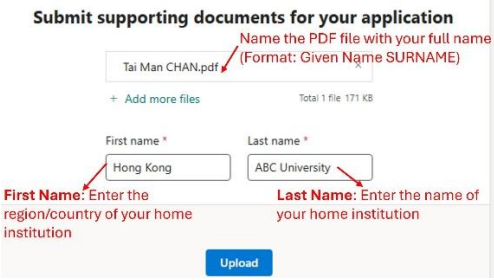
Application Instructions and Checklist

Please read and follow the instructions below carefully before submission.

1. Please upload the completed Visa Application Form (ID995A) along with supporting documents as a **single PDF file** in **colour** to the Online Application Form (HERE). File upload format:



2. HSUHK will review your submission and contact you if any revisions are required. Once your documents are finalised, HSUHK will notify you and proceed to submit the visa application to the Hong Kong Immigration Department.

Application Checklist	
All supporting documents must be in English or Chinese. Otherwise, a certified translations in English or Chinese along with the original documents are required.	
1	**A completed Visa Application Form (ID995A)** • Certain sections of the Visa Application Form ID995A have been prefilled. Do not make any changes to those sections. • Refer to the SAMPLE HERE to complete the visa application form. • MUST affix a colour photo on page 2 on the form. • MUST date & sign on pages 1 to 4.
2	**A colour copy of your travel document** – the page containing your personal details, its issuance and expiry dates *Travel document must be valid for at least six months beyond the end of your exchange at HSUHK* Students from countries/region other than Chinese Mainland and Taiwan, China • Passport Students from Chinese Mainland • Passport • People's Republic of China Resident Identity Card (中華人民共和國居民身份證) • Exit-Entry Permit for Travelling to and from Hong Kong and Macau (往來港澳通行證) (if applicable) Students from Taiwan, China • Passport • Identity Card (front and back pages) • Household Registration Transcript (戶籍謄本) (front and back pages)
3	**Financial documents** (MUST be in English or Chinese) If you are self-financed, please upload • An official bank statement OR a letter issued from the bank clearly shows the name of the bank account holder, the current balance and the date of proof (issued within 6 months); AND/OR • Supporting documents of loans/ grants / scholarships received. The documents should clearly show the name of sponsor and the amount of sponsorship. If you are financially supported by an individual, please upload: • An official bank statement OR a letter issued from the bank clearly shows the name of the bank account holder, the current balance and the date of proof; AND • A colour copy of sponsor's travel document or identity card, AND • A completed Financial Declaration Form (see Template HERE) Notes: - Screenshot is not accepted. - The total amount of financial proof MUST be sufficient to cover the total estimated cost of living (HK$38,800) indicated on page 3 of Form ID995A.
4	**A colour copy of Hong Kong Identity Card** (if applicable)
5	**A copy of deed poll** (if applicable - for students who indicated change of name on page 4 of Form ID995A)

Last updated: 10 February 2026

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

SAMPLE

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
Note : Please read the 'Guidebook for Entry for Study in Hong Kong' [ID(E) 995] 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.

1. Download the visa application form (Form ID995A) as attached in the email
2. TYPE the required information on the form instead of handwriting it
3. Sections marked in blue highlight are for you to complete with your personal info.

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: CHAN

名（英文）
Given names in English: TAI MAN

Fill out your personal details as per passport

別名（如有）
Alias (if any)

性別 Sex: ☑ 男 Male ☐ 女 Female

出生日期 Date of birth: 02 (日 dd) 11 (月 mm) 2007 (年 yyyy)

出生地點 Place of birth: France

國籍／原居地（適用於內地、澳門及台灣居民）
Nationality/Place of domicile (Mainland, Macao and Taiwan residents): French

婚姻／關係狀況 ☑ 未婚 ☐ 已婚 ☐ 分居 ☐ 離婚

Provide your HKID no. if you have and submit a copy of your HKID

Provide your mainland ID no. if you have and submit a copy of your mainland

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)

Fill in your travel document details (the one you will use to travel to Hong Kong).
e.g. Passport or EEP (for students coming from Chinese Mainland)

旅行證件類別
Travel document

旅行證件號碼
Number of travel document

簽發地點
Place of issue

簽發日期
Date of issue: 日 dd 月 mm 年 yyyy

有效期
Date of expiry: 日 dd 月 mm 年 yyyy

電郵地址（如有）
E-mail address (if any)

聯絡電話號碼
Contact telephone no.: 33-xxxx xxxx

傳真號碼（如有）
Fax no. (if any)

現時定居國家／地區
Country/Territory of domicile: France

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: XX 年 year(s) XX 月 month(s)

職業 Occupation: Student

現時僱主的名稱（如適用）
Name of current employer (if applicable): N/A

現時僱主的地址（如適用）
Address of current employer (if applicable): N/A

申請人是否現正在香港？Is the applicant currently staying in Hong Kong?

☐ 是 Yes ⇒ 獲准逗留至 Permitted to remain until 日 dd 月 mm 年 yyyy 在港身份 Status ☐ 就業 Employment ☐ 居留／受養人 Residence/Dependant ☐ 訪客 Visitor ☐ 其他 Others

☑ 否 No

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.

MUST date and sign on each page (i.e. pages 1 to 4)

日期 Date

*申請人／父／母／合法監護人簽署
*Signature of applicant/parent/legal guardian

*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)

Fill in your address

照片 Photograph

Affix your recent COLOR photo here

(Photograph should not be larger than 55mm x 45mm and not smaller than 50mm x 40mm)

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)

2. 擬來港就讀時間 Proposed Stay in Hong Kong for Study

擬抵港日期 Proposed date of entry: 24 Aug 2026

擬在港逗留時間 Proposed duration of stay: 4 months

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 children under the age of 18) (if applicable)

This part has been pre-filled for you. Please don't make any changes

\# 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 Sex: ☐ 男 Male ☐ 女 Female

出生日期 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)

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) ( )

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

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)

(此欄由辦理機關處理 For official use only)
檔案條碼 Reference barcode

\# 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 Sex: ☐ 男 Male ☐ 女 Female

出生日期 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)

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) ( )

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

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)

(此欄由辦理機關處理 For official use only)
檔案條碼 Reference barcode

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.

MUST date and sign on each page (i.e. pages 1 to 4)

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

*根據婚姻實地有效的法律婚姻的同性民事伴侶關係、同性民事結合、"同性婚姻"、異性民事伴侶關係或異性民事結合的其中一方，而該身份是婚姻實地機關合法和有力承認的。
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

The Hang Seng University of Hong Kong, Hang Shin Link, Siu Lek Yuen, Shatin, N.T., Hong Kong

在港入讀的年級／修讀的課程 Class/Course to be attended in Hong Kong

Student Exchange Programme

This part has been pre-filled for you. Please don't make any changes

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)
ABC University	Accounting	BBA in Accounting	09/24	current

Write down your CURRENT institution and education details

e.g. Certificate or Bachelor's degree or Master's degree

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	Based on the exchange agreement, there is no tuition fee incurred
(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	~3,700	
(iii) 交通費及膳食費（每月約數）Costs of transport and meal (approximately each month)	~4,000	
(iv) 其他（每月）Others (each month)	~2,000	
(v) 總計 Total :	~9,700	

This part has been pre-filled for you. Please don't make any changes

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	See attached financial statements	See attached financial statements
ii) 入息 Income		
iii) 其他（請簡述）Others (please state briefly)		

If you are self-finance, please
1. Submit financial statements **in English or Chinese**.

*MAKE SURE the total amount of your financial proof is over HK$38,800 to cover the total estimated cost of living.

If you are financially sponsored, please provide:
1. A copy of sponsor's bank statement **in English / Chinese**
2. A copy of sponsor's identity document

*MAKE SURE the total amount of sponsor's financial proof is over HK$38,800 to cover the total estimated cost of living.

8. 曾在港修讀短期課程的資料 Information on Previous Short-term Stu

在緊接本申請前的12個月內，申請人是否曾在港 Has the applicant ever taken any short-term studies offere 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

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.

MUST date and sign on each page (i.e. pages 1 to 4)

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

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:

If you have changed your name before, please check the second box and:
1. List down all name(s) used before
2. Submit all previous deed poll and name changing records

(i) (a) ☑ *本人／[redacted]從沒有更改姓名。
*I/[redacted] have/has not changed my/his/her name before.

☐ *本人／兒童申請人曾經更改姓名。曾用的姓名如下：
*I/The child applicant have/has changed my/his/her name and used the following:

(b) ☑ *本人／[redacted]從未被拒絕簽發簽證／進入許可以入境[redacted]
*I/[redacted] 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／進入許可以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／[redacted]從未在香港或其他地方因任何罪行或違法行為被定罪。
*I/[redacted] 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:

(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／[redacted]的資料。
I consent to releasing *my/[redacted]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入境簽證／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／[redacted]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／[redacted]不得轉換院校及課程，亦不得接受有薪或無薪的僱傭工作。
I understand that the permission [redacted] 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／[redacted]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/[redacted] 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 [redacted] for the dependant(s)' repatriation to (insert place of [redacted] immigration, the accompanying dependant(s) fails to leave

Only applicable to applicants from Chinese mainland only

(x) ※如*本人／[redacted]的進入許可申請獲得批准，*本人／[redacted]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／[redacted]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／[redacted]的進入許可。本人明白如*本人／[redacted]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/[redacted] 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/[redacted]t should present *my/[redacted]s EEP bearing the relevant exit endorsement together with the entry permit granted to me/[redacted] for immigration arrival clearance. I understand that should *I/[redacted] enter Hong Kong on other travel document, *I/[redacted]t 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.

MUST date and sign on each page (i.e. pages 1 to 4)

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_____

* 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.

To: Director of Immigration

Immigration Department

The Government of the HKSAR

Declaration of Financial Sponsor

This letter is to verify that I, _____,
(name of financial sponsor)

am _____ of _____.
(relationship with student, e.g. father/mother) *(name of student)*

I hereby undertake that I would provide financial support to the student named above for his/her exchange study in Hong Kong.

Sponsor's Signature: _____ Date: _____

Encl.: sponsor's latest bank statement and copy of sponsor's travel document/ identity card