

**Faculty/Department Confirmation Sheet on Student Status – Visa Replacement for Mainland Students**

Please complete the form in BLOCK letters and  and \*delete whichever is appropriate.

**PART 1 – Request to Faculty / Department (To be filled by applicant)**

To: Faculty / Department of \_\_\_\_\_  
(Full name of Faculty / Department)

I, \_\_\_\_\_ (University ID: \_\_\_\_\_), studying  
(Full name of applicant)

\_\_\_\_\_ as \*full-time / part-time student, have to replace  
(Full name of study programme)

a new visa/entry permit.

The reason of my application:

- My visa/entry permit label is lost.
- My visa/entry permit label is damaged.
- Other reasons: \_\_\_\_\_

Please confirm my student status below to facilitate my application of new visa/permit label:

**Additional information: (DD/MM/YYYY)**

Current student visa expiry date: \_\_\_\_\_

Study period shown on the current student card: \_\_\_\_\_

**Signature of Applicant**

**Date**

**PART 2 – Confirmation by Faculty / Department (To be filled by Faculty / Department)**

To: Admissions Office, Registry

I write to support the visa replacement application for the above-named student.

**Details of his/ her studies are as follows: (DD/MM/YYYY)**

Date of registration: \_\_\_\_\_

\*Actual/expected study end date: \_\_\_\_\_

**I would support \*his/ her application for a new visa/entry permit label with period up to \_\_\_\_\_.**  
(DD/MM/YYYY)

Note:

The "actual/expected study end date" should match "period to be supported"

**Full name of Faculty / Department**

**Stamp of Faculty / Department**

**Signature of Designated Officer**

**Full Name of Designated Officer**

**Date**