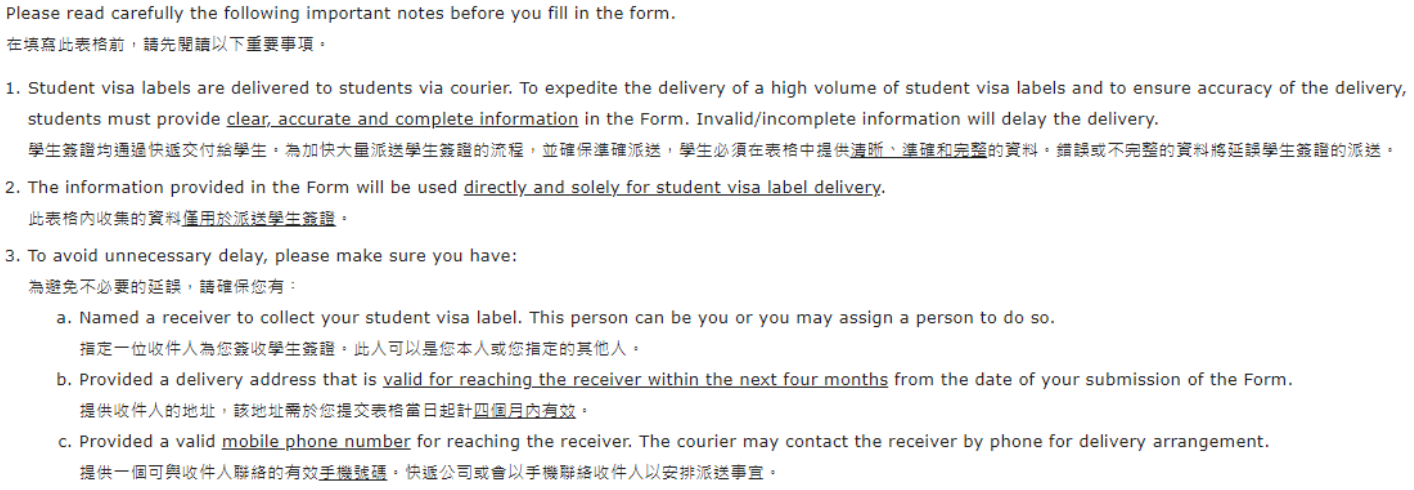
7.5. Items to be submitted will be listed out. Click 'submit' to proceed or 'cancel' to return.



Demonstration on Student Visa Application

8. Provide the delivery address for the visa label/entry permit.

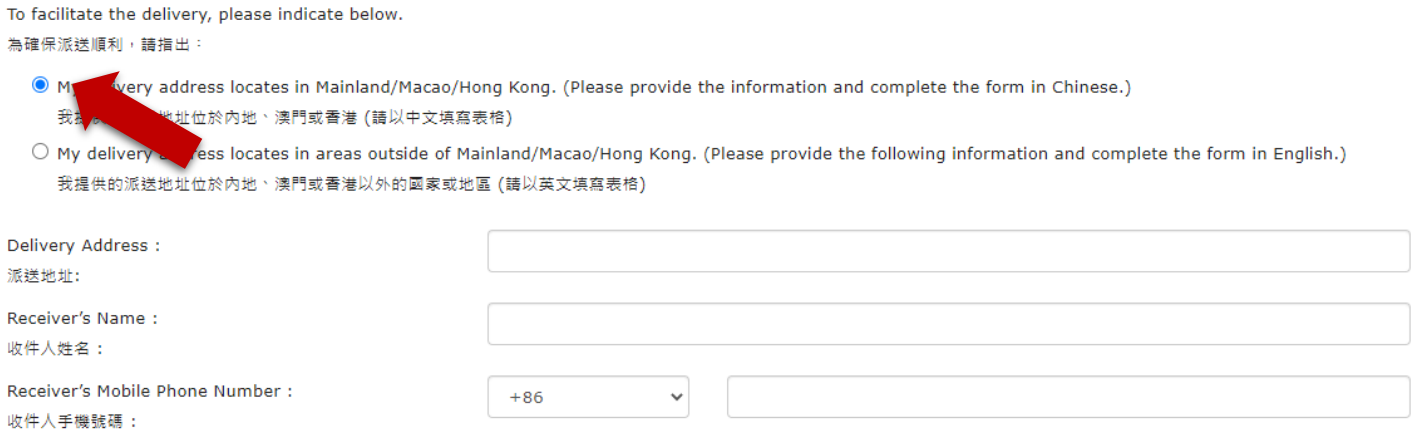
8.1. Read the Important Notes.



8.2. Indicate the location of your delivery address.

Demonstration on Student Visa Application

8.3. If your delivery address is located in Mainland/Macao/Hong Kong, please provide the delivery address, receiver's name and receiver's mobile phone number. The delivery address and receiver's name should be written in Chinese.


To facilitate the delivery, please indicate below.
為確保派送順利，請指出：

- (●) My delivery address locates in Mainland/Macao/Hong Kong. (Please provide the information and complete the form in Chinese.)
  我的派送地址位於內地、澳門或香港 (請以中文填寫表格)
- ( ) My delivery address locates in areas outside of Mainland/Macao/Hong Kong. (Please provide the following information and complete the form in English.)
  我提供的派送地址位於內地、澳門或香港以外的國家或地區 (請以英文填寫表格)

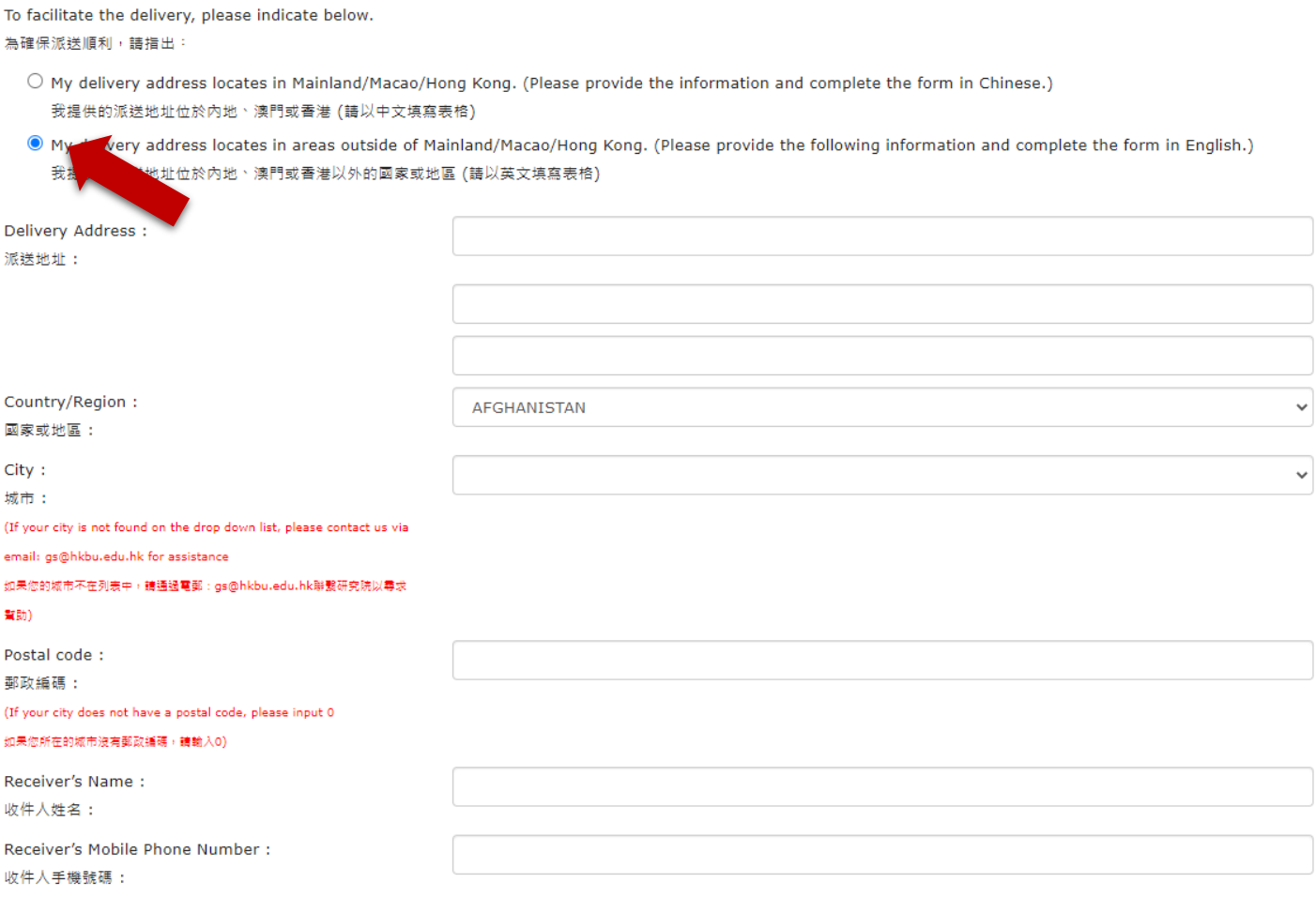
Delivery Address :
派送地址:

Receiver's Name :
收件人姓名 :

Receiver's Mobile Phone Number :
收件人手機號碼 :

+86

8.4. If your delivery address is located in areas outside of Mainland/Macao/Hong Kong, please provide the delivery address, country/region, city, postal code, receiver's name and receiver's mobile phone number. Please provide the information in English. If the delivery city does not have a postal code, please input 0.


To facilitate the delivery, please indicate below.
為確保派送順利，請指出：

- ( ) My delivery address locates in Mainland/Macao/Hong Kong. (Please provide the information and complete the form in Chinese.)
  我提供的派送地址位於內地、澳門或香港 (請以中文填寫表格)
- (●) My delivery address locates in areas outside of Mainland/Macao/Hong Kong. (Please provide the following information and complete the form in English.)
  我的派送地址位於內地、澳門或香港以外的國家或地區 (請以英文填寫表格)

Delivery Address :
派送地址 :

Country/Region :
國家或地區 :

AFGHANISTAN

City :
城市 :

(If your city is not found on the drop down list, please contact us via email: gs@hkbu.edu.hk for assistance
如果您的城市不在列表中，請通過電郵：gs@hkbu.edu.hk聯繫研究院以尋求幫助)

Postal code :
郵政編碼 :

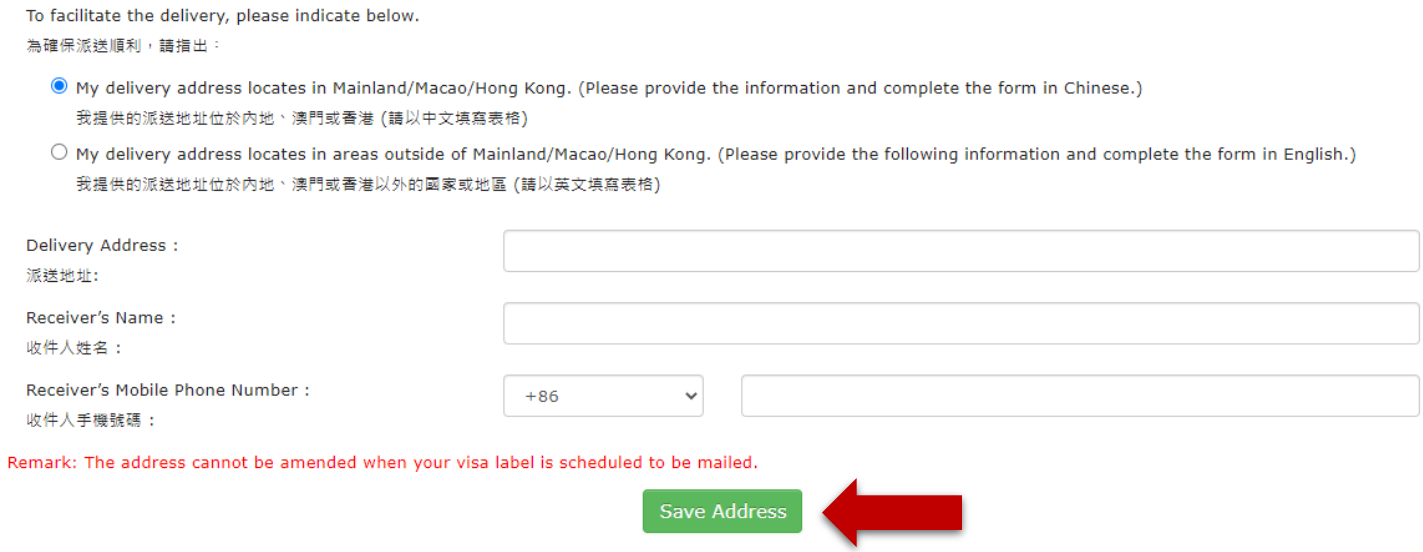
(If your city does not have a postal code, please input 0
如果您所在的城市沒有郵政編碼，請輸入0)

Receiver's Name :
收件人姓名 :

Receiver's Mobile Phone Number :
收件人手機號碼 :

Demonstration on Student Visa Application

8.5. Click 'Save Address' to save.

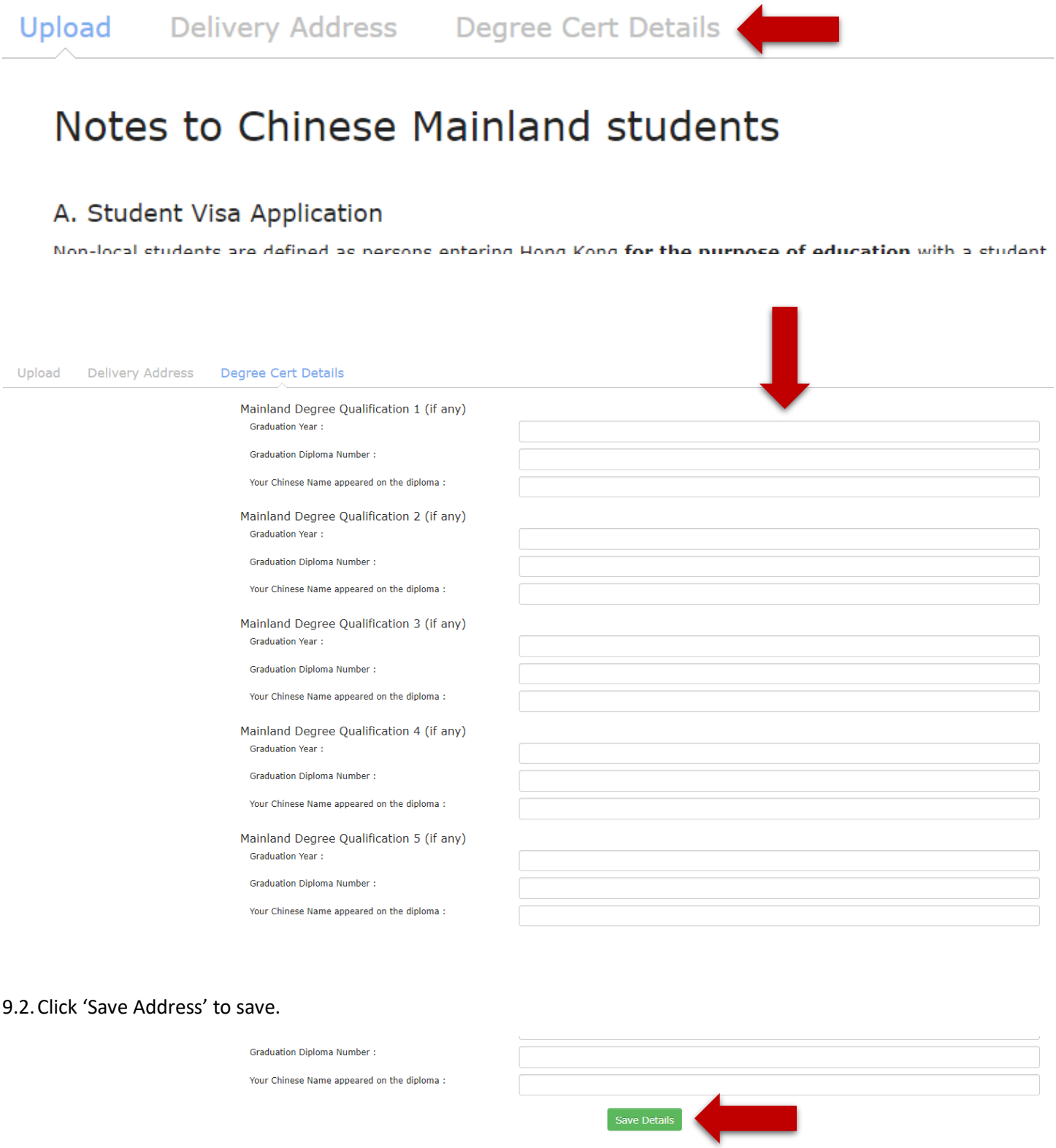


Once the visa label has been scheduled for delivery, further update of the delivery address is not allowed. If you wish to make any change(s) to the delivery address, please email your request, with the updated information and your student number to gs@hkbu.edu.hk. Please note rerouting a delivery may impose a surcharge and possibly cause delay in the delivery.

Demonstration on Student Visa Application

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

9.1. 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).



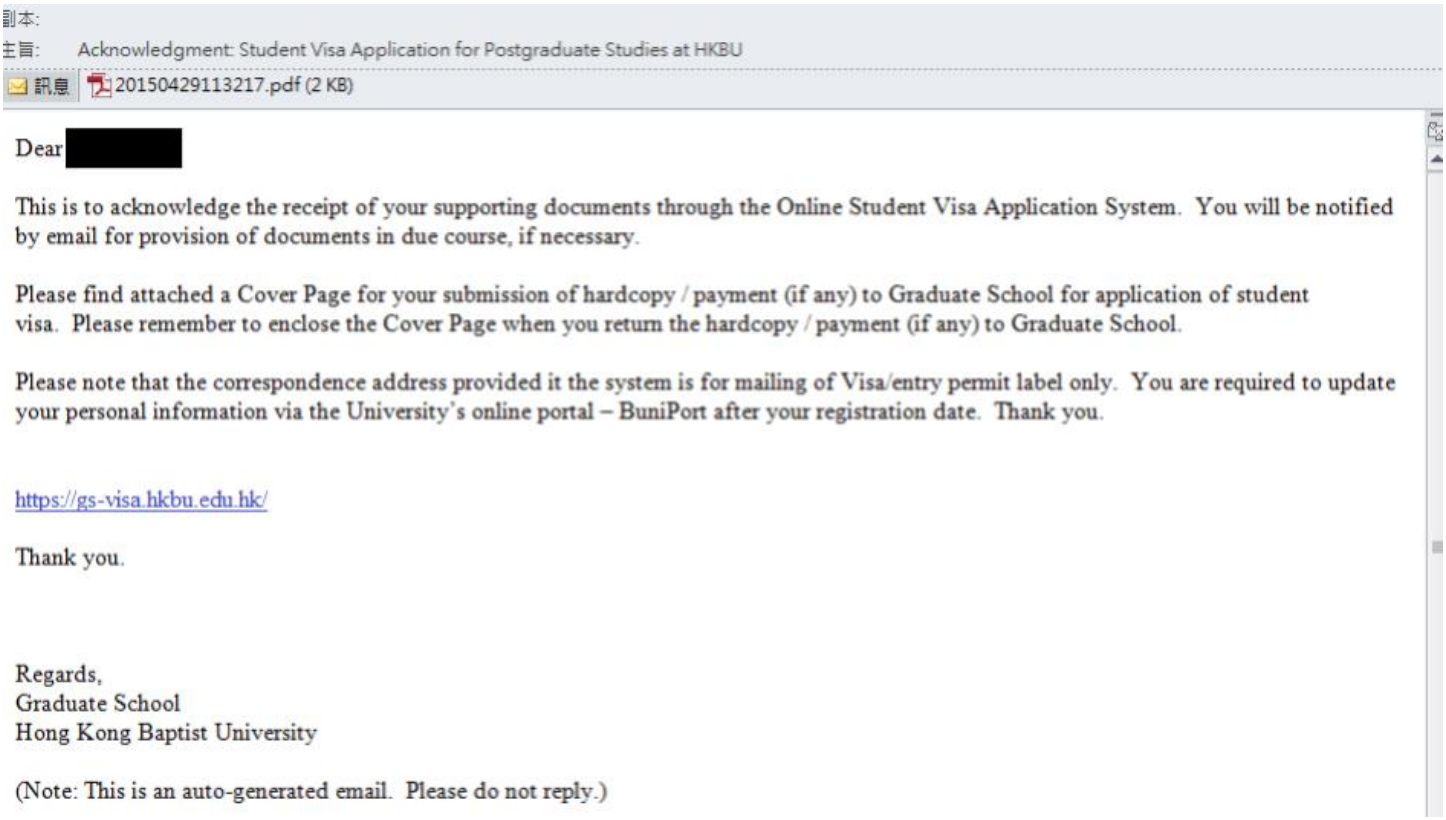
9.2. Click 'Save Address' to save.

Demonstration on Student Visa Application

10. 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 by post. You may also find the address of our office at https://gs.hkbu.edu.hk/about/contact-us.

    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.



副本:
主旨: Acknowledgment: Student Visa Application for Postgraduate Studies at HKBU
訊息 20150429113217.pdf (2 KB)

Dear [redacted]

This is to acknowledge the receipt of your supporting documents through the Online Student Visa Application System. You will be notified by email for provision of documents in due course, if necessary.

Please find attached a Cover Page for your submission of hardcopy / payment (if any) to Graduate School for application of student visa. Please remember to enclose the Cover Page when you return the hardcopy / payment (if any) to Graduate School.

Please note that the correspondence address provided it the system is for mailing of Visa/entry permit label only. You are required to update your personal information via the University's online portal – BuniPort after your registration date. Thank you.

https://gs-visa.hkbu.edu.hk/

Thank you.

Regards,
Graduate School
Hong Kong Baptist University

(Note: This is an auto-generated email. Please do not reply.)

Should you have further questions, please feel free to contact us by submitting an enquiry at https://gs.hkbu.edu.hk/enquiry. Thank you.