

**The Hong Kong Polytechnic University  
Global Engagement Office**

**IMPORTANT INFORMATION FOR TAIWAN STUDENTS**

Taiwan students who want to undertake internships in Hong Kong must possess a training visa (single entry), and the application for which usually takes approximately 4 to 6 weeks.

Upon issuance of the training visa, The Hong Kong Polytechnic University (PolyU) shall send the visa to the students/partner university by courier/via email. Students should attach the visa to their passports before departing for Hong Kong.

<b>Documents Required for Visa Application</b>	<b>Remarks</b>
1. Recent Photograph	In JPEG image
2. Copy of Passport Personal Information Page	The page that clearly shows students' personal details with validity of at least six months and beyond their intended period of stay
3. Copy of Hong Kong Identity Card (if any)	
4. Copy of Household Registration (戶籍謄本) in Taiwan	N/A
5. Copy of Taiwan Identity Card	N/A
6. Signed Confirmation of Acceptance	The information for air tickets and insurance can be filled out with the quoted information first. Until the visa is successfully issued, please do not purchase an air ticket or arrange insurance. Please leave any other unknown areas blank first.
7. Completed Application for Training in Hong Kong Form No. ID 992A (P.1 to P.4 only)	PolyU will only send your application together with the supporting documents to the Hong Kong Immigration Department upon receiving your signed Confirmation of Acceptance
8. Updated CV	<ul style="list-style-type: none"> <li>• Include personal particulars, educational background, work/training experience, etc.</li> <li>• Your submitted CV will be used if there is no updated version</li> </ul>
9. Official Transcript	<ul style="list-style-type: none"> <li>• Must be stamped by the university. Students may also include a list of courses they will have completed before your traineeship.</li> <li>• Your submitted transcript will be used if there is no updated version</li> </ul>

10. Certificate of Studentship/Enrolment	Verification letter of student's status issued by the university. Must be stamped and signed by university.
--	---

Note: All documents submitted should be scanned clearly with COLOUR.

<b>Documents for PolyU Human Resources Office</b>	<b>Remarks</b>
1. Passport / HKID Copy	The page that clearly shows students' personal details with validity of at least six months and beyond their intended period of stay
2. Recent Photograph	In JPEG image
3. Acceptance Note	
4. Confirmation of purchasing of travel insurance by the Intern	Related documents can be provided on the on-board date
5. Personnel Record Form (HR Form 45)	