

Information on Application for Employment Visa

(The following information serves as reference only. Please refer to the information from Immigration Department for any updates or details.)

(A) Application for Employment Visa

(1) Application before arrival in Hong Kong

Form

- Form ID 990A (duly completed by the NET and accompanying dependants, if applicable)
- Form ID 990B (duly completed and signed by the school as the sponsor of the NET if the school is an aided school OR by Appointments & Personnel Section of EDB as the sponsor of the NET if the school is a government school)

Documents

- Copy of referral letter from EDB (applicable only to NETs deployed by EDB)
- NET's full resume/curriculum vitae/application form
- Proof of qualifications and teaching experience of the NET
- Copy of the NET's passport
- NET's recent photograph (affixed on page 2 of Form ID 990A)
- Evidence of the NET's past residence in Hong Kong (such as copy of Hong Kong identity card), if any
- Copy of contract signed by both the NET and the school (or Appointments & Personnel Section of EDB if appointed at a government school)
- The personal particulars (such as HK I/C number) of the outgoing NET if the new NET is a replacement

Remarks

- NET should return the completed ID990A and the signed contract to the school/the Appointments & Personnel Section of EDB.
- The school/The Appointments & Personnel Section of EDB should send the application forms with the above documents in an envelope **by hand** to Receipt and Despatch Unit, Immigration Department, 2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.
- Mark on the envelope "Application for employment visa for Native-speaking English Teacher"
- The normal processing time is about 4 weeks.
- The school should obtain the Employment Visa on behalf of the NET upon notification from the Immigration Department, and post the Employment Visa to the NET.
- The NET should present it and his/her passport to the Immigration Officer at the Hong Kong airport for validation.
- *Enquiry no. 2824 6111 or Fax. no. 2877 7711.*

(2) Application for change of employer (for NETs changing to another school in Hong Kong) and renewal (for NETs who require to renew their employment visas)

Forms

- Form ID 91 (duly completed by the NET)
- Form ID 990B from the prospective employer
- For dependants, form ID 481A (duly completed by the NET) and form ID 481B (duly completed by the spouse)

Documents

- Original passport
- Hong Kong Identity Card
- Original and copy of new employment letter
- Letter issued by the school certifying their employment relationship (only for those require to renew their employment visas)

Remarks

- The NET should apply **in person** with the above-mentioned forms and documents at Extension Section, 5/F., Immigration Tower, 7 Gloucester Road, Wanchai.
- *Enquiry no. 2824 6111.*

(B) Application for Dependant Visa (for unaccompanied dependants)

Forms

- Form ID 997. Applicant should complete Part A of application form, while part B of the form should be completed by the sponsor.

Documents

- Photocopy of the applicant's travel document containing personal particulars, date of issue, date of expiry and/or details of re-entry visa held (if applicable)
- Photocopy of the NET's passport and identity card
- Applicant's recent photograph and Hong Kong identity card, if any
- Photocopy of proof of the NET's financial standing e.g. bank statements, savings accounts passbook, tax receipts and salary slips
- Proof of relationship, such as marriage certificate, birth certificates, family photographs
- Photocopy of proof of the NET's accommodation e.g. rental receipts
- Evidence of the applicant's past residence in Hong Kong, if any

Remarks

- If the NET's dependant(s) will arrive in Hong Kong later, the application for Dependant Visa should be submitted separately at a later stage, to Other Visas and Permits Section, Immigration Department at 7/F Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.
- For those who need to renew their dependant visas, please refer to (A)(2).

Note

- (a) The age limit for unmarried dependent children applying to enter Hong Kong for residence as dependents is under the age of 18;

- (b) Dependants of persons admitted for employment (as professionals, investors or for training) or as capital investment entrants are not prohibited from taking up employment.

Note:

(A) Application forms can be obtained from the Immigration Department on 2/F, Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong or downloaded from the web site:

<http://www.immd.gov.hk/eng/forms/hk-visas.html>

(B) For information on change in policy of dependant visa application, please feel free to visit the FAQs of the above web site:

<http://www.immd.gov.hk/eng/faq/hk-visas.html>

(C) The Employment and Dependant Visas normally will be issued for one year and required to renew one month before the date of expiry.