

Visa Application Procedure for NETs

(A) Application for Employment Visa

(1) **Application before arrival in Hong Kong**

Forms to be completed

- 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 required

- 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

Procedure

- 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. 2294 2096 or Fax. no. 2136 6334.*

(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 to be completed

- 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 required

- 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)

Procedure

- 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. 2829 3123.*

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

Forms to be completed

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

Documents required

- 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

Procedure

- 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 Entry Visa (Other Services) 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/en/forms/index.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/en/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.