

Frequently Asked Questions

Accommodation	
Q1.	I am a non-local Taught Postgraduate student. Am I eligible to apply for living in the CPCE Student Hostel?
Ans.	Non-local Taught Postgraduate students enrolled in full-time programmes are eligible to apply for the CPCE Student Hostel. Please click here for further details.
Q2.	Can you give me some information on accommodation in the Private Market?
Ans.	Please click here to access general accommodation information for reference. Kindly note that this information is for general reference only, may not be updated regularly, and should not be relied upon as the sole source of accommodation information.
Medical Insurance	
Q1.	How can I purchase Medical Insurance?
Ans.	You need to arrange your own insurances according to your personal needs. You may refer to Register of Licensed Insurance Intermediaries when sourcing the insurances.
Octopus Card	
Q1.	What is Octopus Card?
Ans.	Octopus is a contactless payment tool which is easy to use and accepted all over Hong Kong. You can use it for public transport, shopping and more. Eligible full-time day-course students studying in a recognised institution in Hong Kong can enjoy concessionary fares for most public transports. For details, please click here.
Opening a Bank Account	
Q1.	I am going to open a bank account. Which bank should I open an account?
Ans.	You may open a bank account in any bank in Hong Kong. For more information on opening a bank account, please click here.

Student Visa Issues

Q1.	Do I need a Student Visa to study in CPCE?
Ans.	Students who do not have the right of abode or right to land in the HKSAR must obtain a student visa / entry permit for educational purposes. It is the responsibility of these students to maintain a valid student visa / entry permit while studying in CPCE, and it is important that they submit a copy of their landing slip, issued by the Immigration Department, as proof of their permitted limit of stay in Hong Kong. Please note that entering Hong Kong as a visitor does not permit a person to enrol in or attend any study programme at CPCE.
Q2.	Is there any fee for student visa applications?
Ans.	You are required to pay the visa handling fee to CPCE for processing your application. Upon approval by the Immigration Department, you will also need to pay the relevant visa fee to the HKSAR Government before downloading the e-Visa.
Q3.	When should I apply for a student visa / entry permit extension?
Ans.	For Full-time students If your student visa / entry permit is set to expire before the completion of your studies within the normal duration of your programme, you should apply for a student visa extension within four weeks before your current visa expires. If you are unable to complete the full-time programme within its normal duration but expect to finish within one additional year, you should apply for a student visa extension. However, if you have already received a one-year extension beyond your normal duration of your programme and have not yet completed your studies, you must submit a new application for a student visa at least eight weeks before your extended visa expires in order to continue your studies. If your current student visa / entry permit has expired, you must apply for a new student visa to continue your studies. For Part-time students A student visa extension is not applicable to part-time students. Instead, you should apply for a new student visa at least eight weeks before your current visa expires.
Q4.	How do I apply for a Student Visa extension?
Ans.	It is the responsibility of individual students to check the validity of his/her student visa/ entry permit and apply for visa extension / new student visa on time before it expires to cover his/her study period in Hong Kong.

	Procedures a) Apply for a supporting letter from CAR for an extension of stay with the following information provided through email, around five weeks before your current visa expires: • your student number and contact phone number in Hong Kong; • the expected date of your graduation, number of credits you will be taking in each semester / term of your remaining study period, and your schedule to complete other graduation requirement(s) if applicable. b) Submit the application for student visa extension within four weeks before the expiry of your student visa, together with the following documents, to the Immigration Department (ImmD) either in person or via the online service at the website of ImmD (www.gov.hk/esapplication). • The supporting letter from CAR; • A completed application form ID91, which is downloadable from the website of ImmD; • Your Hong Kong Identity Card; • Your travel document (pages showing personal particulars, latest condition and limit of stay / landing slip and any amendments made) which is valid for more than 3 months and / or latest “e-Visa”; and • Other supporting documents where appropriate. c) Upon receipt of all necessary documents, it normally takes ImmD two to three weeks to process your application. d) Collect your new “e-Visa” (Notification Slip for Visa / Entry Permit) and No Objection Letter (NOL), if applicable, when ImmD contacts you and confirms that your application has been approved. You should be in Hong Kong both when applying and collecting the “e-Visa”. For students who cannot complete the programme within the normal duration of the programme, they shall apply for extension of studies from the Programme Administrative Hosting Division, via CAR, before they apply for visa extension.
Q5.	Do I need to update the School or College when my student visa / entry permit has been extended?
Ans.	Yes. You need to update CAR on your new landing slip as proof of your legitimate stay and study at PolyU. Failure to provide proof of your new visa/ permit information may affect your eligibility to continue your studies at CPCE. Procedures 1) Upload your new landing slip to the Student Portal 2) Email CAR to verify your new landing slip at the following: Sub-degree programmes: ccadmission.nl@hkcc-polyu.edu.hk Full-time 4-year undergraduate programmes: ug.admission@speed-polyu.edu.hk

	Full-time 2-year top-up undergraduate programmes / taught postgraduate programmes: spadmission.nl@speed-polyu.edu.hk
Employment and NOL	
Q1.	Who is eligible for undertaking study-/curriculum-related internship, part-time on-campus employment and summer jobs?
Ans.	Normally, non-local students must obtain prior permission from the Director of Immigration before starting any internship, part-time on-campus job, or summer employment. Eligible students may receive up to two No Objection Letters (NOLs) notifying them of the relevant arrangements upon the approval of their student visa applications: 1. Full-time students will be issued a NOL allowing them to take up part-time on-campus employment and summer jobs. This NOL will be valid as long as their student visas are valid. 2. If their study programmes allow or require them to undertake a study-/curriculum-related internship, they will be issued a separate NOL for it. Eligible students with the appropriate NOLs do not need to seek individual permission from the Director of Immigration for study-/curriculum-related internships arranged or endorsed by their Programme Administrative Hosting Division, part-time on-campus employment or off-campus summer jobs. <u>Study-/Curriculum-related Internship</u> Full-time Sub-degree Students The cumulative duration of the study-/curriculum-related internship is <u>six months or less</u>. Moreover, the six months' duration is calculated on a cumulative basis of 26 weeks and is counted by calendar week as a unit regardless of the actual days being engaged in the internship within a week. The cumulative duration of 26 weeks need not be continuous. Full-time Undergraduate / Postgraduate Degree Students The duration of the study-/curriculum-related internship is up to one academic year, or one-third of the normal duration of the relevant full-time academic programme, whichever is the shorter. The internship cannot take place before you have officially registered on the programme and begun attending any scheduled classes of your registered programme in Hong Kong, or when you have already fulfilled all the programme requirements for graduation (e.g. just finished your final year of study). <u>Part-time on-campus employment and summer jobs</u> Eligible students (non-local students, excluding exchange students, studying in full-time, locally-accredited programmes at the Ug level or

	higher) are temporarily exempted from the above employment restrictions from November 2023 (for Pg students) and November 2024 (for Ug students). They are temporarily exempted from the restrictions on part-time on-campus employment and are not required to make separate applications to the ImmD for part-time on-campus employment and summer jobs. For eligible students, the NOLs are valid as long as they remain enrolled in the same programmes in CPCE and their limit of stay in the HKSAR remains unexpired.
Q2.	What should I do if I lose my No Objection Letter (NOL)?
Ans.	You should have saved a copy of your visa/permit and NOL, if applicable when you downloaded your "e-Visa". If the NOL is lost, damaged or defaced, you should get a replacement from the ImmD at no fee following the procedure outlined below: <u>Procedure</u> Visit the ImmD in person along with your travel document that includes the latest arrival stamp, landing slip, or extension of stay label in the HKSAR, and/or the latest issued "e-Visa" (if applicable) for re-issuance. For students from Chinese Mainland: Quality Migrants and Mainland Residents Section For students from overseas, Macao and Taiwan: Extension Section
Q3.	What happens to my NOL if I transfer to another programme or institution?
Ans.	The NOL issued for your current programme or institution will cease to be valid if you transfer to another programme or institution. You should obtain a new NOL where applicable before taking up any study-/curriculum-related or employment.
Conditions of Stay and Charity / Voluntary Work	
Q1.	Can I participate in charity or voluntary work?
Ans.	You must observe the conditions of study stipulated by the Immigration Department. Please refer to the Guidebook for Entry for Study in Hong Kong https://www.immd.gov.hk/eng/forms/forms/id-e-996.html for details. Prior approval from the Director of Immigration may be required before participating in charity or voluntary work.
Q2.	How do I apply for approval for charity or voluntary work?
Ans.	You should seek approval from your Programme Administrative Hosting Division via CAR at least three weeks before the planned activity. CAR will

	submit the application to the Immigration Department and inform you of the outcome.
Changes to Study Status	
Q1.	What should I do if I transfer to another programme?
Ans.	If you have obtained approval from your Programme Administrative Hosting Division to change your current study programme to another programme, your updated study information should be accurately reflected on your student visa documents. As a result, the change to your study programme must also be reported to and approved by the Director of Immigration. <u>Procedures</u> - Submit your application for transfer of study using Form CAR22. For more details, please refer to the section on “Transfer of Study” in the Student Handbook. - Once the application for transfer of study is approved, CAR will seek approval from the Director of Immigration to update your student visa status on your behalf. You will be advised of the outcome of the application by email, where applicable. - Collect your new No Objection Letter(s) (NOLs) from the Immigration Department upon approval before taking up study / curriculum-related internship and any employment (as the NOLs in respect of the current programme or institution will cease to be valid).
Q2.	What should I do if I apply for deferment of study or zero subject enrolment?
Ans.	If you need to apply for deferment of study or zero subject enrolment, you should submit an application, using Form CAR14 or CAR Form 24. For details, please refer to the section on “Deferment of Study” or “Zero Subject Enrolment and Retention of Study Place” in the Student Handbook. Upon approval of your application, CAR will report it to the Director of Immigration, where applicable.
Q3.	Do I need to apply for a new student visa to resume my studies after deferment of study or zero subject enrolment if my current student visa is still valid?
Ans.	If your student visa has not been terminated by the ImmD and is still valid when you return to the HKSAR, you do not need to apply for a new student visa to resume your studies. However, if your current student visa does not cover the duration of your studies after resumption, you should follow the procedures outlined in the “Visa Issues” section to extend or renew your visa before it expires.

Q4.	What happens if my programme registration is declared null?
Ans.	If you fail to complete the enrolment procedures / subject registration on the scheduled date, or settle tuition fees by the payment deadline, your registration on the programme including subject enrolment will be declared null, and your registration / student status in CPCE will be removed. In such cases, CAR will inform the Immigration Department of the termination of your study. This may lead to termination of your student visa / entry permit or refusal of your re-entry to Hong Kong by the Immigration Department. You will need to re-apply for a student visa / entry permit even if your registration status is reinstated subsequently. Please refer to the sections on “Discontinuation or Withdrawal of Study / De-registration” in Student Handbook for more details.
Q5.	What happens if I discontinue or withdraw from my studies?
Ans.	Once it is confirmed that you have discontinued, withdrawn your study or have been de-registered from your programme, CAR will notify the Immigration Department accordingly. According to Immigration Regulations, you must leave Hong Kong before the expiry of your limit of stay or within four weeks from the date of the termination of study, whichever is earlier; otherwise, you will be committing an offence of breaching your conditions of stay.
Q6.	What if I participate in long-term exchange activities?
Ans.	If you wish to take up exchange activities for one year or more, it is necessary for you to seek prior approval from the Director of Immigration. Procedurally, you should first seek approval from your Programme Administrative Hosting Division via CAR for your exchange application. CAR will submit your application to the Immigration Department and advise you of the outcome of your application by email.
Immigration Arrangements for Non-local Graduates (IANG)	
Q1.	Can I stay and work in Hong Kong after graduation?
Ans.	After you have obtained an undergraduate degree or higher qualification in a full-time programme, you can apply to the Immigration Department to stay in or return to and work in Hong Kong under the Immigration Arrangements for Non-local Graduates (IANG). You will normally be granted a stay of 24 months on time limitation without any condition upon application, provided that you meet the normal immigration requirements. During the stay, you are free to take up employment or pursue studies in Hong Kong without the need to seek prior approval from the Immigration Department. For more information, please refer to the FAQs on IANG. For enquiries, please contact the Immd by email at enquiry@immd.gov.hk or by phone at 2824 6111.

Q2.	What documents may be required for an IANG application?
Ans.	Eligible graduates may directly submit an application to the Immigration Department, either in person or via online. Supporting documents for the application include a transcript of studies or a testimonial. Graduands concerned may apply for the above documents upon the formal announcement of assessment results. For details, please refer to the sections on “Transcript of Studies” and “Testimonial” in the Student Handbook respectively. For more information, please refer to the FAQs on IANG. For enquiries, please contact the ImmD by email at enquiry@immd.gov.hk or by phone at 2824 6111.
Q3.	Can I apply for an interim extension of stay while waiting for graduation results?
Ans.	While you are waiting for the results for graduation, you may apply for an Interim Extension of Stay on Student Condition to the Immigration Department, either in person or via online. The Immigration Department will normally grant a 3-month Interim Extension of Stay on Student Condition to eligible students; however, this Interim Extension of Stay on Student Condition does not permit you to study or work in the HKSAR. For more information, please refer to Q9 to Q11 of the FAQs on IANG. For enquiries, please contact the ImmD by email at enquiry@immd.gov.hk or by phone at 2824 6111.
Q4.	Do I need a supporting letter from CAR for IANG applications / interim extension of stay?
Ans.	To apply for the stay under IANG or Interim Extension of Stay on Student Condition, you do not need supporting letter from CAR.
Enquiries	
Q1.	I still haven’t received my student visa / entry permit. How can I know my application status?
Ans.	It normally takes 4 – 6 weeks for the Hong Kong Immigration Department to process a visa application upon receipt of a complete application. When your student visa / entry permit has been approved, CPCE Academic Registry (CAR) will notify you by e-mail as soon as possible. If you do not hear from CAR after 6 weeks of your visa application, you may send your enquires to CAR: Sub-degree programmes: ccadmission.nl@hkcc-polyu.edu.hk Full-time 4-year undergraduate programmes: ug.admission@speed-polyu.edu.hk

	Full-time 2-year top-up undergraduate programmes / taught postgraduate programmes: spadmission.nl@speed-polyu.edu.hk Telephone: (852) 3746 0900
Q2.	How can I collect my Student Identity Card?
Ans.	Only students who have completed all the programme registration procedures will be eligible to collect the Student Identity Card (SID). Please refer to the e-mails from CPCE Academic Registry nearer to programme commencement for details of programme registration and SID collection. Only those with SID can enter the CPCE campus.
Q3.	I have some enquiries on academic programme. Who should I contact to?
Ans.	Please send your enquiries to the CPCE Academic Registry (CAR): E-mail: cpce.ar@cpce-polyu.edu.hk Telephone: (852) 3746 0900