

Starting Off -- Preparation for Your Journey

A. Visa Application

All full-time (and part-time without a work visa) non-local students who take part in study programmes in Hong Kong **MUST** obtain a study visa BEFORE departing for Hong Kong. Therefore, you **SHOULD NOT** travel to Hong Kong without a valid study visa. The University will sponsor students, but not their dependents, to apply for a study visa. Should you wish to apply for a dependent's visa for your family members, please approach the Immigration Department of the Hong Kong Special Administrative Region directly. (Enquiry Hotline: 852-28244055).

Please note the following procedures:

For INTERNATIONAL Students

Steps

1. PolyU provides you with the following, which are attached to the offer letter from the Research Office (RO):

- a. A blank Visa Application Form to be completed by the student
- b. Undertaking Proforma and Proforma Reply confirming acceptance of offer (both documents issued by the RO of PolyU)

2. On completion of the Visa Application Form, you should mail it, together with the following documents to the RO at Room M501, Li Ka Shing Tower, The Hong Kong Polytechnic University:

- a. Completed Visa Application Form *Item (a) in Step 1*
- b. Notification of Offer
- c. Undertaking Proforma and Proforma Reply confirming acceptance of offer (both documents issued by the RO of PolyU) *Item (b) in Step 1*
- d. One passport-size photo
- e. Copy of your passport with personal particulars
- f. Flight booking confirmation, if any
- g. - A *bankdraft* for HK\$160 made payable to "The Hong Kong Polytechnic University" or
- a *cheque* for HK\$160 made payable to "The Government of the Hong Kong Special Administrative Region" or
- the 'Online Credit Card Payment Acknowledgement'
- h. A self-addressed envelope

3. The Hong Kong Immigration Department informs the RO that your entry permit label is ready for collection.

4. The RO collects entry permit label from the Hong Kong Immigration Department and mails it to you.

For MAINLAND Students

Steps

1. PolyU provides you with the following, which are attached to the offer letter from the Research Office (RO):

- a. A blank Application Form for Visa/Entry Permit label to be completed by the student
- b. Undertaking Proforma and Proforma Reply confirming acceptance of offer (both documents issued by the RO of PolyU)

2. On completion of the Application Form for Visa/Entry Permit label, you should mail it, together with the following documents to the RO at Room M501, Li Ka Shing Tower, The Hong Kong Polytechnic University:

- a. Completed Application Form for Visa/Entry Permit label *Item (a) in Step 1*
- b. Notification of Offer
- c. Undertaking Proforma and Proforma Reply confirming acceptance of offer (both documents issued by the RO of PolyU) *Item (b) in Step 1*
- d. One passport-size photo
- e. Copy of your travel document containing with personal particulars, date of issue, date of expiry and/or details of any re-entry visa held, if applicable
- f. Copy of your People's Republic of China resident identity card
- g. Flight booking confirmation, if any
- h. - A **bankdraft** for HK\$160 made payable to "The Hong Kong Polytechnic University" or
- a **cheque** for HK\$160 made payable to "The Government of the Hong Kong Special Administrative Region" or
- the 'Online Credit Card Payment Acknowledgement'
- i. A self-addressed envelope

3. The Hong Kong Immigration Department informs the RO that your entry permit label is ready for collection.

4. The RO collects entry permit label from the Hong Kong Immigration Department and mails it to you.

5. As soon as the entry permit label is received, approach your Public Security Bureau Office, where your household registration is kept, to apply for a visa.

B. Subject Selection

After you have completed the registration procedures, you are advised to contact your Chief Supervisor to discuss your subject selection.

C. Accommodation

Full-time students within the normal study period are eligible for one year of residence in the University-managed Accommodations (including the Student Halls and off-campus housing), subject to availability. Please submit your application to the Student Halls of Residence at http://www.polyu.edu.hk/hall/member/adm_research_students.html as soon as possible to secure a place. You can make alternative accommodation arrangements for yourself if necessary. For hall fees and other details, please visit the same website.

D. Insurance

The PolyU has acquired Group Personal Accident Insurance Policy for Students on an annual basis. The said policy covers PolyU registered students against accidental death and permanent total disability as well as accidental medical expenses arising from the activities organised by the University or its student organizations.

For information on medical expenses, please refer to P. 12. If you have any questions regarding your insurance, please contact the RO for further information.

E. Checklist before Departure

Before departing for Hong Kong, make sure that:

- You have a valid study visa for Hong Kong (for all full-time students and part-time students without a work visa)
- Your passport is valid, preferably throughout the period of your stay in Hong Kong
- You have filled in and returned the necessary documents to our university
- You are also advised to be insured against illness, accidents (including third party liability), death and repatriation (in case of illness / accidents / other causes) during your stay in Hong Kong
- You have applied to reside in PolyU's Student Halls of Residence or made other accommodation arrangements
- You have read this Handbook thoroughly

Remember to bring:

- All documents related to your study and insurance
- International Students Identification Card, if any
- Enough money for rent, transportation, living expenses and tuition fees, if any
- Cash, traveller's cheques and/or credit cards as you might not be able to get to a bank within the first few days
- Any medicine you need to take regularly
- A few recent passport-size photographs