

STEPS TO ENROLL INTO A CLC COURSE (Award-bearing Programmes)

Time frame before lesson starts	Action								
3 months	<p>1. Student fills in CLC application form, student service pre-arrangement form and signs the student regulations. Documents are available on CLC homepage www.cuhk.edu.hk/clc or by email request</p> <p>2. Student fills in student visa application materials having CLC@CUHK being his/ her sponsor (if applicable).</p> <p>Important: students cannot study in Hong Kong with tourist visa or visa exemption status.</p> <p><u>Required documents for student visa application:</u></p> <p>(a) Fill in application form by downloading from HK government web site www.immd.gov.hk (Form ID 995A)</p> <p>(b) Acceptance letter issued by CLC</p> <p>(c) Certificate of finance. (This is to prove student's financial status. Bank statement, passbook copy can be used for this purpose)</p> <p>(d) Documents to prove student's education qualification</p> <p>(e) Copy of passport</p> <p>(f) No medical certificate is necessary.</p> <p style="text-align: center;">CLC required forms can be download from http://www.cuhk.edu.hk/clc/e_application.htm</p> <p>3. The student pays the application fee, deposit and visa fee (if needed).</p> <table border="1" style="width: 100%; border-collapse: collapse; margin: 10px 0;"> <thead> <tr> <th style="text-align: center;">Course type</th> <th style="text-align: center;">Application fee</th> <th style="text-align: center;">Deposit</th> <th style="text-align: center;">Visa fee & handling</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Cert/ Dip./ A. Dip courses</td> <td style="text-align: center;">HK\$400</td> <td style="text-align: center;">HK\$1600</td> <td style="text-align: center;">HK\$290 (Registered mail is included. Additional cost is required for sending by courier service.)</td> </tr> </tbody> </table> <p style="text-align: center;">↓</p> <p style="text-align: center;">Send No. 1 to 3 together to CLC.</p> <p>4. CLC issues the student a formal Acceptance Letter to process the visa application.</p> <p style="text-align: center;">Notes: students have to full pay the application fee, deposit and visa fee before the Centre to proceed visa application</p> <p style="text-align: center;">↓</p>	Course type	Application fee	Deposit	Visa fee & handling	Cert/ Dip./ A. Dip courses	HK\$400	HK\$1600	HK\$290 (Registered mail is included. Additional cost is required for sending by courier service.)
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Cert/ Dip./ A. Dip courses	HK\$400	HK\$1600	HK\$290 (Registered mail is included. Additional cost is required for sending by courier service.)						
1 month	<p>5. CLC receives HK government's notification on successful visa application and CLC informs student on successful application.</p> <p style="text-align: center;">↓</p>								
10-15 days	<p>6. The student/ agency pays all the tuition fee and/ or accommodation fees</p> <p style="text-align: center;">↓</p>								
1 week	<p>7. The student arrives Hong Kong and participates in the student orientation. Any auxiliary fees should have been settled by that time.</p> <p style="text-align: center;">↓</p> <p>8. Classes start</p>								