



**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 (hereafter “HKSAR”) for training.

2. This entry arrangement does not apply to:

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

### Supporting Documents

4. Please refer to the checklist in part VII of this Guidebook.

### Submission of Application

5. Applicants, their accompanying dependant(s) (if any) and the sponsoring company shall submit the applications and upload all supporting documents online through the designate GovHK website at the following link: [www.gov.hk/en/nonresidents/visarequire/visasentrypermits/applytraining.htm](http://www.gov.hk/en/nonresidents/visarequire/visasentrypermits/applytraining.htm). For individual dependant who wishes to join the applicant later and submit the application separately, please refer to the website of the Immigration Department (hereafter “ImmD”) at [www.immd.gov.hk/eng/services/visas/residence\\_as\\_dependant.html](http://www.immd.gov.hk/eng/services/visas/residence_as_dependant.html) for the application procedures.



Online Application for  
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#### **IV. Travel Documentation Requirement**

6. A visa/entry permit (in the form of “e-Visa”) will be issued upon successful application. Upon immigration arrival clearance in the HKSAR, an “e-Visa” holder should present his/her valid travel document and the “e-Visa” saved on a personal mobile device or printed on a sheet of A4 white paper, and scan the encrypted QR code on the “e-Visa” with the optical reader at an immigration counter.

7. 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 (hereafter “EEP”) and a relevant exit endorsement from the relevant Mainland authorities. The applicant’s EEP bearing the relevant exit endorsement should be presented together with the “e-Visa” issued to him/her for immigration arrival clearance.

#### **V. Entry of Dependants**

8. Applicants admitted or seeking admission for training may apply to bring their spouse or the other party to a same-sex civil partnership, same-sex civil union, “same-sex marriage”, opposite-sex civil partnership or opposite-sex civil union entered into him/her in accordance with the local law in force of the place of celebration and with such status being legally and officially recognised by the local authorities of the place of celebration<sup>1</sup>, 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 their accompanying dependants to the HKSAR. An application for admission of a dependant may be favourably considered if normal immigration requirements and the following criteria are met:

- (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 HKSAR.

9. This entry arrangement does not apply to:

- (a) former Mainland Chinese residents residing in the Macao Special Administrative Region (hereafter “SAR”) who have obtained Macao identity cards for less than seven years, unless they have acquired residence in the Macao SAR through the One-way Permit Scheme; and
- (b) nationals of Afghanistan, and Korea (Democratic People's Republic of).

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<sup>1</sup> For the avoidance of doubt, the terms “civil partnership” and “civil union” above mean a legal institution of a nature which is akin to spousal relationship in a marriage. The same-sex civil partnership, same-sex civil union, “same-sex marriage”, opposite-sex civil partnership and opposite-sex civil union entered into in accordance with laws outside Hong Kong are limited to only relationships which are legally and officially recognised in the places of celebration. Such relationships normally have the following features: (a) the entering into and dissolution of the relationship are governed by legislation of the place where it is entered into; (b) the relationship requires registration by the competent authority specified by the legislation of the place where it is entered into; (c) the registration is evidenced in a written instrument issued by the competent authority; and (d) parties to the relationship have a mutual commitment to a shared life akin to spouses to the exclusion of others on a permanent basis. Such relationships do not include de facto spouse, partners in cohabitation, fiancé/fiancée, etc.

10. 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 or studies in the HKSAR under existing policy.

## **VI. Other Information**

11. 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 the HKSAR 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 without prior notice. Please check the ImmD's website at [www.immd.gov.hk](http://www.immd.gov.hk) for up-to-date information.

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

12. 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 currency of their permitted limit of stay and that the circumstances upon which they have acquired their residential status remain unchanged.

### **Payment of Fees**

13. Upon approval of the applications, the notification of the application result issued by the ImmD will include a webpage link for payment. Payment of relevant fees could be made through the said webpage link or the GovHK website or the ImmD Mobile Application by credit card (VISA, Mastercard, UnionPay and JCB only), Payment by Phone Service (hereafter "PPS"), Faster Payment System (hereafter "FPS") or Mainland e-wallets (Alipay, WeChat Pay and UnionPay App only). After payment, applicants could instantly download or print the "e-Visa" by themselves.

### **Processing Time**

14. It will normally take four weeks to process a visa/entry permit application for training upon receipt of all the required documents. The ImmD 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.

15. All applications are processed and determined by the ImmD. 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**

16. 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.

## **Disclaimer**

17. The information in this guidebook serves as reference only. The ImmD 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 ImmD 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 ImmD further reserves the right to change the eligibility criteria and details of the arrangements set out above from time to time without notice.

## **Enquiries**

18. For more information about the entry arrangements for training in Hong Kong, please contact the ImmD by enquiry hotline at (852) 2824 6111, by fax at (852) 2877 7711, by email to [enquiry@immd.gov.hk](mailto:enquiry@immd.gov.hk) or visit the ImmD's website at [www.immd.gov.hk](http://www.immd.gov.hk).

## VII. Checklist of Documents to be Uploaded during Online Application

### (A) Documents to be Uploaded by the Applicant

<b>Documents Required</b>
The applicant's recent photograph
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, his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label/"e-Visa" (if applicable) in the HKSAR. A Chinese resident of the Mainland who has not been issued with a travel document may submit his/her People's Republic of China resident identity card.
The applicant's Hong Kong identity card (if any)
Proof of academic qualifications and relevant working experience
The applicant's Visit Permit for Residents of Macao SAR to Hong Kong SAR and Macao identity card <i>[for Macao residents only]</i>
The applicant's household registration transcript in Taiwan and Taiwan identity card <i>[for Taiwan residents only]</i>
Proof of the applicant's overseas residence, such as official documents showing applicant's condition of stay and limit of stay endorsed by overseas authorities <i>[for overseas Chinese holding People's Republic of China passports only]</i>

(B) Documents to be Uploaded by Sponsoring Company

<b>Documents Required</b>
The company's training contract with the applicant containing information about post, salaries, other fringe benefits and training periods
The Business Registration Certificate <sup>^</sup>
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) Documents to be Uploaded by Each Accompanying Dependant of an Applicant for Entry for Training

<b>Documents Required</b>
The dependant's photograph
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, his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label/"e-Visa" (if applicable) in the HKSAR. A Chinese resident of the Mainland who has not been issued with a travel document may submit his/her People's Republic of China resident identity card.
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)
The dependant's Visit Permit for Residents of Macao SAR to Hong Kong SAR and Macao identity card <i>[for Macao residents only]</i>
The dependant's household registration transcript in Taiwan and Taiwan identity card <i>[for Taiwan residents only]</i>
Proof of the dependant's overseas residence, such as official documents showing the dependant's condition of stay and limit of stay endorsed by overseas authorities <i>[for overseas Chinese holding People's Republic of China passports 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.