Non-local students (non Mainland, Macau and Taiwan students) pursuing master, undergraduate programmes and higher diploma programmes in Hong Kong

Notes to Applicants

Application

Complete the application form and submit the relevant supporting documents.

Note: If the application form is incomplete, your application process will be affected.

Submission of Application

Please submit your application via online platform "U-Choice" at:

www.hkct.edu.hk/uchoice

Application Deadline

The deadline for application and payment is **4 July 2025**.

*Note: The visa application process will take **at least 6 to 8 weeks**, applicants are advised to submit their application as early as possible.*

Enquiries

HKCT Institute of Higher Education ("CTIHE") / Hong Kong College of Technology ("CT")

Tel: (852) 2926 1222
Email: enquiry@hkct.edu.hk
Website: www.hkct.edu.hk
Address: HKCT Jockey Club Undergraduate Campus, 2 On Shing Street, Ma On Shan, Sha Tin, New Territories, Hong Kong

Important Notes for Visa Application

1. Under the Immigration Ordinance, unless a person has the right of abode or right to land in the Hong Kong Special Administrative Region ('HKSAR'), he/she requires a visa/entry permit to study.

2. Study visa applications from non-local students should be submitted to the Immigration Department through the educational institution (the sponsor) granting the acceptance.

3. In general, a person who is admitted as student in the HKSAR shall become a student only at a specified school, university or other educational institution and undertake such course of study as may be approved by the Director of Immigration. **If an applicant withdraws or transfers to another school or is absent without valid reason leading to termination, the institution will notify the Immigration Department within 7 working days.**

4. Once the applicant receives the admission offer letter from CTIHE / CT, he/she is required to send the **required documents along with the original bank deposit slip** (if by bank transfer) of the tuition and visa fees paid to the programme coordinator of CTIHE / CT (with the envelope marked "Visa Application").

5. The administrative fee is non-refundable regardless of the result of visa application.

6. Processing time – HK Immigration Department usually takes 6 to 8 weeks upon receipt of a complete set of application documents.

* Note: **Please refrain from making enquiries about the progress of the application directly to Immigration Department, as it may delay the processing of the application.**

7. Visa collection – Once your visa application is approved by Immigration Department, CTIHE / HKCT will inform you to download your e-Visa.

8. For application details of visa application, you can visit the Hong Kong Immigration Department website.

9. Required documents:
   - A completed page 1 to 4 of **ID 995A** with one recent photo affixed to page 2
   - A copy of your admission offer letter by CTIHE / CT
   - A copy of your travel documents (e.g. Passport)
   - A copy of household registration card / transcript
   - A copy of highest academic qualification documents (e.g. transcript)
   - Copy of financial proof within the last 3 months, e.g. bank statements, savings account passbooks, scholarship award notification, tax receipts and salary slip. According to previous application cases, applicants are recommended to demonstrate that the amount of saving is sufficient to cover tuition and living expenses in Hong Kong for one year or more.
   - If financial proof is not in the applicant's name (e.g. in the name of a parent), a letter of undertaking with handwritten signature from the named patron AND a
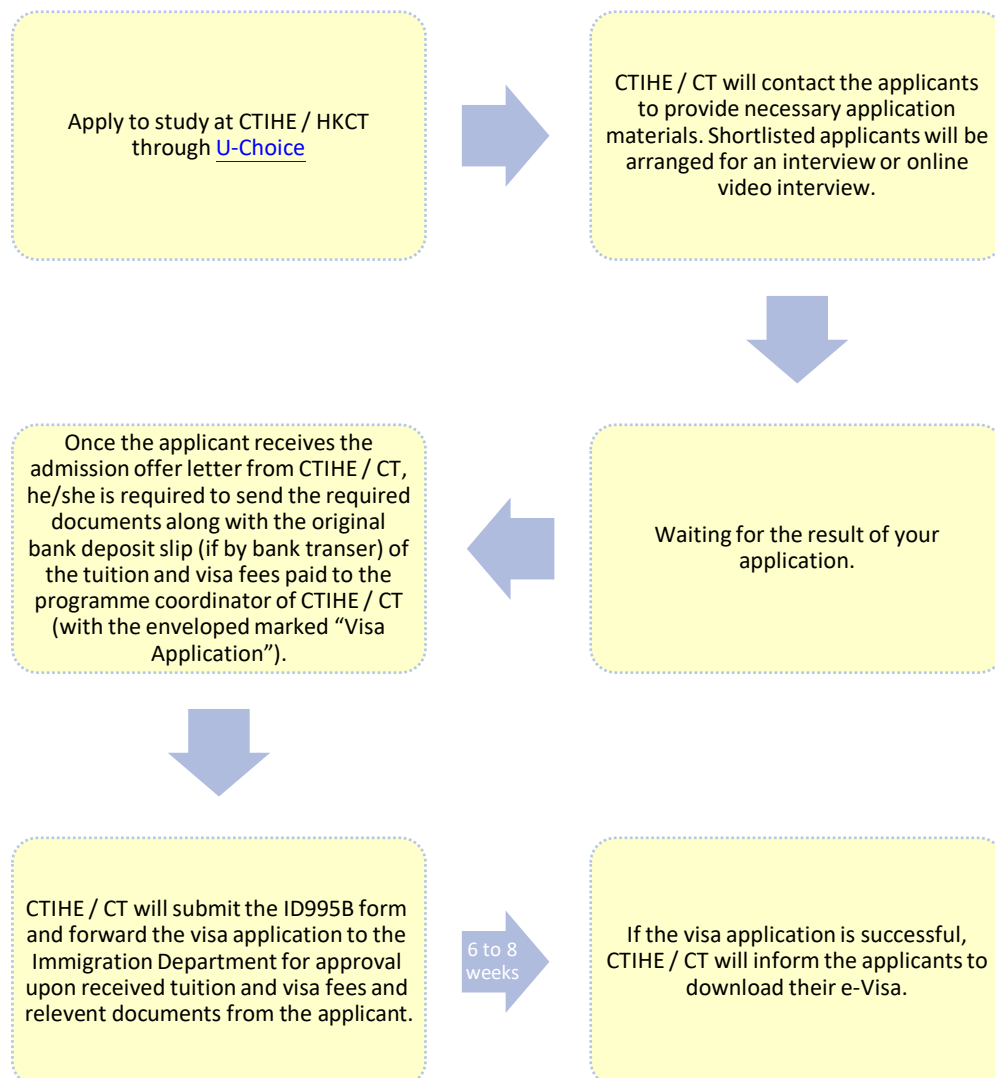
copy of the document as proof of his/her relationship with the applicant (e.g. birth certificate or household registration record) is required.

- An administration fee for visa application is HK$350 (including visa fee and postage). Payment can be made online at www.hkct.edu.hk/uchoice.

10. For applicants under the age of 18 at the time of completing ID 995A form, programme coordinator will ask the applicant to complete the "Letter of Guardian Nomination", which is required by Immigration Department.

11. Applicant must read the "Guidebook for Entry for Study in Hong Kong" at Immigration Department website before completing and submitting the application.

Application Procedures

Apply to study at CTIHE / HKCT through U-Choice

CTIHE / CT will contact the applicants to provide necessary application materials. Shortlisted applicants will be arranged for an interview or online video interview.

Once the applicant receives the admission offer letter from CTIHE / CT, he/she is required to send the required documents along with the original bank deposit slip (if by bank transer) of the tuition and visa fees paid to the programme coordinator of CTIHE / CT (with the enveloped marked "Visa Application").

Waiting for the result of your application.

CTIHE / CT will submit the ID995B form and forward the visa application to the Immigration Department for approval upon received tuition and visa fees and relevent documents from the applicant.

6 to 8 weeks

If the visa application is successful, CTIHE / CT will inform the applicants to download their e-Visa.

Last update: Mar 2025

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