

**STEPS TO ENROLL INTO A CLC COURSE**  
(Seasonal Intensive Courses)

Time frame before lesson starts	Action						
2.5 months	1. The Student submits application form to CLC. Documents are available on CLC homepage <a href="http://www.cuhk.edu.hk/clc">www.cuhk.edu.hk/clc</a> or by email request ↓ 2. CLC checks whether the course which suits a student's level is available and inform the student/ agency on the result by email. ↓						
2 months	3a. The student fills in student visa application materials having CLC@CUHK being his/ her sponsor (if applicable). <b>Important: students cannot study in Hong Kong with tourist visa or visa exemption status.</b> <u>Required documents for student visa application:</u> (a) Fill in application form by downloading from HK government web site <a href="http://www.immd.gov.hk">www.immd.gov.hk</a> (Form ID 995A) (b) Acceptance letter issue by the university (c) Certificate of finance. (This is to prove student's financial status. Bank statement, passbook copy can be used for this purpose) (d) Documents to prove student's education qualification (e) Copy of passport (f) No medical certificate is necessary. CLC required forms can be download from <a href="http://www.cuhk.edu.hk/clc/e_application.htm">http://www.cuhk.edu.hk/clc/e_application.htm</a>						
	3b. Student sign the study regulations 4. The student pays the application fee and deposit.						
	<table border="1"> <thead> <tr> <th>Course type</th> <th>Application fee</th> <th>Deposit</th> </tr> </thead> <tbody> <tr> <td>Summer/ Winter/ Spring programmes and others</td> <td>HK\$200</td> <td>Not necessary, but have to full pay tuition fee before processing the student visa</td> </tr> </tbody> </table>	Course type	Application fee	Deposit	Summer/ Winter/ Spring programmes and others	HK\$200	Not necessary, but have to full pay tuition fee before processing the student visa
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	↓ <b>Send No. 3a, 3b and 4 together to CLC.</b> 5. CLC issues the student a formal Acceptance Letter to process the visa application. Notes: students have to full pay the application fee and deposit (for Cert./ Dip./ A. Dip programmes) before the Center proceed to visa application ↓						
1 month	6. CLC receives HK government's notification on successful visa application and CLC informs student on successful application. ↓						
10-15 days	7. The student/ agency pays all the tuition fee and/ or accommodation fees ↓						
1 week	8. The student arrives Hong Kong and participates in the student orientation. Any auxiliary fees should have been settled by that time. ↓						
	9. Classes start						