

The Hong Kong Institute of Education
Important Notes for Fee Payment and Visa Application

1) If you accept the admission offer, please pay the Admission Acceptance Fee. The payment methods are listed as follows:

1.1 **T/T Remittance from overseas***: Please quote the following information for overseas bank transfer and provide your **Account Number for Electronic Payments (EPN)** as payment reference:

Beneficiary Bank:	The Bank of East Asia Limited
Beneficiary Bank Address:	The Hong Kong Institute of Education Branch, Room C-P-12, Podium, Central Facilities Building, 10 Lo Ping Road, Tai Po, N.T., H.K.
Name of Account Holder:	The Hong Kong Institute of Education
Account No.:	015-195-40-00511-5
SWIFT Code:	BEASHKHH

**Please note that there will be a bank charge of HK\$200 from the BEA bank. Your T/T remittance should cover the total amount of bank charge as well as the Admission Acceptance Fee.*

1.2 **Bank Drafts**: Please send a Hong Kong dollar bank draft made payable to “The Hong Kong Institute of Education” to:

Admissions and Registrations Section
Registry
The Hong Kong Institute of Education
Room A-2/F-07, Administration Building
10 Lo Ping Road, Tai Po, N.T., H.K.

Remember to mark your full name and the **Account Number for Electronic Payments (EPN)** at the back of the bank draft.

If you have friends/relatives in Hong Kong, you may use other payment methods as stated below:

1.3 **Payment by Phone Service (PPS)**: Call 18031(English)/18033(Chinese) or log on to PPS online <http://www.ppschk.com>, enter merchant code “39” with Bill Type “01”. Please enter your **Account Number for Electronic Payments (EPN)**. Remember to mark down the reference no. as a proof.

1.4 **Automatic Teller Machine (ATM)**: You may settle payment at any HSBC/Hang Seng Bank ATM or JETCO ATM with a “JET PAYMENT” sign by selecting: Bill Payment → Education-Universities → HKIED → choose/enter Bill Type ‘01’ → enter your **Account Number for Electronic Payments (EPN)** as the account no. Please **DO NOT** use payment transfer.

1.5 **Internet Banking/Credit Card Payments**: You may make payment by credit cards by using internet banking services provided by your banks, e.g. under HSBC/Hang Seng Bank or JETCO. Please select “Bill Payment” and follow the on-screen instructions. Please enter your **Account Number for Electronic Payments (EPN)** as the account no. Remember to mark down the reference no. as a proof.

1.6 **Bank Deposits**: You may deposit any cash/cheque at any branches of The Bank of East Asia Limited to make payment. The Bank Account Number is **015-195-40-00511-5**. Cheque should be made payable to “The Hong Kong Institute of Education”. You must provide your **Account Number for Electronic Payments (EPN)** to the counter.

For enquiries relating to the above payment methods, please call (852) 2948 7440 or (852) 2948 6109 of the Finance Office.

****IMPORTANT NOTES****

- A) **THE FEE ONCE PAID IS NOT REFUNDABLE.**
- B) Please **mark your 8-digit Application No. on the customer copy of deposit slip/ATM advice/any other receipt or proof of your payment** and return it to the Registry together with your completed Reply Proforma.

2) Please submit the following documents for student visa application:

- 2.1 an application form for Entry for Study in Hong Kong ID 995A (10/2008) with relevant parts duly completed and **signed**; The application form and the “Guidebook for Entry for Study in Hong Kong” can be downloaded from the Hong Kong Immigration Department website at <http://www.immd.gov.hk> (click into *Public Forms* -> *Hong Kong Visas* -> *Study*).
- 2.2 a copy of the admission offer letter issued by the Institute;
- 2.3 photocopies of the applicant's travel document (e.g. passport/Identity Card) containing the personal particulars, photo, passport validity, signature and details of any re-entry visa held (if applicable);
- 2.4 if the applicant is under the age of 18, one of the applicant's parents should authorise the sponsor or his relative/friend to be the guardian of the applicant. A consent letter duly signed by one of the applicant's parents and the guardian should be produced;
- 2.5 evidence of the applicant's financial standing (e.g. bank statements, saving account passbooks, tax receipts and employment certificates.) If evidence of financial standing belongs to the applicant's parent, letter of undertaking needs to be submitted to indicate his/her full support for the expenses of his/her son/daughter's study in Hong Kong.

The International Office (IO) will send your visa application materials to the Immigration Department of the HKSAR for processing. It normally takes around 1 to 1.5 months to complete the process. IO will send the student visa to the applicant directly. For more information on student visa application, please visit the IO website at www.ied.edu.hk/io (click into *Student Visa* under the *International Students* section). Should you have further queries or require any assistance in regards to the visa application, please contact IO at (852) 2948 7654 or via email (io@ied.edu.hk).

Admissions and Registrations Section
The Registry
The Hong Kong Institute of Education