



Guidance Notes
Application for Working Holiday Visa
for the Hong Kong Special Administrative Region (HKSAR)

I – Purpose of the Working Holiday Scheme

1. The purpose of the Scheme is to facilitate cultural and educational exchange between Hong Kong and the participating country ^(Note 1, Annex) with a view to strengthening the bilateral relationship.
2. National passport holders aged between 18 and 30 of the participating country, who are ordinarily residing in their home country and whose main intention to Hong Kong is to holiday, are welcome to join the Scheme.

II – Submission of Application

3. To apply for such a visa under the Scheme, you should complete the relevant parts of the application form **IN BLOCK LETTERS** with your photograph affixed on it. The photograph must be taken full face and without a hat. The size must not be larger than 55mm x 45mm and not smaller than 50mm x 40mm. The photograph should have a plain background in mid-range colours (i.e. not too light and not too dark). Please do not use black for the background.
4. Completed application form together with the required documents may be sent to the Hong Kong Immigration Department in the following ways :
 - (a) by post directly or through a local reference in Hong Kong (by post or in person) to :

Hong Kong Immigration Department,
Entry Visa (Employment) Section,
7/F, Immigration Tower, 7 Gloucester Road,
Wan Chai, Hong Kong
 - (b) by post or in person to any of the Chinese diplomatic and consular missions ^(Note 2, Annex) in the participating country.
5. If your application is successful, an entry visa will be mailed to you direct or be issued to you through your reference or the relevant Chinese diplomatic and consular missions as appropriate. You must present the visa together with your passport or travel document to the immigration officer upon your arrival in Hong Kong.

III – Supporting documents

6. To facilitate your application for the working holiday visa, you should provide the following in your application :

- (a) a photocopy of your travel document, showing your personal particulars, nationality, date of issue and expiry of the travel document;
- (b) financial proof of having an amount ^(Note 3, Annex) sufficient for maintenance during the proposed stay in the HKSAR, e.g. bank statement, saving accounts passbooks, etc.;
- (c) a photocopy of your air ticket for returning to your home country or financial proof of having an amount equivalent to the return air fare; and
- (d) a cashier order / bank draft for payment of visa fee (please refer to Part V below).

IV – Conditions and Restrictions

7. Successful applicant will be issued with a “Working Holiday” visa. Holder of such visa will be allowed to enter the HKSAR for a period of not more than 12 months and shall be subject to the following conditions of stay :

- (a) he/she may take up short-term employment but is not allowed to work for the same employer for more than 3 months;
- (b) he/she may enrol in study or training course(s) of not more than 3 months ^(Note 4, Annex); and
- (c) extension of stay applications will not normally be considered.

8. Applicant who has come to Hong Kong before under the Working Holiday Scheme will not be eligible to come again under the same Scheme.

9. Applications for entry as dependants of the participants of this Scheme will not be considered.

10. It is an offence to make false statements or representations to an immigration officer. 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 issued shall have no effect.

V – Fees

11. If the application is submitted to the Hong Kong Immigration Department direct, you should send in with your application a cashier order or bank draft in Hong Kong Currency in the amount of HK\$135 for payment of visa fee. The cashier order or bank draft should be one from a bank which has a connected bank in the HKSAR and made payable to ‘The Government of the Hong Kong Special Administrative Region’. It will be returned to you if your application is unsuccessful. No cash should be sent along with the application.

12. If the application is submitted to an overseas Chinese diplomatic and consular mission, the visa fee should be paid direct to the Chinese diplomatic and consular mission.

VI – Processing time

13. It will normally take 2 weeks to process a visa application upon receipt of necessary documents. We would not be able to start processing your 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.

VII – Enquiries

14. For enquiries, please telephone the Hong Kong Immigration Department on (852) 2824 6111, by fax (852) 2877 7711 or by e-mail enquiry@immd.gov.hk.

VIII – Personal Data Privacy

Purpose of Collection

15. The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes :

- (a) to process your application;
- (b) to administer relevant provisions of the Immigration Ordinance (Chapter 115); Immigration Service Ordinance (Chapter 331) and to assist in the enforcement of any other Ordinances and Regulations by other government departments through carrying out immigration control duties;
- (c) in connection with any other person's applications for immigration facilities in which you are named as a sponsor or referee;
- (d) for research and statistical purposes; and
- (e) any other legitimate purposes.

The provision of personal data in the process of your application is voluntary. If you do not provide sufficient information, we may not be able to process your application.

Classes of Transferees

16. The personal data you provide may be disclosed to government bureaux, departments and other organizations for the purposes mentioned above.

Access to Personal Data

17. You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

Enquiries about Personal Data

18. Enquiries concerning the personal data collected by means of the application form, including making access and corrections, should be addressed to :

Chief Immigration Officer,
Entry Visa (Employment) Section,
Immigration Department,
7/F, Immigration Tower,
7 Gloucester Road,
Wan Chai, Hong Kong
Tel. : (852) 2294 2299

**Immigration Department
The Government of the Hong Kong
Special Administrative Region**



Notice of Amendment to “Guidance Notes: Application for Working Holiday Visa for the Hong Kong Special Administrative Region (HKSAR)” ID(E) 940A

Paragraphs 11 and 12 have the following amendments:

- (i) Line 3 of paragraph 11 – visa fee is changed from HK\$135 to HK\$160; insert “(Note 5, Annex)” after “payment of visa fee”
(ii) Line 2 of paragraph 12 – insert “(Note 5, Annex)” between “the visa fee” and “should be”

Point (a) under paragraph 4, point (b) under paragraph 7, paragraph 18 and Annex are amended to read as:

- 4 (a) by post directly or through a local reference in Hong Kong (by post or in person) to:

Employment and Visit Visas Section
Hong Kong Immigration Department
24/F, Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong

- 7 (b) he/she may enrol in study or training course(s) ^(Note 4, Annex); and

18. Enquiries concerning the personal data collected by means of the application form, including making access and corrections, should be addressed to:

Chief Immigration Officer
Employment and Visit Visas Section
Hong Kong Immigration Department
24/F, Immigration Tower, 7 Gloucester Road
Wan Chai, Hong Kong
Tel: (852) 2294 2299

Annex

Note 1 Countries that have bilateral Working Holiday Scheme agreement with the HKSAR (as at 1 March 2010)

Australia	(annual quota = 1000)
Canada	(annual quota = 200)
Germany	(annual quota = 100)
Ireland	(annual quota = 100)
Japan	(annual quota = 250)
New Zealand	(annual quota = 200)

Note 2 Addresses of overseas Chinese diplomatic and consular missions in the participating countries

Australia

Embassy of the People’s Republic of China in Australia

- 15 Coronation Drive, Yarralumla, ACT 2600, Canberra, Australia

Consulate-General of the People’s Republic of China in Australia

- 75-77 Irving Road, Toorak, Melbourne, Victoria 3142, Australia
- 45 Brown Street, East Perth WA 6004, Australia
- 39 Dunblane Street, Camperdown, NSW 2050, Australia
- Level 9, 79 Adelaide Street, Brisbane QLD 4000, Australia

Canada

Embassy of the People’s Republic of China in Canada

- 515 St. Patrick Street, Ottawa, Ontario, Canada, K1N 5H3

Consulate-General of the People’s Republic of China in Canada

- 240 St. George Street, Toronto, Ontario, Canada, M5R 2P4
- 3380 Granville Street, Vancouver, British Columbia, Canada, V6H 3K3
- Suite 100, 1011-6th Ave., S.W., Calgary, Alberta, Canada, T2P 0W1

Germany

Embassy of the People's Republic of China in Germany

- Markisches Ufer 54, 10179 Berlin, Germany

Consulate-General of the People's Republic of China in Germany

- Mainzer Landstrasse 17560326 Frankfurt Am Main, Germany
- Elbchaussee 268, 22605 Hamburg, Germany
- Generalkonsulat der vr China in Muenchen, Germany Romanstr. 10780639 Muenchen, Germany

Ireland

Embassy of the People's Republic of China in Ireland

- 40 Ailesbury Road, Dublin 4, Ireland

Japan

Embassy of the People's Republic of China in Japan

- 3-4-33 Moto-Azabu, Minato-ku, Tokyo, 106-0046 Japan

Consulate-General of the People's Republic of China in Japan

- 10-35 Hashiguchi Machi Nagasaki City, 852-8114 Japan
- 3-9-2 Utsubohonmachi Nishiku Osaka, 550-0004 Japan
- Fukuoka-Shi Chiuo-Ku Jigyohama 1-3-3, 810-0065 Japan
- 2-8-37 Higashisakura, Higashi-ku, Nagoya, Aichi, 461-0005 Japan
- 5-1, Nishi 23-Chome, Minam 13-Jo, Chuo-Ku, Sapporo, 064-0913 Japan

New Zealand

Embassy of the People's Republic of China in New Zealand

- 2-6 Glenmore Street, Wellington, New Zealand

Consulate-General of the People's Republic of China in New Zealand

- 588 Great South Road, Greenlane, Auckland, New Zealand

Note 3 Financial proof for maintenance in Hong Kong

Australian citizens	-	financial proof of having not less than HK\$20,000
Canadian citizens	-	financial proof of having not less than HK\$15,000
German citizens	-	financial proof of having not less than HK\$20,000
Irish citizens	-	financial proof of having not less than HK\$20,000
Japanese citizens	-	financial proof of having not less than HK\$20,000
New Zealand citizens	-	financial proof of having not less than HK\$14,000

Note 4 Number of study or training courses allowed

Australian citizens	-	any number (course duration of not more than 3 months)
Canadian citizens	-	any number (cumulative duration of courses not more than 6 months)
German citizens	-	one only (course duration of not more than 6 months)
Irish citizens	-	not allowed
Japanese citizens	-	one only (course duration of not more than 6 months)
New Zealand citizens	-	one only (course duration of not more than 3 months)

Note 5 Special fee arrangement for Irish and Japanese citizens

The working holiday visas issued to Irish and Japanese citizens are free of charge.

Immigration Department
The Government of the Hong Kong
Special Administrative Region
March 2010