THE UNIVERSITY OF TEXAS AT AUSTIN
McCOMBS SCHOOL OF BUSINESS
BBA INTERNATIONAL PROGRAMS

BBA Short Term International Programs
China and Hong Kong Visa Information

GENERAL INFORMATION

Visa requirements and procedures for Hong Kong and mainland China may seem a bit confusing. After all, isn't Hong Kong a part of China now? Yes and no. Although Hong Kong, a former British colony, reverted back to the People's Republic of China in 1997, Hong Kong is considered a Special Administrative Region (S.A.R.). That means it is quasi-independent and has its own visa requirements. So, please read the information below carefully.

Furthermore, for the first time ever, students participating in a short-term program in Hong Kong are being required to obtain a student visa into Hong Kong, making the process even more complex.

- **Hong Kong Entry Requirements: Everyone participating in the International MPA/ SCM Program in Hong Kong must have a STUDY VISA for Hong Kong S.A.R.!!**

- **Mainland China (P.R.C.) Entry Requirements: Everyone participating in the International MPA/ SCM Program in Hong Kong must have a TOURIST VISA for mainland China (P.R.C)!!**

The process for obtaining your two visas is different and is managed separately. In order to provide the clearest information, the entry and visa process requirements have been separated in two sections. Please read this entire document carefully and feel free to ask us any questions.

BEFORE YOU START
The most important thing is to ensure that you have a valid and signed PASSPORT with at least 6 months of remaining validity. Please note the visas will be affixed onto the passport itself and you will need at least 3 blank visa pages in your passport for the visas to be processed.

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SECTION 1: HONG KONG *STUDY* VISA

SUBMITTING YOUR HONG KONG STUDY VISA MATERIALS

UT Centralized Visa Processing

As a service, and in order to provide students with the smoothest visa process, Hong Kong Study Visas will be managed centrally via the BBA International Programs Office/CUHK who will then remit your visa applications to the Hong Kong Immigration Department on your behalf.

- **Deadline**: All required materials must be submitted to the BBA IP office by **January 18**. Since the process is fairly lengthy and may take a minimum of 8 weeks, failure to bring all required documents by the deadline will mean that it will be the student's sole responsibility to submit necessary paperwork directly to the Hong Kong Immigration Department. Late applications will not be accepted. No exceptions will be made.
- **Cost**: **$75** per student which will be automatically charged on your "What I Owe" as an additional fee. This cost reflects the Hong Kong Immigration Fee of $30 + CUHK processing fees + all express mailing fees to/from Hong Kong.
- **Processing Time**: at least 8 weeks.
- **Important Notes:**
  - If BBA IP does not receive your *complete* application by the deadline, the student will assume full responsibility in ensuring the visa is acquired in time for the program.
  - No program fees will be refunded should the student be unable to participate in the program due to inability to acquire visas on time.
  - BBA IP will not process incomplete or incorrectly filled applications.

REQUIRED DOCUMENTATION (TO SUBMIT TO THE BBA INTERNATIONAL PROGRAMS OFFICE)

***U.S. and other citizens*:**

1. Completed application form ID995A, Please see sample visa on BBA IP website.
2. Photo-1 recent photo affixed on application form.
3. Photocopy of passport information page containing personal particulars, date of issue, date of expiry.
4. Photocopy of student's U.S. Visa Documents and I-20 (*non-U.S. citizens only*)
5. Photocopy of proof of the applicants financial support. E.g. Bank statements, savings accounts passbooks, salary slips. – Please make sure this is clear, and is either your own bank statement **OR** your parent/guardian's bank statement along with parent/guardian's Letter of Undertaking
6. Hong Kong Sponsor Form ID995B – *Provided by CUHK*
7. Letter of acceptance from the educational institution - *Provided by CUHK*
8. $75 processing and visa fee. To be charged on "What I Owe".

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REQUIRED DOCUMENTATION TO SUBMIT TO THE BBA INTERNATIONAL PROGRAMS OFFICE
***Chinese Citizens only*:**

1. Completed application form ID995A. Please see sample visa.
2. Photo-1 recent photo affixed on application form
3. Photocopy of passport information page. Chinese resident of the Mainland who has not been issued with a travel document may submit a photocopy of his/her People's Republic of China resident identity card.
4. Photocopy of student's U.S. Visa Documents and I-20
5. Photocopy of proof of the applicants financial support. E.g. Bank statements, savings accounts passbooks, salary slips. – Please make sure this is clear, and is either your own bank statement **OR** your parent/guardian's bank statement along with parent/guardian's Letter of Undertaking
6. Hong Kong Sponsor Form ID995B – *Provided by CUHK*
7. Letter of acceptance from the educational institution- *Provided by CUHK*
8. $75 processing and visa fee. To be charged on "What I Owe".

Additional Requirements for Chinese citizens traveling into Hong Kong from Mainland China only:

9. Chinese applicants who will be in Mainland China prior to entering Hong Kong should apply for **Exit-entry Permit for Travelling to and from Hong Kong and Macao** and relevant **exit endorsement** from the Public Security Bureau Office where their household registrations are kept.
10. Chinese residents traveling to Hong Kong from Mainland China or traveling back to Mainland China after the program ends, should also submit a copy of their flight itinerary returning to the U.S.
11. Chinese residents traveling to Hong Kong from Mainland China should also provide a signed letter attesting that they will be returning to the U.S. to continue their studies after the program.

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SECTION 2: MAINLAND CHINA *TOURIST* VISA

SUBMITTING YOUR CHINA TOURIST VISA MATERIALS

Each student is individually responsible for submitting P.R.C. visa applications to the Chinese Consulate in Houston. Applications will not be accepted by mail and will not be processed by the consulate. Either submit in person, entrust to someone, or use a visa service.

Submitting at the nearest Chinese Consulate
Applications must be personally delivered by you or someone you trust (friend, relative). Mailed applications will not be accepted. For questions on the Visa, call the Chinese consulate visa hotline (713) 521-9589 from 9am-10am every working day or visit the China Consulate in Houston Website

Processing Times:

- Regular service: Visas can be obtained on the fourth business day.
- Express service: Visas can be obtained on the second or third business day (approval required). An additional fee of $20 per visa will be charged.
- Same-day rush service: Visas can be obtained on the same day. (Visas will be granted in the afternoon of the same day if applications are made before 11:00 a.m., for which approval is required.) An additional fee of $30 per visa will be charged.

Submitting via a Visa Issuing Service
Another option is to utilize a Visa service, which process your visa application on your behalf for a fee. This is a great option if you would like to avoid the drive to Houston. Please review the options below.

- **Visa Express**
  $49 Standard Service Fee; $140 Consulate Fee (Regular Multiple entry, 6mos.); Plus shipping fees
  E-mail: support@visaexpress.net
  Houston Tel: (713)529-0400
  Web site: http://www.visaexpress.net/
- **ABC Passport Express (in Austin)**
  $125 Standard Fee; $140 Consulate Fee (U.S passport holders). Fee includes photo, and all shipping fees.
  Website: http://abcpassport.com/china.htm
- **Zierer Visa Service**
  $99 Standard Service Fee; $140 Consular Fee (Multiple entry, 6mos.); Plus shipping fees
  Website: http://www.zvs.com/home.aspx
- **Chinese Visa Service Center**
  $45 Standard Service Fee; $140 Consular Fee (US Passport holders); Plus shipping fee: $26
  Website: http://www.mychinavisa.com/china-visa.php
- **Travisa**
  $60 Standard Service Fee; $140 Consular Fee (US Passport holders; Multiple entry, 6 mos); Plus shipping fees
  Website: http://www.travisa.com/

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REQUIRED DOCUMENTATION TO SUBMIT TO THE CHINESE CONSULATE OR TO A VISA ISSUING SERVICE

To begin the visa application process you will need to submit the following documents (in person) to the Visa Office Chinese Consulate General in Houston or to a visa service.

1) **Passport –** You should submit your original passport that is valid for at least another 6 months with at least one blank visa page and a photocopy of the passport's information/photo page.
2) **Completed Visa Application Form:** The application form (v.2011A) must be completed in all capital letters (as indicated on the application form). To facilitate your application, see the Sample P.R.C. Visa Application Form available on our website.
3) **Photo**: Please affix one *color* photo on the application form. The photo should be recent, front view, in 48mm x33mm size without head covering. Official passport photos can be obtained at places like the UT International Office, the U.S. Post Office and CVS Pharmacy for a small fee.
4) **Invitation Letter**: issued by the institution in China- *Provided by CUHK*
5) **Visa Fees:** Visa fees are as followed according to the chart below. Fees can be paid by Money Order, Cashier's Check, or Visa/Master Card only. Make money orders payable to the Chinese Consulate-General. Please note that the Consulate's office will not accept personal checks or cash**.**

Number of Entry	U.S. Citizens	Citizens of Third Countries
Single Entry	$140	$30*
Double Entries	**$140**	**$45***
Multiple Entries for 6 Months	**$140**	**$60***
Multiple Entries for 12 Months or more	$140	$90*

*Note: Visa fees for certain third countries may vary from the list above based on reciprocal agreements.

Additional Requirements for non-US Citizens

1) **Non-US Citizen Requirements:** Third country citizens need to provide the original and a photocopy of proof of U.S. residency, work or study, proof of residency in the consular district (e.g. ID, water or electricity bills or tenancy agreement, etc.) or a valid U.S. visa.
2) Complete the supplementary visa application form (v.2011B)

Additional Requirements for U.S. Born Children of Chinese Descent

3) If you are a U.S.-born child with one or two Chinese parents, and apply for a Chinese visa for the first time, please read Documentations Required for U.S.-Born Children with Chinese Descent.

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IMPORTANT NOTES AND USEFUL LINKS:

Hong Kong Study Visa:

- Remember to type the application and follow the sample application form.
- If you will be submitting the application directly, please allow at least 12 weeks for visa processing
- If you will be submitting the application via BBA IP, please submit all materials by the deadline. NO exceptions will be made.
- For additional information on the Hong Kong study visa and to download the materials, please visit:
  - Hong Kong Immigration Website:
  - BBA International Programs Hong Kong website:

China Tourist Visa:

- It is highly recommend that all students apply for a **multiple entry visa**. The 5 day mainland China tour counts as **one** entry into China. Since most of you will want to visit China multiple times, you will need a **multiple entry visa**. FYI – the cost of a visa is the same for U.S. citizens, regardless of number of entries.
- If you are a non-U.S. citizen the cost of a multiple entry visa is only modestly higher than a single or double entry visa, and you will save yourself the hassle of dealing with immigration issues if you decide to travel to Mainland China more than twice. Please see the cost chart below.
- Please note that double entry/ multiple entry visas to PRC will remain valid for a period of 180 days (6 months) and will become valid from the date of issue. *As such, it is not recommended that students apply for their visa too early.* Consulate recommends applying for the Visa approx. one month before trip. Applying anytime after March 15, 2013 will be acceptable for the UT summer abroad program.
- Applications take 4 working days to process. If you need quicker service, applications can be processed in 2-3 working days or even same day rush service for an additional fee at the Consulate.
- Do not apply for a Visa too early so that it is not valid for the entire duration of your stay. For earlier visa applications, please select double/ multiple entry-visa to ensure your visa will remain valid for 180 days (6 months).
- If you submitted an official passport photo(s) to the BBA International Programs as part of your enrollment documents, you may request to use these photo(s) for one of your applications. Please let us know. Otherwise, you may take photos at the nearest CVS, Walgreens or Post Office.

Useful Links:

- BBA International Programs Hong Kong Visa Page
- Hong Kong Immigration Department Page
- Chinese Consulate Houston Page