

Additional Information regarding Visa Collection & Activation

Dear Friends,

With regard to your Training Visa application, we are chasing the Immigration Department closely and will let you know at once if your visa is approved & ready for collection. However, **if you are arriving Hong Kong before the visa is approved**, we are afraid that we may not be able to send you the visa in advance. Therefore, you will have to:

- 1) Enter Hong Kong with your passport, as a tourist (*not allowed to engage in training*);
- 2) We will inform you to collect your 'Training visa' label in our office once it is approved. Please affix the visa label onto a blank visa page of your passport;
- 3) To activate your 'Training visa', you need to pay a short trip outside Hong Kong (e.g. to Macau - another special administrative region of China OR Shenzhen - a city in Mainland China which is next to Hong Kong's border), then re-enter Hong Kong by presenting your 'Training visa' label to the immigration officer (*please make sure that you obtain the right stamp - 'Employment - permitted to remain until (a date)' from the immigration officer when you re-enter Hong Kong*). The purpose is to change your visa status from “visitor” to “training”;
- 4) Please note that your training visa **MUST** be activated before you can commence your duty with your employer. Thus, your salary cannot be paid before you possessed a training visa and your commencement of work.

Short trip Information:

- General information: we suggest you can start off in the morning and return in the evening, without staying over-night. Visa requirement, travelling time and expenses differ in these 2 places. Food and other spending vary according to your choice.
- Macau - No special visa application is needed (for most cases). You have to take a ferry which cost around HK\$340-HK\$380 for round trip. Travelling time by ferry is approx. 1 to 1.5 hour / single journey.
- Shenzhen - You will need a visa for entering China. Express entry visa cost HK\$400 and can be collected in the next 2 working days. Rush entry visa cost HK\$500 and can be collected in the next working day. More info can be found at <http://www.fmcoiprc.gov.hk/eng/zgqz/bgfwx/default.htm>.

You can go to Shenzhen by train (MTR - East Rail Line) which cost not more than HK\$100 for round trip. Travelling time by train (MTR - East Rail Line) is approx. 1 to 1.5 hour / single journey from PolyU to the border (from the 1st. terminus - Hung Hom, to the last terminus - Lo Wu / Lok Ma Chau).

We hope the above would give you more information about the procedures. Please let us know if you have anything unclear.

Cheers,

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