

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 step-by-step guide below to help you navigate the process on eStudent.

Step 1. Prepare the required documents

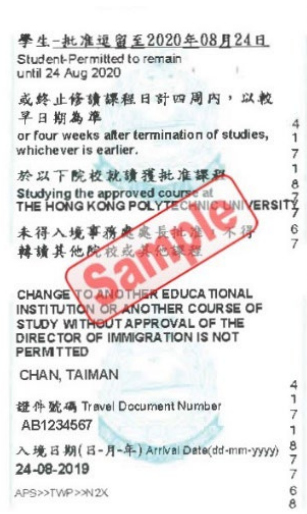
- Please have a scanned copy of the following documents ready:
 - a) Biodata Page of Travel Document (Exit-entry Permit for Travelling to and from Hong Kong and Macau (EEP) (往來港澳通行証) (front and back sides) / Passport);



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



c) Landing Slip (for student)



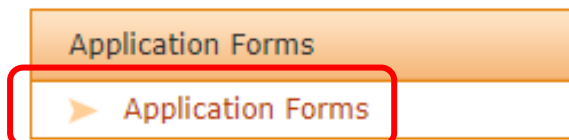
- Please ensure that the documents are clear and readable. If necessary, scan or take a high resolution photo to ensure the details are legible.
- JPG, PNG, GIF, BMP or PDF file formats are allowed. The maximum file size allowed is 5MB.

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

- Visit **eStudent** at <https://www38.polyu.edu.hk/eStudent/> and login to your account using your 'NetID' and 'NetPassword'.
- If you have forgotten your NetPassword, please also visit [PUsecure Identity Portal](#) 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.

Applications for Certifications

(AR165) Application for Supporting Letter for Extension of Stay to Continue Studies at PolyU (For Non-local Students Only)

(AR3) Transcript of Studies

[Note for graduands/graduates: Instead of applying for Transcript of Studies in paper format, you are advised to make good use of the electronic version which is encrypted with the secure Blockchain technology. For more information, please visit [ACVP.hk](https://www.acvp.hk)]

(AR4) Testimonial

(GSB/30) Application for Transcript of Studies – For Research Postgraduate Students Form

(GSB/19) Application for Testimonial – For Research Postgraduate Students Form

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.

Applications for Certifications

(AR165) Application for Supporting Letter for Extension of Stay to Continue Studies at PolyU (For Non-local Students Only)

(AR3) Transcript of Studies

[Note for graduands/graduates: Instead of applying for Transcript of Studies in paper format, you are advised to make good use of the electronic version which is encrypted with the secure Blockchain technology. For more information, please visit [ACVP.hk](https://www.acvp.hk)]

(AR4) Testimonial

(GSB/30) Application for Transcript of Studies – For Research Postgraduate Students Form

(GSB/19) Application for Testimonial – For Research Postgraduate Students Form

Step 5. Fill in the application form

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

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Important Notes

- Eligibility:** The form is applicable to non-local students whose student visa/entry permit will expire before the completion of their studies due to various reasons such as deferment of study, extension of study duration, or shortened period of stay in Hong Kong due to passport/travel document expiry.
- Supporting Letter:** To obtain the supporting letter, please complete the application form below and click "Submit" approximately **five weeks** before your student visa/entry permit expires. Once endorsed by your programme host department, it takes approximately one week for the Academic Registry (AR) to process and issue the supporting letter.
- Application Submission to 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 <https://www.immd.gov.hk/>.
 - For Mainland students: Quality Migrants and Mainland Residents Section
 - For Macao/Taiwan/Overseas students: Extension Section
- IMMD Approval:** Upon IMMD's approval of the extension of your stay, 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") below.
- Please understand that it is your sole responsibility to apply for an extension of your stay before it expires. If you require further assistance, please contact us at ar.visa@polyu.edu.hk.

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

The screenshot shows an 'Application Form' with the following sections:

- Section a:** Biodata Page of Travel Document. Includes a 'Browse...' button and an example image of a travel document biodata page.
- Section b:** Student Visa Label or e-Visa (Notification Slip for Entry Visa/Permit 入籍簽证/进入许可通知书). Includes a 'Browse...' button and example images of a visa label and an e-Visa.
- Section c:** Landing Slip. Includes a 'Browse...' button and an example image of a landing slip.

At the bottom of the form, there is a question: "2. Are you currently staying in Hong Kong?" with radio buttons for "Yes" and "No". There are also "Reset", "Submit", and "Cancel" buttons.

- **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.

Application Form

1. Please 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 size allowed is 5MB. Please ensure that the filenames 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 selected file. Please ensure that your browser allows pop-up windows from the eStudent platform at all times.

Biodata Page of Travel Document Sample_TraveDocuments.jpg

Student Visa Label or e-Visa (Notification Slip for Entry Visa/Permit 入籍簽證/進入許可通知書) Sample_VisaLabels.jpg

Landing Slip Sample_VisaLabels.jpg

2. Are you currently staying in Hong Kong? Yes No

Step 7. Submit

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

Application Form

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Biodata Page of Travel Document Sample_TraveDocuments.jpg

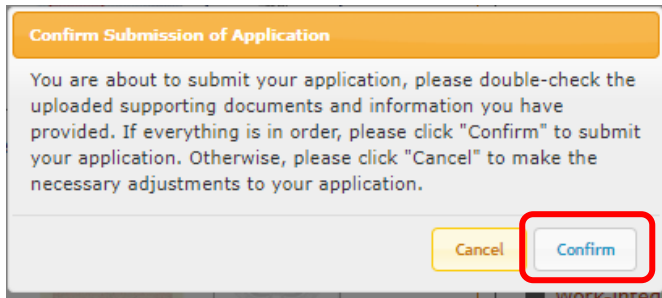
Student Visa Label or e-Visa (Notification Slip for Entry Visa/Permit 入籍簽證/進入許可通知書) Sample_VisaLabels.jpg

Landing Slip Sample_VisaLabels.jpg

2. Are you currently staying in Hong Kong? Yes No



- 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

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 - For Mainland students: Quality Migrants and Mainland Residents Section
 - For Macao/Taiwan/Overseas students: Extension Section
- IMMD Approval:** Upon IMMD's approval of the extension of your stay, 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") below.
- Please understand that it is your sole responsibility to apply for an extension of your stay before it expires. If you require further assistance, please contact us at ar.visa@polyu.edu.hk.

Application History

Transaction No.	Application Date	Application Status	Application Details
2023111010	28-Dec-2023	Submitted to Department	Next

Cancel

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

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Application History

Transaction No.	Application Date	Application Status	Application Details
2023141046	28-Dec-2023	Submitted to Department	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> <input type="button" value="Next"/> </div>

- 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.

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Important Notes

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- Please understand that it is your sole responsibility to apply for an extension of your stay before it expires. If you require further assistance, please contact us at ar.visa@polyu.edu.hk.

Application Form

Application Status: Submitted to Department **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

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 <https://www.immd.gov.hk/>.
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 - 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 IMM D to confirm your legitimacy as a student at PolyU.

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

Please download the supporting letter below and submit your application to the IMM D within 4 weeks before your limit of stay expires. Upon IMM D's approval of the extension of your stay, 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") in the section below.

Supporting Letter 2023141046_SUPPORTING_LETTER.pdf

Provision of the Latest Student Visa Information

Please upload the "Notification Slip for Conditions of Stay" and input the extended visa expiry date (i.e. the date after "extended permission to remain until") below. Once you select a file for upload, a pop-up window will appear with a preview of your selected file. Please ensure that your browser allows pop-up windows from the eStudent platform at all times.

e-Visa (Notification Slip for Conditions of Stay 逗留条件通知书)

Extended Visa Expiry Date:

Sun	Mon	Tue	Wed	Thu	Fri	Sat
26	27	28	29	30	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31	1	2	3	4	5	6
Today						

example: 

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 Information

Please upload the "Notification Slip for Conditions of Stay" and input the extended visa expiry date (i.e. the date after "extended permission to remain until") below. Once you select a file for upload, a pop-up window will appear with a preview of your selected file. Please ensure that your browser allows pop-up windows from the eStudent platform at all times.

e-Visa (Notification Slip for Conditions of Stay 逗留条件通知书) Sample_NotificationSlipforConditionsofStay.jpg

Extended Visa Expiry Date:

example:



- 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 of Stay" and input the extended visa expiry date (i.e. the date after "extended permission to remain until") below. Once you select a file for upload, a pop-up window will appear with a preview of your selected file. Please ensure that your browser allows pop-up windows from the eStudent platform at all times.

e-Visa (Notification Slip for Conditions of Stay 逗留条件通知书) Sample_NotificationSlipforConditionsofStay.jpg

Extended Visa Expiry Date:

example:



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			
Transaction No.	Application Date	Application Status	Application Details
2023141046	28-Dec-2023	Uploaded extended Visa Label	<input type="button" value="Next"/>

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 ar.visa@polyu.edu.hk.

Glossary

➤ Checking the 'Application Status'

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

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Application History

Transaction No.	Application Date	Application Status	Application Details
2923471070	28-Dec-2023	Submitted to Department	<input type="button" value="Next"/>

- 'Application Status'

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

- Submitted to Department:** Your application is submitted to your programme hosting department for endorsement.
- 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.
- Supporting Letter Available for Download:** The supporting letter is ready to download.
- 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.***
- Completed:** This application status indicated that the AR has received your updates and successfully verified your status as a legitimate student at PolyU.