



Immigration Department  
The Government of  
the Hong Kong Special Administrative Region

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**Guidebook for  
Entry for Training  
in Hong Kong**

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## **I. Introduction**

This guidebook sets out the entry arrangements for persons who wish to enter the Hong Kong Special Administrative Region (HKSAR) for training.

2. This entry arrangement does not apply to:
  - (a) nationals of Afghanistan, Cambodia, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam; and
  - (b) Chinese residents of the Mainland (other than Mainland employees and business associates of well-established and multi-national companies based in Hong Kong).

## **II. Eligibility Criteria**

3. An application for a visa/entry permit to enter the HKSAR for a limited period (not more than 12 months) of training to acquire special skills and knowledge not available in the applicant's country/territory of domicile may be favourably considered if:

- (a) there is no security objection and no known record of serious crime in respect of the applicant;
- (b) the bona fides of the applicant and the sponsoring company are satisfied;
- (c) the sponsoring company is a well-established company, capable of providing the proposed training;
- (d) there is a contract signed between the sponsoring company and the applicant;
- (e) the sponsoring company guarantees in writing the maintenance and repatriation of the applicant and that the applicant will receive training in the sponsor's premises until the end of the agreed period, after which the applicant will return to his/her place of residence; and
- (f) the proposed duration and content of the training programme can be justified.

## **III. Application Procedures**

### *Application forms*

4. Applicants should complete application form (ID 992A). The sponsoring company should complete application form (ID 992B). The application forms (ID 992A and ID 992B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters.
- (b) Immigration Branch Offices.
- (c) Overseas Chinese Diplomatic and Consular Missions.
- (d) Hong Kong's network of offices in the Mainland of China and overseas.

The forms can also be downloaded from the Immigration Department's website at [www.immd.gov.hk](http://www.immd.gov.hk).

### *Supporting Documents*

5. Please refer to the checklist at part VII.

### *Submission of Application*

6. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to information at Part V below), each dependants must complete and sign Part B of application form ID992A. For an applicant or a child dependant under the age of 16, it must be signed by the parent or legal guardian of the child. Completed application forms, i.e. ID992A and ID992B, and all supporting documents should be submitted by the applicant or the sponsoring company in either one of the following ways:

(a) By post directly or through a sponsoring company in the HKSAR to:

Receipt and Despatch Sub-unit  
Hong Kong Immigration Department  
2/F, Immigration Tower  
7 Gloucester Road  
Wan Chai, Hong Kong

(b) Applicants residing in overseas countries or territories may submit their application forms together with the relevant supporting documents and their travel documents in person to the nearest Chinese diplomatic and consular missions in their place of domicile.

(c) Holders of foreign passports who are living in the Mainland of China may submit the application forms together with all supporting documents to the Immigration Division of the Office of the Government of the HKSAR in Beijing (Beijing Office). Applicants are required to produce their travel document to the Immigration Division of the Beijing Office so that a visa/entry permit could be issued if the application is approved. The address of the Beijing Office is:

No. 71, Di'anmen Xidajie, Xicheng District  
Beijing 100009  
People's Republic of China

## **IV. Travel Documentation Requirement**

7. Visa/Entry permit label will be issued upon successful application. It should be collected by the sponsoring company from the Immigration Department for onward transmission to the successful applicants. For application submitted to the Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office, visa/entry permit will be issued through the relevant Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office as appropriate. The visa/entry permit label should be affixed onto a blank visa page of the applicant's travel document for presentation to the immigration officer upon arrival in the HKSAR.

8. Successful applicant who is a Chinese resident of the Mainland should apply for an Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and a relevant exit endorsement from the Public Security Bureau office where his/her household registration is kept. The entry permit label should be affixed onto a blank endorsement page of the applicant's EEP on which his/her relevant exit endorsement has been obtained. The applicant should present the EEP for immigration examination upon arrival in the HKSAR. In case the applicant's EEP bearing the relevant exit endorsement is an electronic EEP, it should be presented together with the entry permit label issued to him/her for immigration arrival clearance.

## **V. Entry of Dependants**

9. Applicants admitted for training may bring in their spouse and unmarried dependent children under the age of 18 to the HKSAR under the prevailing dependant policy. Persons admitted or applying for admission for training will be the sponsors of his/her accompanying dependants to the HKSAR. An application for admission of a dependant may be favourably considered if:

- (a) there is reasonable proof of a genuine relationship between the dependant and the sponsor;
- (b) there is no known record to the detriment of the dependant; and
- (c) the sponsor is able to support the dependant's living at a standard well above the subsistence level and provide him/her with suitable accommodation in Hong Kong.

10. This entry arrangement does not apply to:

- (a) former Mainland Chinese residents residing in Macao who have acquired residence in Macao through channels other than the One-way Permit Scheme; and
- (b) nationals of Afghanistan, and Korea (Democratic People's Republic of).

11. The length of stay of such dependants will be linked to that of their sponsors. Dependants are required to leave the HKSAR as and when the sponsors themselves leave Hong Kong. Dependants are not prohibited from taking up employment in the HKSAR under existing policy.

## **VI. Other Information**

12. In general, unless a person has the right of abode or right to land in the HKSAR, he/she requires a visa/entry permit to undergo training in the HKSAR. While each application is determined on its individual merits, an applicant should meet normal immigration requirements (such as holding a valid travel document with adequate returnability to his/her country of residence or citizenship; be of clear criminal record and raise no security or criminal concerns to the HKSAR; have no likelihood of becoming a burden on Hong Kong etc.) as well as the relevant specific eligibility criteria detailed above before he/she may be considered for the grant of a visa/entry permit. It should be noted that the eligibility criteria may be subject to change from time to time.

## **Re-entry into Hong Kong**

13. Non-permanent residents of the HKSAR, irrespective of their nationality and type of travel document held, do not require a re-entry visa/entry permit to enter the HKSAR provided that they return within the validity of their permitted limit of stay and that the circumstances upon which they have acquired their residential status remain unchanged. Non-permanent residents, if returning after a long absence of, say, 12 months or more, may be required to approach the Immigration Department Headquarters to have their residential status verified.

## **Payment of Fees**

14. If the application is submitted to the Hong Kong Immigration Department direct, payment of fees should be made upon collection of the visa/entry permit either in cash, by EPS or by cheque. The cheque should be crossed, made payable to “The Government of the Hong Kong Special Administrative Region”, properly dated and signed.

15. If the application is submitted to an overseas Chinese Diplomatic and Consular Mission or the Immigration Division of the Office of the Government of the Hong Kong Special Administrative Region in Beijing, the visa fee should be paid direct to the Chinese Diplomatic and Consular Mission or the Immigration Division of the Office of the Government of the Hong Kong Special Administrative Region in Beijing as appropriate.

## **Processing Time**

16. It will normally take four weeks to process a visa/entry permit application for training upon receipt of all the required documents. The Immigration Department would not be able to start processing the application unless all the required documents and information are received. Please refrain from making enquiries about the progress of the application unless it is absolutely necessary, as it may delay the processing of the application.

17. All applications are processed and determined by the Immigration Department. Approval of applications is entirely discretionary and is subject to changes in government policies. The Director of Immigration reserves absolute discretion to refuse any application even if the application meets all eligibility criteria.

## **Warning**

18. It is an offence to make false statements or representations to an immigration officer. A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa/entry permit issued or permission to enter or remain in the HKSAR granted shall have no effect.

## **Disclaimer**

19. The information in this guidebook serves as reference only. The Immigration Department of the HKSAR is not responsible for any loss or damage whatsoever arising out of or in connection with any information in this guidebook. The Immigration Department reserves the right to omit, suspend or edit all information in this guidebook at any time in its absolute discretion without giving any reason or prior notice. The Immigration Department further reserves the right to change the eligibility criteria and details of the arrangement set out above from time to time without notice.

## **Enquiries**

20. For more information about the entry arrangement for training, please contact the Immigration Enquiry Hotline at (852) 2824 6111 (phone) and (852) 2877 7711 (fax) or visit the Immigration Department's homepage [www.immd.gov.hk](http://www.immd.gov.hk).

## VII. Checklist of Forms and Documents to be Submitted

### (A) Forms and Documents to be Submitted by the Applicants

✓	<b>Forms/ Documents Required</b>
	Application for Entry for Training in Hong Kong (ID 992A)
	The applicant's recent photograph (affixed on page two of the application form ID 992A)
	Photocopy of the applicant's travel document containing personal particulars, date of issue, date of expiry and/or details of any re-entry visa held (if applicable). For an applicant who is currently staying in Hong Kong, photocopy of his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label in the HKSAR. Chinese resident of the Mainland who has not been issued with a travel document may submit a photocopy of his/her People's Republic of China resident identity card.
	Photocopy of the applicant's Hong Kong identity card (if any)
	Photocopy of proof of academic qualifications and relevant working experience
	Photocopy of the applicant's Macao identity card [ <i>for Macao residents only</i> ]
	Photocopy of the applicant's household registration in Taiwan and Taiwan identity card [ <i>for Taiwan residents only</i> ]



*(B) Forms and Documents to be Submitted by Sponsoring Companies*

✓	<b>Forms/ Documents Required</b>
	Application for Entry for Training (Sponsor) in Hong Kong (ID 992B)
	Photocopy of the company's training contract with the applicant containing information about post, salaries, other fringe benefits and training periods
	Photocopy of the Business Registration Certificate <sup>^</sup>
	Photocopy of proof of financial standing (e.g. latest audited financial report, trading profit and loss account, or profit tax return) <sup>^</sup>
	Documents with details of company background such as business activities, mode of operation, background/ connection of company, product ranges, sources and markets, membership of chamber of commerce (if any), etc. (supported with catalogues, brochures, etc.) <sup>^</sup>
	Detailed business plan (e.g. information on source of fund, estimated capital injection, nature/mode of business activities, expected turnover, sales volume, gross and net profit in the coming years, and proposed creation of local job posts, etc.) [ <i>for companies newly set-up within 12 months only</i> ] <sup>^</sup>

<sup>^</sup> Submission of the documents is not required if the sponsoring company had successfully obtained an employment or training visa/entry permit for a non-local staff in the past 18 months immediately before submission of the application

*(C) Forms and Documents to be Submitted by each accompanying Dependant of an Applicant for entry for Training*

✓	<b>Forms/ Documents Required</b>
	The applicant's application form, Application for Entry for Training in Hong Kong (ID 992A) with Part B duly completed by the dependant
	The dependant's photograph (affixed on page two of the application form ID 992A)
	Photocopy of the dependant's travel document containing personal particulars, its date of issue, date of expiry and/or details of any re-entry visa held (if applicable). For a dependant who is currently staying in the HKSAR, photocopy of his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label in the HKSAR. Chinese resident of the Mainland who has not been issued with a travel document may submit a photocopy of his/her People's Republic of China resident identity card.
	Photocopy of evidence of the applicant's relationship with the dependant e.g. marriage certificates, birth certificates, family photographs, family letters (with envelopes), census record book and Privilege Card for Single child (if applicable)
	Photocopy of the dependant's Macao identity card [ <i>for Macao residents only</i> ]
	Photocopy of the dependant's household registration in Taiwan and Taiwan identity card [ <i>for Taiwan residents only</i> ]

**Important Notice:**

1. Notwithstanding that the documents and information required have been furnished, applicants, accompanying dependant(s) and sponsoring companies may still be required to submit further supporting documents and information in connection with the application(s) when necessary.
2. Where a document is not in Chinese or English, it must be accompanied by a Chinese or English translation certified as a true translation by a sworn translator, court translator, authorised public translator, certified translator, expert translator or official translator.



**Notice of Amendment to “Guidebook for  
Entry for Training in Hong Kong” ID(E) 993**

*Paragraphs 2(a), 6(c), 7, 15 and 18 are amended to read as:*

**Paragraph 2(a)**

This entry arrangement does not apply to:

- (a) nationals of Afghanistan, Cuba, Laos, Korea (Democratic People’s Republic of) and Nepal; and

**Paragraph 6(c)**

Holders of foreign passports who are living in the Mainland may submit the application forms together with all supporting documents to the Immigration Division of the Office of the Government of the HKSAR in Beijing (Beijing Office) or the Immigration Division of the Hong Kong Economic and Trade Office in Shanghai (SHETO). Applicants are required to produce their valid travel documents to the Immigration Division of the Beijing Office or the Immigration Division of the SHETO so that a visa/entry permit could be issued if the application is approved. The addresses of the two Mainland offices are:

The Office of the Government of the HKSAR in Beijing  
No. 71, Di'anmen Xidajie, Xicheng District  
Beijing 100009  
People's Republic of China

The Hong Kong Economic and Trade Office in Shanghai  
21/F, The Headquarters Building  
168 Xizang Road (M), Huangpu District  
Shanghai 200001  
People’s Republic of China

## **Paragraph 7**

A visa/entry permit label will be issued upon successful application. It should be collected by the sponsor from the Immigration Department for onward transmission to the successful applicant. For applications submitted to Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, visas/entry permits will be issued through the relevant Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate. The visa/entry permit label should be affixed onto a blank visa page of the applicant's travel document for presentation to an immigration officer upon arrival in the HKSAR.

## **Paragraph 15**

If the application is submitted to an overseas Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, the visa/entry permit fee should be paid directly to the Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate.

## **Paragraph 18**

It is an offence to make false statements or representations to an immigration officer. To verify the authenticity of the information and documents submitted with a visa application, field visits may be conducted. A person who knowingly and wilfully makes a statement or gives information which he/she knows to be false or does not believe to be true shall be guilty of an offence under the Laws of Hong Kong and any such visa/entry permit issued or permission to enter or remain in the HKSAR granted shall have no effect.

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The Government of the Hong Kong  
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