

Yale-China Chinese Language Centre, The Chinese University of Hong Kong  
**Student Support Service Pre-arrangement for REGULAR Programme Students**

To enhance your study in the Centre and to provide sufficient time for processing, please check the box  of the service(s) you need below and return the materials as required together with your programme application form. Most items below which do not involve a third party outside the university will be available for pick up upon your arrival and full settlement of tuition fee. Processing of your service request is only possible upon full receipt of the required materials. Application of similar services during programme period may involve a higher charge and processing time.

Service	Eligibility (per school term or otherwise specified)			Handling fee charged by CLC/ CUHK (HK\$)	Photo	Process time	Other requirements	More information
	15 credits	12 credits	Below 12 credits					
<b>A. To be settled before arrival/ registration</b>								
<input type="checkbox"/> Student Visa Sponsorship	✓	✓	✗	The fee is shown in Part C of application form. This includes the immigration charge and a non-refundable handling fee.	Affix 1 photo on the visa application form	3 months before term begins	Please fill in and return relevant forms as stated in <a href="http://www.ycclc.cuhk.edu.hk/?v=admission">http://www.ycclc.cuhk.edu.hk/?v=admission</a> . HK Immigration Department (IMMD) website: <a href="https://www.immd.gov.hk/eng/services/visas/study.html">https://www.immd.gov.hk/eng/services/visas/study.html</a>	
<input type="checkbox"/> On-campus dormitory (summer term only)	✓	✓	✗	Varies depends on type and location.	NA	First-come-first- served	Single room is of limited supply and may not be available from time to time. Check-in package will be distributed 1-2 weeks before arrival	<a href="http://www.cuhk.edu.hk/clc/e-housing.htm">www.cuhk.edu.hk/clc/e-housing.htm</a>
<b>B. To be picked up at the counter after successful registration</b>								
<input type="checkbox"/> Student ID card	✓	✓	✓	Free of charge	One with size 1" x 1.5"	2 working days	NA	Student Handbook Section XII
<input type="checkbox"/> Library card	✓	✓	✓	The fee is shown in Part C of application form. Please include the charge together with the Application Fee and Deposit	One passport size photo softcopy. Please send to clc@cuhk.edu.hk	3 weeks	Application received after the 2 <sup>nd</sup> week of the term will <u>NOT</u> be processed	Student Handbook Section XI and XII
<input type="checkbox"/> CUHK on-campus wifi service	✓	✓	✗	Free of charge	NA	2 working days	Summer on-campus dormitory residents. Need to fill in a specific form and return to CLC for endorsement	Primarily for on-campus residents. There is NO wifi connection in the 2 teaching buildings of CLC. See Student Handbook section XII.

Service	Eligibility (per school term or otherwise specified)			Handling fee charged by CLC/ CUHK (HK\$)	Photo	Process time	Other requirements	More information
	15 credits	12 credits	Below 12 credits					
<input type="checkbox"/> Certifying letter for HKID card application	Full paid full-time students for studying 2 consecutive school terms or more	*	Free of charge	Students are required by the HK Immigration (IMMD) to apply in person in IMMD office with the certifying letter issued by the Centre. Please refer to IMMD website for photo requirement and processing time. <a href="https://www.immd.gov.hk/eng/services/hkid.html">https://www.immd.gov.hk/eng/services/hkid.html</a>				
<b>C. To be processed in Hong Kong only upon successful registration before or during programme period</b>								
<input type="checkbox"/> Letter of Certification	✓	✓	✓	HK\$40/ copy	NA	2 working days	A Hong Kong residential address MUST be provided where necessary.	
<input type="checkbox"/> Continuing Education Fund (CEF)	Applicable to some courses only. Students must fulfill the specified Right of Abode identity, programme requirement and administrative requirement.			Free of charge	NA	Students should settle the tuition fee first and forward application directly to the CEF office <u>BEFORE the programme starts</u> . See Student Handbook section IX and CEF website at <a href="http://www.wfsfaa.gov.hk/cef/">www.wfsfaa.gov.hk/cef/</a>		
<input type="checkbox"/> MTR student travel scheme	✓	*	*	HK\$40	Between 12 and 25 years old and student ID card holder. Eligible applicants please get an application form from and forward your application directly to the MTR company.			<a href="http://www.mtr.com.hk">www.mtr.com.hk</a>

I hereby attached photos \_\_\_\_\_ copies (please write your full name and programme at the back of photos).

Name (English): \_\_\_\_\_ Language Program: Putonghua /Cantonese email: \_\_\_\_\_

Date: \_\_\_\_\_

CLC Regular Programme Student handbook



香港中文大學 雅禮中國語文研習所  
常規課程學生預先申請學生服務

為方便您在研習所的學習，預留充足時間讓辦公室職員處理項目，請在以下列表勾選適用的服務 ，連同指定材料及課程申請表交回本所，以下大部份不涉及外界單位的項目可在你繳清費用及註冊時領取，請注意服務申請只能在收妥完整資料後才能進行，開學後申請同類服務需時較長及費用較高。

服務	適用條件 (以每學期計除非另有註明)			研習所/中大收取的服務費 (港幣)	照片	處理時間	其他要求	詳情
	15 學分	12 學分	12 學分以下					
<b>A. 來港及註冊前處理好</b>								
<input type="checkbox"/> 學生簽證擔保	✓	✓	✗	請參閱報名表丙部。此費用包括入境處的簽證費及不可退還的手續費	請在簽證申請表上貼上照片	學期開始前三個月	請按以下網址填妥表格，連同指定資料寄回本所： <a href="http://www.ycclc.cuhk.edu.hk/?v=admission">http://www.ycclc.cuhk.edu.hk/?v=admission</a> 。香港人民入境處(IMMD)網頁： <a href="https://www.immd.gov.hk/eng/services/visas/study.html">https://www.immd.gov.hk/eng/services/visas/study.html</a>	
<input type="checkbox"/> 校內宿舍 (只限夏季學期)	✓	✓	✗	不同類型及位置不同收費	不適用	先到先得	單人房供應有限，有時未能提供單人房。入住資料將在來港前 1-2 週發出	<a href="http://www.cuhk.edu.hk/clc/e-housing.htm">www.cuhk.edu.hk/clc/e-housing.htm</a>
<b>B. 成功註冊後在櫃台領取</b>								
<input type="checkbox"/> 學生證	✓	✓	✓	免費	1 吋 x 1.5 吋一張	2 個工作天	不適用	學生手冊第 12 部份
<input type="checkbox"/> 圖書證	✓	✓	✓	請參閱報名表丙部並連同報名費及按金在提交課程申請時一起繳付	一張證件相大小的數碼相片，請郵寄至 <a href="mailto:clc@cuhk.edu.hk">clc@cuhk.edu.hk</a>	3 週	不接受學期第二周後的圖書證申請	學生手冊第 11-12 部份
<input type="checkbox"/> 中文大學校內無線網絡	✓	✓	✗	免費	不適用	2 個工作天	適用於暑期校內宿生。需填妥指定申請表並交回 CLC	因 CLC 的 2 幢教學大樓不設無綫上網，服務主要為校內宿生而設，另見學生手冊第 12 部份
<input type="checkbox"/> 香港身份證申請證明信	連續修 2 個學期或以上，並已繳清費用的全日制學生		✗	免費	入境處規定學生必須親自帶證明信到入境處辦事處提出申請，關於照片及所須處理時間，請參入境處網頁 <a href="https://www.immd.gov.hk/eng/services/hkid.html">https://www.immd.gov.hk/eng/services/hkid.html</a>			

服務	適用條件 (以每學期計除非另有註明)			研習所／中大收取的服務費 (港幣)	照片	處理時間	其他要求	詳情
	15 學分	12 學分	12 學分以下					
<b>C. 成功註冊及開課前後處理的項目</b>								
<input type="checkbox"/> 證明信件	✓	✓	✓	每份 40 元	不適用	2 個工作天	必須提供有效的香港住址〔如適用〕	
<input type="checkbox"/> 持續進修基金 (CEF)	適用於指定課程。學生必須符合指定居港身份、課程條件及行政要求。			免費	不適用	學生必須先繳學費，申請必須在課程開始前由學生自己送抵 CEF 辦事處，詳見學生手冊第 9 部份及 CEF 官方網站 <a href="http://www.wfsfaa.gov.hk/cef/">www.wfsfaa.gov.hk/cef/</a>		
<input type="checkbox"/> 港鐵學生乘車優惠	✓	✗	✗	40 元	年齡在 12 至 25 歲之間的學生證持有人。合資格者請直接向港鐵當局索取表格及提出申請。		<a href="http://www.mtr.com.hk">www.mtr.com.hk</a>	

本人現附上照片 \_\_\_\_\_ 張 (請在照片背後寫上姓名及課程名稱)

姓名 (英文): \_\_\_\_\_ 語言課程: 普通話 / 廣東話 電郵: \_\_\_\_\_

日期: \_\_\_\_\_

常規課程學生手冊

