

Faculty/Department Confirmation Sheet on Student Status – Extension of Stay in Hong Kong

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: _____, HKID Card No. _____),
(Full name of applicant)

studying _____ (Full name of study programme),
would like to extend my student visa.

The reason of my application for visa extension:

To continue my study of above study programme

To defer my study period in order to fulfill the requirement of above study programme
Expect extension period: _____

To withdraw my application for leave of absence from _____ to _____ (DD/MM/YYYY)
Expect extension period: _____

Please confirm my student status below to facilitate my application for visa extension.

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 extension application for the above-named student.

The supporting period will be until _____ (DD/MM/YYYY)

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

Date of registration: _____ *Expected study end date: _____

Normal duration of programme (No. of years): _____

Programme with mandatory internship in *current / coming academic year : *Yes / No

Programme with credit-bearing internship in *current / coming academic year: *Yes / No

Notes:
Extension of student visa is eligible for **full-time** student only. The supporting period should NOT be later than the Expected study end date.

<p>Full name of Faculty / Department</p> <p>_____</p> <p>Stamp of Faculty / Department</p> <p>_____</p>	<p>Signature of Designated Officer</p> <p>_____</p> <p>Full Name of Designated Officer</p> <p>_____</p> <p>Date</p> <p>_____</p>
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