

## Visa Application Document Checklist (International Students)

THEi will **NOT** process your student visa/entry permit application **unless all the below documents are received**. You may not be able to receive the Hong Kong student visa before the class commencement if the below documents cannot be delivered to THEi Registry **8 weeks before resumption of study**. If such a case happens, applicants shall be responsible for any consequences caused by the delay.

**\*\*\* Please check the documents carefully 3 times to ensure that all required documents are complete and filled in correctly and that all signed documents are hand-signed. Failure to do so may result in delays or rejection of the student visa application. After you have checked the documents, please send the entire set of materials for the student visa application (the supporting documents need to be in color photocopy) via courier to the THEi. The details are as follows:**

**Company Name: Technological and Higher Education Institute of Hong Kong (THEi)  
Address: Room S1401, Registry, 14th Floor, South Block, 133 Shing Tai Road, Chai Wan, Hong Kong (Hong Kong Student Visa Application)  
Contact Number: +852 3890-8000**

**If you have any queries regarding the visa, please email [thei-visa@thei.edu.hk](mailto:thei-visa@thei.edu.hk).**

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### Checklist of Forms and Documents to be Submitted

1. A hardcopy of the Offer Result Notification email (Please print the email directly. DO NOT copy & paste this email to a Word document);
2. A photocopy of the telegraphic transfer advice/receipt for the First installment of tuition fee, Caution Money, Student Service Fee;
3. A signed copy of the [Vocational Training Council Letter of Undertaking for Admission of Non-local Students](#) [Form No. ISS-SV2\*] (Please read and make sure you agree to the contents before making the payment of First installment of tuition fee, Caution Money, Student Service Fee, Students' Union Annual Fee and Students' Unions Entrance Fee);
4. Properly filled [Application for Student Visa Sponsorship and Declaration](#) (Form No. ISS- SV1) and relevant proof as below:
  - 4.1 Properly filled [ID995A Application for Entry for Study in Hong Kong](#) (to be completed by the applicant) (view [sample](#) of filling) (**Note:** please fill in the form carefully and **do not cross out or apply correction fluid** to correct errors. If you need to do so, you must sign beside the correction. Before filling out the form, please visit [the Immigration Guidelines for Studying in Hong Kong](#). Do not complete the section for dependants; if the applicant fills in this section, we will require the applicant to re-complete and submit the application form. Any delays in admission due to this will be the responsibility of the student. If necessary, students should consult the Hong Kong Immigration Department for further inquiries or arrangements. For the "Proposed duration of Stay," please indicate the duration of study as stated in the Offer Letter for the course.);
  - 4.2 Two recent passport photographs with one affixed on ID995A (Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm. This photograph will be used for making the student ID card.);
  - 4.3 A photocopy of travel document (e.g., passport) containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable);

(**Note:** for applicants currently staying in the HKSAR, a photocopy of the travel document page containing the latest arrival stamp/extension of stay label in the HKSAR is required.)

**\*\*\*In general, non-local students will be granted a length of stay in line with the remaining duration of his/her study programme. If so, we strongly suggest the applicant make sure the validity of his/her travel document (e.g., passport) should be able to cover the proposed duration of stay. \*\*\***

- 4.4 A photocopy of Hong Kong identity card (if any);
  - 4.5 *[for Macao residents only]* Photocopy of the applicant's Macao identity card;
  - 4.6 *[for Taiwan residents only]* Photocopy of the applicant's household registration (戶籍) in Taiwan and Taiwan identity card;
  - 4.7 A photocopy of proof of the applicant's or his/her sponsor's financial support, e.g. bank statements, savings account passbooks, tax receipts and salary slips (e.g. having at least HK\$140,000 or other equivalent currencies); Please refrain from providing documentation related to investment products.
  - 4.8 *[if applicant needs financial sponsor]* Photocopy of proof identifying the sponsor's relationship with the applicant (e.g. birth certificate, household registration/戶籍) and the sponsor's identity document (eg. passport, identity card);
5. A statement stating the reasons for studying at a member institution of VTC and the plan after the completion of studies at the member institution of VTC;

**Applicants must arrange the documents in the following order and ensure the sequence is correct before sending them to THEi.**

**The top of the document**

1. The original copy of “ID995A Application for Entry for Study in Hong Kong”
2. A hardcopy of the Offer Result Notification email
3. The original copy of the “Application for Student Visa Sponsorship and Declaration (Form No. ISS- SV1)”
4. Photocopy of travel document (e.g., passport)
5. A photocopy of Hong Kong identity card (if any);
6. [for Macao residents only] Photocopy of the applicant's Macao identity card;
7. [for Taiwan residents only] Photocopy of the applicant's household registration (戶籍) in Taiwan and Taiwan identity card;
8. A photocopy of proof of the applicant's or his/her sponsor’s financial support;
9. [if applicant needs financial sponsor] Photocopy of proof identifying the sponsor's relationship with the applicant (e.g., birth certificate, household registration/戶籍) and the sponsor’s identity document (eg., passport, identity card);
10. Personal Statement
11. A photocopy of the telegraphic transfer advice/receipt for the First installment of tuition fee, Caution Money, Student Service Fee, Students’ Union Annual Fee and Students’ Unions Entrance Fee
12. A signed copy of the Vocational Training Council Letter of Undertaking for Admission of Non-local Students [Form No. ISS-SV2]
13. Other supplementary information (if applicable)

**The top of the document**

**Please do not staple the documents!**

### Attention:

1. As stated in the programme information, some programmes in the discipline of Culinary Arts will require applicants to attend a health check (expense borne by the applicant) in Hong Kong before/after class commencement.
  - The health check includes: Medical History, Physical Examination, Urine Routine, Stool Routine, and Chest X-ray

\*\*\*If the applicant fails in the above-mentioned check, THEi reserves the right to assign another related programme to the applicant\*\*\*

2. The visa application normally takes 6-8 weeks to process. You are required to complete all the legal procedures (if any) of your country/region before coming to Hong Kong. We will send the visa label to your email address provided in the “Web-based Admissions System” when the application is approved.
3. Visa applications are processed and determined by the Hong Kong Immigration Department. Please **refrain from** incurring any study-related expenses like buying an air ticket/insurance before the visa application is confirmed successful. VTC will not be responsible for the losses caused by visa application rejection.
4. International students may apply for a place at the VTC Halls of Residence. If the number of applicants exceeds the available accommodation places, the allocation will be decided through a lottery system.