Guidelines for Online Application for a Supporting Letter for Extension of Stay to Continue Studies at The Hong Kong Polytechnic University (PolyU)

(Applicable to non-local students who are holding a student visa only.)

If you are studying in Hong Kong on a student visa and would like to obtain a supporting letter for an extension of stay. Please submit your application **approximately five weeks before your student visa/entry permit expires**. It takes **approximately one week** for the **Academic Registry (AR)** to process and issue the supporting letter.

To efficiently obtain a supporting letter for a student visa extension, please follow the stepby-step guide below to help you navigate the process on eStudent.

# Step 1. Prepare the required documents

- Please have a scanned copy of the following documents ready:
  - a) Biodata Page of Travel Document (Exit-entry Permit for Travelling to and from Hong Kong and Macau (EEP) (往來港澳通行証) (front and back sides) / Passport);



b) Student Visa Label or e-Visa (Notification Slip for Entry Visa/Permit 入境签证/ 进入许可通知书); and



c) Landing Slip (for student)



- Please ensure that the documents are clear and readable. If necessary, scan or take a high resolution photo to ensure the details are legible.
- JPG, PNG, GIF, BMP or PDF file formats are allowed. The maximum file size allowed is 5MB.

# Step 2. Login to eStudent (\*Recommended browser: Google Chrome\*)

- Visit eStudent at <u>https://www38.polyu.edu.hk/eStudent/</u> and login to your account using your 'NetID' and 'NetPassword'.
- If you have forgotten your NetPassword, please also visit <u>PUsecure Identity Portal</u> to reset it.

# Step 3. Locate the Application Form AR165

• Once logged in, click on the **'Application Forms'** function in the left menu under 'Application Forms' section.



• Then, navigate to the 'Applications for Certifications' section which can be found in the middle of the page.



# Step 4. Apply for a supporting letter

• Click on 'Apply' to submit the application for a supporting letter for extension of stay to continue studies at PolyU.



# Step 5. Fill in the application form

• Please take a moment to read the **'Important Notes'** before submitting your application.



• **Part 1:** Follow the instructions to upload scanned copies of the required documents mentioned in **Step 1**. *All documents are mandatory.* 

	- Prease upload one file for each of the three documents below. The files should be in JPG, PNG, GIF, BMP or PDF format, and the maximum file are in English, other languages are not supported. Once you select a file for upload, a pop-up window will appear with a preview of your selecter windows from the eStudent platform at all times.	size allowed is 5M I file. Please ensu	IB. Please ensu re that your bro	re that the filename owser allows pop-up
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2	Landing Silp Browss	example:	中生・水水生産工業の このようからいのであった。 なれよび、日本、100000000000000000000000000000000000	
	2. Are you currently staying in Hong Kong? O Yes O No			Re

- **Part 2:** Indicate whether you are currently staying in Hong Kong.
  - In general, students seeking an extension of stay are required to be physically present in Hong Kong at the time of both application and collection of the "e-Visa" (or the traditional label) for the extension of stay.

# Step 6. Review and Confirm

- Before submitting, please take a moment to review the entered information and/or the uploaded files. You may click 'Preview' to review the uploaded files.
- Please ensure that the submitted uploaded scanned copies are clear and legible.
- If any changes are necessary, please edit the information, or replace the file before proceeding.

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Landing Slip Ramove Sample_VisaLabels.jpg Preview	P

# Step 7. Submit

• If you are confident that all the information is accurate, please click the 'Submit' button to finalise your submission.



• Click 'Confirm' to submit your application.



• An email notification will be sent to your PolyU email account after successfully submission. In addition, you may find the status of your application under the **'Application History'** section.

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Important Notes			
<ol> <li>Eligibility: The form is due to various reasons passport/travel documer</li> </ol>	applicable to non-local students who such as deferment of study, exter t expiry.	se student visa/entry permit will expire l nsion of study duration, or shortened p	before the completion of their studies beriod of stay in Hong Kong due to
<ol> <li>Supporting Letter: To weeks before your stud for the Academic Registr</li> </ol>	obtain the supporting letter, please ent visa/entry permit expires. Once e y (AR) to process and issue the suppo	complete the application form below an ndorsed by your programme host departm prting letter.	nd click "Submit" approximately five nent, it takes approximately one week
<ol> <li>Application Submission along with the supporting stay expires. For more https://www.immd.gov.it</li> <li>For Manand Student</li> </ol>	n to IMMD: To apply for an extens g letter, to the relevant sections of th e detailed and up-to-date inform kk/. ss: Quality Migrants and Mainland Res	ion of stay to continue studies at PolyU, e Immigration Department of HKSAR (IMI ation about the application procedure idents Section	you should submit your application, MD) within 4 weeks before the limit of s, please visit IMMD's website at
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Application History			
Transaction No.	Application Date	Application Status	Application Details
2020111010	28-Dec-2023	Submitted to Department	Next

Cancel

• You may also view your submitted information by clicking 'Next' under the **'Application Details'**.

Important Notes			
<ol> <li>Eligibility: The form is due to various reasons passport/travel document</li> </ol>	applicable to non-local students who such as deferment of study, extent t expiry.	ose student visa/entry permit will expire be nsion of study duration, or shortened pe	efore the completion of their studies eriod of stay in Hong Kong due to
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• Your application will undergo initial consideration by the programme host department. Once endorsed by your programme host department, it will take approximately one week for the Academic Registry (AR) to process and issue the supporting letter.

Important Notes					
<ol> <li>Eligibility: The form is applicable to non-loc: due to various reasons such as deferment passport/travel document expiry.</li> </ol>	al students whose student visa/entry permit will expire before the completion of their studie of study, extension of study duration, or shortened period of stay in Hong Kong due t				
<ol> <li>Supporting Letter: To obtain the supportin weeks before your student visa/entry permit for the Academic Registry (AR) to process and</li> </ol>	g letter, please complete the application form below and click "Submit" approximately fiv expires. Once endorsed by your programme host department, it takes approximately one wee issue the supporting letter.				
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# Step 8. Download the 'Supporting Letter' from the 'Application Details' Section

• When you are notified via email that the **'Application Status'** changed to **'Supporting** Letter Available for Download', your supporting letter is ready to download.

Application Form	
Application Status: Supporting Letter Available	for Download Transaction No.: 2023141046
Uploaded documents	
Biodata Page of Travel Document	2023141046_BIODATA_PAGE.jpg
• Student Visa Label or e-Visa (Notification Slip for Entry Visa/Permit 入境签证/进入许可通知书)	2023141046_VISA_LABEL.jpg
Landing Slip	2023141046_LANDING_SLIP.jpg
Are you currently staying in Hong Kong?	Yes
Supporting Letter	
Supporting Letter	2023141046_SUPPORTING_LETTER.pdf

# **Step 9.** Submit your application to the **Immigration Department of HKSAR** (IMMD)

- To apply for an extension of stay to continue studies at PolyU, you should submit your application, along with the supporting letter, to the relevant sections of the Immigration Department of HKSAR (IMMD) within 4 weeks before the limit of stay expires. For more detailed and up-to-date information about the application procedures, please visit IMMD's website at <u>https://www.immd.gov.hk/</u>.
  - For Mainland students: Quality Migrants and Mainland Residents Section
  - For Macao/Taiwan/Overseas students: Extension Section

# Step 10. Update the 'Provision of the Latest Student Visa Information' in the 'Application Details' Section

• Please upload the e-Visa (the electronic "Notification Slip for Conditions of Stay") and input the extended visa expiry date (i.e. the date after "extended permission to remain until") after your application is approved by IMMD to confirm your legitimacy as a student at PolyU.

	e for Download Transaction No.: 2023141046	
Uploaded documents		
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Landing Slip	2023141046_LANDING_SLIP.jpg	
Are you currently staying in Hong Kong?	Yes	
Supporting Letter		
Please download the supporting letter below and s your stay, please upload the e-Visa (the electronic remain until") in the section below.	submit your application to the IMMD within 4 weeks before your limit of stay exp "Notification Slip for Conditions of Stay") and input the extended visa expiry da	vires. Upon IMMD's approval of the extension of the (i.e. the date after "extended permission to
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### Step 11. Submit

• Please ensure that the submitted 'Extended Visa Expiry Date' is accurate and/or the uploaded 'e-Visa (the electronic "Notification Slip for Conditions of Stay")' is clear and legible.

Provision of the Latest Student Visa Inform	mation		
Please upload the "Notification Slip for Conditions of Stay" select a file for upload, a pop-up window will appear with all times.	' and input the extended visa expiry date (i.e. the date after "extend a preview of your selected file. Please ensure that your browser allow	ed permission to re /s pop-up windows	main until") below. Once you from the eStudent platform at
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			Reset
			Submit Cancel

• If you are confident that all the information is accurate, please click the 'Submit' button to finalise your submission.

Provision of the Latest Student Visa	Information	
Please upload the "Notification Slip for Conditions select a file for upload, a pop-up window will appe all times.	of Stay" and input the extended visa expiry date (i.e. the date after "extended ar with a preview of your selected file. Please ensure that your browser allows p	permission to remain until") below. Once you op-up windows from the eStudent platform at
e-Visa (Notification Slip for Conditions of Stay 這留条件選知书)	Remove Sample_NotificationSlipforConditionsofStay.jpg Preview	example: International Additional
Extended Visa Expiry Date:	31-Aug-2024	
		NOT A LODGE     A TALENDARY AND A LODGE AND A LOD
		Reset
		Submit Cancel

# Step 12. 'Application History' Section updated as 'Uploaded extended Visa Label'

• After successfully submitting it, the website will display 'Uploaded extended Visa Label' under the 'Application History'.

Application History					
Application Date	Application Status	Application Details			
28-Dec-2023	Uploaded extended Visa Label	Next			
	Application Date 28-Dec-2023	Application Date         Application Status           28-Dec-2023         Uploaded extended Visa Label			

### Step 13. 'Application History' Section updated as 'Completed'

• When your application status is shown as '**Completed**', it means that the AR has received your update and has successfully verified your status as a legitimate student at PolyU. This indicates that all necessary checks and processes have been completed.

Should you have any further queries or require additional assistance, please do not hesitate to contact us by email at <u>ar.visa@polyu.edu.hk</u>.

# Glossary

- Checking the 'Application Status'
  - You may check the 'Application Status' from your 'Application History'.

mportant Notes			
<ol> <li>Eligibility: The form is due to various reasons passport/travel documen</li> </ol>	applicable to non-local students who such as deferment of study, exte t expiry.	ose student visa/entry permit will expire b nsion of study duration, or shortened p	pefore the completion of their studies eriod of stay in Hong Kong due to
<ol> <li>Supporting Letter: To weeks before your stude for the Academic Registr</li> </ol>	obtain the supporting letter, please ent visa/entry permit expires. Once e y (AR) to process and issue the supp	e complete the application form below ar endorsed by your programme host departm orting letter.	nd click "Submit" approximately five nent, it takes approximately one wee
<ul> <li>Application Submissio along with the supporting stay expires. For mor https://www.immd.gov.h</li> <li>For Mainland student</li> <li>For Macao/Taiwan/Or</li> </ul>	n to IMMD: To apply for an extens g letter, to the relevant sections of th e detailed and up-to-date inform k/. s: Quality Migrants and Mainland Res verseas students: Extension Section	sion of stay to continue studies at PolyU, le Immigration Department of HKSAR (IMN lation about the application procedure: sidents Section	you should submit your application ID) within 4 weeks before the limit o s, please visit IMMD's website a
<ol> <li>IMMD Approval: Upon Conditions of Stay") and</li> </ol>	IMMD's approval of the extension input the extended visa expiry date	of your stay, please upload the e-Visa (i.e. the date after "extended permission to	(the electronic "Notification Slip for remain until") below.
<ol> <li>Please understand that it please contact us at ar.vi</li> </ol>	t is your sole responsibility to apply f sa@polyu.edu.hk.	or an extension of your stay before it expi	res. If you require further assistance
Application History			
Application History	Application Date	Application Status	Application Details

#### • 'Application Status'

You will be notified via email whenever there is an update on the status of your application.

- i. **Submitted to Department:** Your application is submitted to your programme hosting department for endorsement.
- ii. **Endorsed by Department:** Your programme hosting department confirmed your eligibility to extend your stay. The application is passed to the Academic Registry (AR) for preparing the supporting letter. It takes *approximately one week* for the **AR** to process and issue the supporting letter.
- iii. **Supporting Letter Available for Download:** The supporting letter is ready to download.
- iv. Uploaded extended Visa Label: After approval of your extension of stay by the Immigration Department of HKSAR, you should upload a scanned copy of the *e-Visa (the electronic 'Notification Slip for Conditions of Stay')* to confirm your legitimacy as a student at PolyU within two weeks after the previous visa expiry date.
- v. **Completed:** This application status indicated that the AR has received your updates and successfully verified your status as a legitimate student at PolyU.