



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

**Guidebook for
Entry for Employment as
Professionals in Hong Kong**

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I. Introduction

This guidebook sets out the entry arrangements for persons who wish to enter/stay in the Hong Kong Special Administrative Region (HKSAR) for employment as professionals.

2. Applicants who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the General Employment Policy (hereafter “GEP”). The GEP does not apply to Chinese residents of the Mainland of China (the Mainland), who may apply to come to work under the Admission Scheme for Mainland Talents and Professionals (hereafter “ASMTP”).
3. Applicants who are/were non-local students¹ and have obtained an undergraduate or higher qualification in a full-time and locally-accredited programme in Hong Kong (hereafter “non-local graduates”) may apply to stay/return and work in the HKSAR under the Immigration Arrangements for Non-local Graduates (hereafter “IANG”).
4. Persons who have obtained an undergraduate or higher qualification in a full-time programme offered by a higher education institution in the Mainland cities of the Guangdong-Hong Kong-Macao Greater Bay Area jointly established by universities of the Mainland and Hong Kong in accordance with the Regulations of the People’s Republic of China on Chinese-Foreign Cooperation in Running Schools (hereafter “GBA campus graduates”) may also apply to come and work in the HKSAR under the IANG.
5. The GEP, ASMTP and IANG are all quota-free and non-sector specific.
6. The GEP does not apply to nationals of Afghanistan, Cuba, Laos, Korea (Democratic People's Republic of), Nepal and Vietnam. The IANG does not apply to nationals of Afghanistan, Cuba, Laos, Korea (Democratic People’s Republic of) and Nepal. For nationals of Vietnam, the IANG only applies to those who have obtained an undergraduate or higher qualification in a full-time locally-accredited local programme in Hong Kong offered by the University Grants Committee (UGC)-funded universities, but excluding: (i) self-financing programmes offered by the relevant universities; and (ii) programmes offered by the continuing and professional education arms of the relevant universities.

II. General Employment Policy (GEP)

Eligibility Criteria

7. Applicants who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the GEP.
8. An application for a visa/entry permit to take up employment under the GEP 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 applicant has a good education background, normally a first degree in the relevant field, but in special circumstances, good technical qualifications, proven professional abilities and/or relevant experience and achievements supported by documentary evidence may also be accepted;

¹ Non-local students refer to persons entering the HKSAR for the purpose of education with a student visa / entry permit issued by the Director of Immigration.

- (c) there is a genuine job vacancy;
- (d) the applicant has a confirmed offer of employment and is employed in a job relevant to his academic qualifications or work experience that cannot be readily taken up by the local work force; and
- (e) the remuneration package including income, accommodation, medical and other fringe benefits is broadly commensurate with the prevailing market level for professionals in the HKSAR.

9. Overseas Chinese nationals holding People's Republic of China (PRC) passports who meet the criteria stipulated in paragraph 8 and normal immigration requirements may apply to enter the HKSAR for employment under the GEP if:

- (a) the applicant has permanent residence overseas; or
- (b) the applicant has been residing overseas for at least one year immediately before the submission of application ["overseas" means countries or territories outside the Mainland, the HKSAR, the Macao Special Administrative Region (SAR) and Taiwan] and that the application is submitted from overseas.

Application Procedures

Application forms

10. Applicants should complete application form ID 990A. The employing companies should complete application form ID 990B. The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and
- (d) HKSAR Government offices outside Hong Kong.

The forms can also be downloaded from the Immigration Department's website at www.immd.gov.hk.

Supporting Documents

11. Please refer to the checklist in Part VII.

Submission of Application

12. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to the information in Part V below), each dependant must complete and sign Part B of application form ID 990A. For a dependant under the age of 16, it must be signed by the parent or legal guardian.

Online Submission

13. Applicants can submit their applications online and upload all supporting documents via the GovHK website, the Immigration Department's website or the Immigration Department Mobile Application.

Other Means of Submission

14. Completed application forms, i.e. ID 990A and ID 990B, and all supporting documents should be submitted by the applicant or the employing company in one of the following ways:

- (a) By post directly or through a local sponsor in the HKSAR to:

Receipt and Despatch Sub-Unit
Hong Kong Immigration Department
2/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong

Underpaid mail items will not be accepted by the Immigration Department. For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting.

- (b) Applicants residing in overseas countries or territories may submit their application forms together with the relevant supporting documents and their valid travel documents in person to the nearest Chinese diplomatic and consular mission in their place of domicile².
- (c) Holders of foreign passports who are living in the Mainland may submit the application forms together with all supporting documents to the Immigration Division of the Office of the Government of the HKSAR in Beijing (Beijing Office) or the Immigration Division of the Hong Kong Economic and Trade Office in Shanghai (SHETO). Applicants are required to produce their valid travel document to the Immigration Division of the Beijing Office or the Immigration Division of the SHETO so that a visa/entry permit could be issued if the application is approved. The addresses of the two Mainland Offices are:

The Office of the Government of the HKSAR in Beijing No. 71,
Di'anmen Xidajie, Xicheng District
Beijing 100009
People's Republic of China

The Hong Kong Economic and Trade Office in Shanghai 21/F,
The Headquarters Building
168 Xizang Road (M), Huangpu District
Shanghai 200001
People's Republic of China

Travel Documentation Requirement

15. A visa/entry permit (in the form of "e-Visa") will be issued upon successful application. Upon immigration arrival clearance in the HKSAR, applicant 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.

16. For applications submitted to Chinese diplomatic and consular missions or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, visas/entry permits will be issued through the relevant Chinese diplomatic and consular missions or the Immigration Division of the

² Some Chinese diplomatic and consular missions have implemented the arrangement that applications for visas for Hong Kong from persons holding foreign ordinary passports will be handled by the "Chinese Visa Application Service Center". Applicants may contact the nearest Chinese diplomatic and consular mission for details.

Beijing Office or the Immigration Division of the SHETO as appropriate. The visa/entry permit label should be affixed onto a blank visa page of the applicant's travel document for presentation to an immigration officer upon arrival in the HKSAR.

Extension of Stay

17. Persons admitted as professionals under the GEP will normally be granted an initial stay of 36 months on employment condition, or in accordance with the duration of the employment contract (whichever is shorter), upon entry. They may apply for extension of stay in the HKSAR within four weeks before their limit of stay expires. Such applications will be considered only when the applicants continue to meet the eligibility criteria under the GEP. Successful applicants will normally be granted an extension of stay following the 3-2 year pattern, also on employment condition, or be in accordance with the duration of the employment contract (whichever is shorter).

18. Admitted professionals who continue to meet the eligibility criteria under the GEP and fulfil the criteria as stipulated at paragraph 19 may apply for assessment under the top-tier employment stream. They will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of five years upon approval.

19. The criteria for top-tier employment stream are as follows:

- (a) the applicant has been permitted to take up employment as a professional in the HKSAR under the GEP for not less than two years; and
- (b) the applicant has an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment³.

Conditions of Stay

20. Professionals admitted under the GEP who are on employment condition shall only take such employment as approved by the Director of Immigration. They should seek prior approval from the Director of Immigration for any change in employment. Such applications may be favourably considered if the applicants continue to fulfil the eligibility criteria under the GEP. For those top-tier professionals who are permitted to remain in the HKSAR on time limitation only without other conditions of stay, they only need to notify the Immigration Department in writing of the change of their employment within the currency of their permitted limit of stay.

III. Admission Scheme for Mainland Talents and Professionals (ASMTP)

Eligibility Criteria

21. Chinese residents of the Mainland who possess special skills, knowledge or experience of value to and not readily available in the HKSAR may apply to come to work under the ASMTP.

22. An application for an entry permit to take up employment under the ASMTP may be favourably considered if:

- (a) there is no security objection and no known record of serious crime in respect of the applicant;

³ Applicants should provide documentary proof of having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents.

- (b) the applicant has a good education background, normally a first degree in the relevant field, but in special circumstances, good technical qualifications, proven professional abilities and/or relevant experience and achievements supported by documentary evidence may also be accepted;
- (c) there is a genuine job vacancy;
- (d) the applicant has a confirmed offer of employment and is employed in a job relevant to his academic qualifications or work experience that cannot be readily taken up by the local work force; and
- (e) the remuneration package including income, accommodation, medical and other fringe benefits is broadly commensurate with the prevailing market level for professionals in the HKSAR.

Application Procedures

Application forms

23. Applicants should complete application form ID 990A. The employing companies should complete application form ID 990B. The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and
- (d) HKSAR Government offices outside Hong Kong.

The forms can also be downloaded from the Immigration Department's website at www.immd.gov.hk.

Supporting Documents

24. Please refer to the checklist in Part VII.

Submission of Application

25. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to the information in Part V below), each dependant must complete and sign Part B of application form ID 990A. For a dependant under the age of 16, it must be signed by the parent or legal guardian.

Online Submission

26. Applicants can submit their applications online and upload all supporting documents via the GovHK website, the Immigration Department's website or the Immigration Department Mobile Application.

Other Means of Submission

27. Completed application forms, i.e. ID 990A and ID 990B, and all supporting documents should be submitted by the employing company either in person or by post to:

Receipt and Despatch Sub-Unit
Hong Kong Immigration Department
2/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong

Underpaid mail items will not be accepted by the Immigration Department. For proper delivery of your mail items, please ensure your mail items bear sufficient postage with return address before posting.

28. Chinese residents of the Mainland visiting the HKSAR may not request for extending their limit of stay on the grounds of having submitted applications under the ASMTP.

Travel Documentation Requirement

29. Successful applicants will be issued with an entry permit (in the form of “e-Visa”). Successful applicant should apply for an Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and a relevant exit endorsement from the relevant Mainland authorities. Upon immigration arrival clearance in the HKSAR, the applicant holding an EEP bearing the relevant exit endorsement should also present 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.

Extension of Stay

30. Persons admitted as professionals under the ASMTP will normally be granted an initial stay of 36 months on employment condition, or in accordance with the duration of the employment contract (whichever is shorter), upon entry. They may apply for extension of stay in the HKSAR within four weeks before their limit of stay expires. Such applications will be considered only when the applicants continue to meet the eligibility criteria under the ASMTP. Successful applicants will normally be granted an extension of stay following the 3-2 year pattern, also on employment condition, or be in accordance with the duration of the employment contract (whichever is shorter).

31. Admitted professionals who continue to meet the eligibility criteria under the ASMTP and fulfil the criteria as stipulated at paragraph 32 may apply for assessment under the top-tier employment stream. They will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of five years upon approval.

32. The criteria for top-tier employment stream are as follows:

- (a) the applicant has been permitted to take up employment as a professional in the HKSAR under the ASMTP for not less than two years; and
- (b) the applicant has an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment⁴.

Conditions of Stay

33. Professionals admitted under the ASMTP who are on employment condition shall only take such employment as approved by the Director of Immigration. They should seek prior approval from the Director of Immigration for any change in employment. Such applications may be favourably considered if the applicants continue to fulfil the eligibility criteria under the ASMTP. For those top-tier professionals who are permitted to remain in the HKSAR on time limitation only without other conditions of stay, they

⁴ Applicants should provide documentary proof of having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents.

only need to notify the Immigration Department in writing of the change of their employment within the currency of their permitted limit of stay.

IV. Immigration Arrangements for Non-local Graduates (IANG)

Eligibility Criteria

(i) Non-local graduates

34. Non-local graduates here refer to non-local students who have obtained an undergraduate or higher qualification in a full-time and locally-accredited programme in the HKSAR.

35. Non-local graduates who submit applications to the Immigration Department **within six months after the date of their graduation** (i.e. the date shown on their graduation certificates) are classified as **non-local recent graduates**.

36. Non-local graduates who submit applications **beyond six months of the date of their graduation** are classified as **non-local non-recent graduates**.

37. Non-local recent graduates who wish to apply to stay and work in the HKSAR are not required to have secured an offer of employment upon application. They may be granted 24 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met. Those who intend to apply to stay and work in the HKSAR but have not yet secured graduation results may apply for extension of stay to wait for the promulgation of results. Non-local recent graduates who have not yet obtained their graduation certificate could apply to stay and work by producing proof from the institution confirming that they have graduated.

38. Non-local non-recent graduates who wish to return to work in the HKSAR are required to secure an offer of employment upon application. The applications will be favourably considered so long as the job is at a level commonly taken up by degree holders and the remuneration package is at market level. They may be granted 24 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met.

(ii) GBA campus graduates

39. GBA campus graduates here refer to persons who have obtained an undergraduate or higher qualification in a full-time programme offered by a higher education institution in the Mainland cities of the Guangdong-Hong Kong-Macao Greater Bay Area jointly established by universities of the Mainland and Hong Kong in accordance with the Regulations of the People's Republic of China on Chinese-Foreign Cooperation in Running Schools.

40. GBA campus graduates who submit applications to the Immigration Department **within six months after the date of their graduation** (i.e. the date shown on their graduation certificates) are classified as **GBA campus recent graduates**.

41. GBA campus graduates who submit applications **beyond six months of the date of their graduation** are classified as **GBA campus non-recent graduates**.

42. GBA campus recent graduates who wish to apply to come and work in the HKSAR are not required to have secured an offer of employment upon application. They may be granted 24 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met.

GBA campus recent graduates who have not yet obtained their graduation certificate could apply to come and work by producing proof from the institution confirming that they have graduated.

43. GBA campus non-recent graduates who wish to come to work in the HKSAR are required to secure an offer of employment upon application. The applications will be favourably considered so long as the job is at a level commonly taken up by degree holders and the remuneration package is at market level. They may be granted 24 months' stay on time limitation only without other conditions of stay provided that normal immigration requirements are met.

Application Procedures

Application forms

44. All non-local graduates / GBA campus graduates should complete application form ID 990A. The employing companies of those non-local non-recent graduates / GBA campus non-recent graduates should complete application form ID 990B. The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- (a) Immigration Department Headquarters;
- (b) Immigration Branch Offices;
- (c) Overseas Chinese Diplomatic and Consular Missions; and
- (d) HKSAR Government offices outside Hong Kong.

The forms can also be downloaded from the Immigration Department's website at www.immd.gov.hk.

Supporting Documents

45. Please refer to the checklist in Part VII.

Submission of Application

46. All the forms must be duly completed and signed. Where there are accompanying dependants (please refer to the information in Part V below), each dependant must complete and sign Part B of application form ID 990A. For a dependant under the age of 16, it must be signed by the parent or legal guardian.

Online Submission

47. Applicants can submit their applications online and upload all supporting documents via the GovHK website, the Immigration Department's website or the Immigration Department Mobile Application.

Other Means of Submission

48. Completed application forms, i.e. ID 990A and ID 990B, and all supporting documents may also be submitted by the applicant or the sponsor either in person or by post to:

Receipt and Despatch Sub-Unit
Hong Kong Immigration Department
2/F, Immigration Tower
7 Gloucester Road
Wan Chai, Hong Kong

Underpaid mail items will not be accepted by the Immigration Department. For proper delivery of your

mail items, please ensure your mail items bear sufficient postage with return address before posting.

Travel Documentation Requirement

Mainland residents

49. Upon approval of the application, the applicant will be issued with an entry permit (in the form of “e-Visa”). Successful applicant should obtain an Exit-entry Permit for Travelling to and from Hong Kong and Macao (EEP) and a relevant exit endorsement from the relevant Mainland authorities. Upon immigration arrival clearance in the HKSAR, the applicant holding an EEP bearing the relevant exit endorsement should also present 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.

50. Successful Mainland applicants currently residing in the HKSAR, after being issued with the “e-Visa”, may apply for the relevant exit endorsement through the China Travel Service (Hong Kong) Limited, as authorised by the Bureau of Exit-entry Administration of the PRC.

Non-Mainland residents

51. Upon approval of the application, the applicant will be issued with a visa/entry permit (in the form of “e-Visa”). Upon immigration arrival clearance in the HKSAR, applicant 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.

Extension of Stay

52. Persons admitted under the IANG will normally be granted an initial stay of 24 months on time limitation only without other conditions of stay upon entry. They may apply for extension of stay in the HKSAR within four weeks before their limit of stay expires. Upon applying for extension, non-local graduates / GBA campus graduates are required to have secured an offer of employment which is at a level commonly taken up by degree holders and the remuneration package is at market level. For those who have established or joined in business in the HKSAR, they are required to produce proof of their business. Successful applicants will normally be permitted to remain on time limitation only without other conditions of stay on the 3-3 year pattern.

53. Persons admitted under the IANG who meet the criteria stipulated in paragraph 52 and fulfil the following criteria at the time of application for extension of stay may apply for assessment under the top-tier employment stream:

- (a) the applicant has been permitted to remain in the HKSAR under IANG for not less than two years; and
- (b) the applicant has an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment ⁵.

Successful applicants will normally be granted an extension of stay on time limitation only without other conditions of stay for a period of six years.

⁵ Applicants should provide documentary proof of having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents.

Conditions of Stay

54. Persons admitted under the IANG, who are on time limitation only without other conditions of stay, are free to take up and change employment during their permitted stay without the need to seek prior approval from the Director of Immigration.

V. Entry of Dependants

55. Applicants admitted under the GEP, ASMTP and IANG 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 outside Hong Kong with an eligible sponsor 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 celebration⁶ and unmarried dependent children under the age of 18 to the HKSAR under the prevailing dependant policy. Persons admitted or applying for admission under the respective arrangements 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 the HKSAR.

56. This entry arrangement does not apply to:

- (a) former Mainland Chinese residents residing in the Macao 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).

57. The length of stay of such dependants will normally be linked to that of their sponsors. Any subsequent applications for extension of stay will be considered only when the applicant continues to meet the eligibility criteria for entry for residence as dependants (including that there is no change in circumstances which would have otherwise resulted in loss of sponsorship for the applicant, e.g. change in marriage relationship between the dependent spouse and the sponsor, or death of sponsor) and the sponsor remains a bona fide Hong Kong resident living in the HKSAR. These dependants are not prohibited from taking up employment or studies in the HKSAR under the existing policy.

VI. Other Information

58. 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 work 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

⁶ 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.

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 Immigration Department's website at www.immd.gov.hk for up-to-date information.

Re-entry into the HKSAR

59. 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.

Right of Abode

60. Persons admitted under the GEP, ASMTP and IANG who have ordinarily resided in the HKSAR for a continuous period of not less than seven years may apply for the right of abode in the HKSAR in accordance with the law.

Payment of Fees

61. If the application is submitted to the Immigration Department directly, upon approval of the applications, the notification of the application result issued by the Immigration Department 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 Immigration Department Mobile Application by credit cards, Payment by Phone Service (PPS) or Faster Payment System (FPS). After payment, applicants could instantly download or print the "e-Visa" by themselves.

62. If the applicant or his/her authorised representative attends the relevant Immigration office in person to pay, the relevant fee could be settled by cash, EPS, Octopus, FPS or cheque. The cheque should be crossed, made payable to "The Government of the Hong Kong Special Administrative Region", properly dated and signed. After payment, the applicant or his/her authorised representative will be issued with an "e-Visa" printed on a sheet of A4 white paper on the spot. The applicant can then download or print the "e-Visa" through the GovHK website or the Immigration Department Mobile Application.

63. If the application is submitted to an overseas Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO, the visa/entry permit fee should be paid directly to the Chinese diplomatic and consular mission or the Immigration Division of the Beijing Office or the Immigration Division of the SHETO as appropriate.

Processing Time

64. In general, applications submitted under the IANG by non-local recent graduates / GBA campus recent graduates take about two weeks to process upon receipt of all the required documents. For non-local non-recent graduates / GBA campus non-recent graduates, it takes four weeks upon receipt of all the required documents. However, the processing time will depend on the circumstances of individual applications and the number of applications received at a particular time. A longer processing time may be required during summer rush period between June and August. For applications submitted under GEP and ASMTP, it normally takes four weeks upon receipt of all the required documents.

65. The Immigration Department will not be able to start processing the application unless all the required documents and information have been received.

66. All applications are processed and determined by the Immigration Department. 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

67. 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

68. The information in this guidebook serves as reference only. The Immigration Department 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 Immigration Department reserves the right to omit, suspend or edit any information in this guidebook at any time in its absolute discretion without giving any reason or prior notice. The Immigration Department further reserves the right to change the eligibility criteria and details of the arrangements set out above from time to time without prior notice.

Enquiries

69. For more information, please contact the Immigration Department by enquiry hotline at (852) 2824 6111, by fax at (852) 2877 7711, by email to enquiry@immd.gov.hk, or visit the Immigration Department's website at www.immd.gov.hk.

VII. Checklist of Forms and Documents to be Submitted

(A) Forms and Documents to be Submitted by the Applicant for Entry Application

Forms/ Documents Required	Applicants admitted under the GEP or ASMTP	Applicants admitted under the IANG	
		Recent Graduates	Non-recent Graduates
Application for Entry for Employment as Professionals in Hong Kong (ID 990A)	✓	✓	✓
The applicant's recent photograph (affixed on page 2 of application form ID 990A)	✓	✓	✓
Photocopy of the applicant's valid 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 the HKSAR, photocopy of his/her valid travel document page containing the latest arrival stamp/landing slip/extension of stay label in the HKSAR and the latest issued "e-Visa" (if applicable). A 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.	✓	✓	✓
Photocopy of the applicant's Hong Kong identity card (if any)	✓	✓	✓
Photocopy of official transcript of academic records, graduation certificate or supporting letter from the degree awarding institution showing the applicant's attainment of undergraduate or higher qualification in a full-time and locally-accredited programme in the HKSAR or in a full-time programme offered by a higher education institution in the Mainland cities of the Guangdong-Hong Kong-Macao Greater Bay Area jointly established by universities of the Mainland and Hong Kong in accordance with the Regulations of the People's Republic of China on Chinese-Foreign Cooperation in Running Schools		✓	✓
Photocopy of proof of academic qualifications and relevant work experience	✓		
Letter of consent from the applicant's present working unit or relevant Mainland authorities (page 10 of ID 990A) [<i>for Mainland residents only</i>]	✓	✓	✓
Photocopy of the applicant's Macao identity card [<i>for Macao SAR residents only</i>]	✓	✓	✓
Photocopy of the applicant's household registration in Taiwan and Taiwan identity card [<i>for Taiwan residents only</i>]	✓	✓	✓
Photocopy of proof of the applicant's overseas residence, such as copy of official documents showing the applicant's conditions of stay and limit of stay endorsed by overseas authorities [<i>for overseas Chinese holding PRC passports only</i>]	✓	✓	✓

(B) *Forms and Documents to be Submitted by Employing Company*

Forms/ Documents Required
Application for Employing Professionals in Hong Kong (ID 990B)
Photocopy of the company's employment contract with or letter of appointment to the applicant containing information about post, salary, other fringe benefits and employment period
Photocopy of the Business Registration Certificate [^]
Photocopy of proof of financial standing (e.g. latest audited financial report, trading profit and loss account, or profit tax return) [^]
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.) # [^]
Detailed business plan (e.g. information on source of funds, 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>] [^]

Submission of the documents is not required for IANG applicants.

[^] Submission of the documents is not required if the employing company is listed on the Main Board or the Growth Enterprise Market of The Stock Exchange of Hong Kong Limited, or has successfully obtained an employment or training visa/entry permit for a non-local staff in the past 24 months immediately before submission of the application.

(C) *Forms and Documents to be Submitted by Each Accompanying Dependant of an Applicant for Entry under the GEP, ASMTTP and IANG*

Forms/ Documents Required
The applicant's application form, Application for Entry for Employment as Professionals in Hong Kong (ID 990A), with Part B duly completed by the dependant
The dependant's recent photograph (affixed on page two of application form ID 990A)
Photocopy of the dependant's valid travel document containing personal particulars, 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, photocopy of his/her travel document page containing the latest arrival stamp/landing slip/extension of stay label in the HKSAR. A 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.
Photocopy of evidence of the applicant's relationship with the dependant e.g. marriage certificate, birth certificate, family photographs, family letters (with envelopes), census record book and Privilege Card for Single Child (if applicable)
Photocopy of the dependant's Macao identity card [<i>for Macao SAR residents only</i>]
Photocopy of the dependant's household registration in Taiwan and Taiwan identity card [<i>for Taiwan residents only</i>]
Photocopy of proof of the applicant's overseas residence, such as copy of official documents showing the applicant's conditions of stay and limit of stay endorsed by overseas authorities [<i>for overseas Chinese holding PRC passports only</i>]

(D) *Forms and Documents to be Submitted by the Applicant for Extension of Stay Application*

Forms / Document Required	Applicants admitted under the GEP or ASMTP	Applicants admitted under the IANG	
		Recent graduates (First-time extension)	Recent graduates (Subsequent extension) & Non-recent graduates
Application for Extension of Stay (ID 91)	✓	✓	✓
Original and photocopy of the applicant's valid travel document and, where applicable, his/her previous travel document showing the latest visa/entry permit label/arrival stamp/ landing slip/extension of stay label in the HKSAR and the latest issued "e-Visa" (if applicable)	✓	✓	✓
Photocopy of the applicant's Hong Kong identity card	✓	✓	✓
Forms and supporting documents listed in Part VII(B) of this Guidebook	✓*	✓	✓*
Documentary proof of the applicant having an assessable income for salaries tax of not less than HK\$2 million in the previous year of assessment, e.g. notice of salaries tax assessment of the previous assessment year issued by the Inland Revenue Department or relevant tax documents	✓ (only applicable to those who apply for assessment under the top-tier employment stream)	✓ (only applicable to those who apply for assessment under the top-tier employment stream)	✓ (only applicable to those who apply for assessment under the top-tier employment stream)

* Applicants without change of employment are only required to provide a supporting letter from the current employer stating the applicant's position, total monthly remuneration and period of employment.

Important Notice:

1. Notwithstanding that the documents and information required have been furnished, applicants, accompanying dependants and employing 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.

VIII. Facilitation Measures under GEP and ASMTP

S/N	Measure	Facilitation ^{Note 1}	
		for Employing company	for Applicant
1.	If the employing company has successfully obtained an employment or training visa/entry permit for a non-local employee in the past 24 months immediately before submission of the new application	<p>The following documents are not required:</p> <ul style="list-style-type: none"> ● Business Registration Certificate; ● proof of financial standing; ● details of company background; ● business plan (e.g. business activities, mode of operation, source of funds); and ● staff list. 	-
2.	If the employing company is listed on the Main Board or Growth Enterprise Market of The Stock Exchange of Hong Kong Limited	<p>The following documents are not required:</p> <ul style="list-style-type: none"> ● Business Registration Certificate; ● proof of financial standing; ● details of company background; ● business plan (e.g. business activities, mode of operation, source of funds); and ● staff list. 	-

S/N	Measure	Facilitation ^{Note 1}	
		for Employing company	for Applicant
3.	<p>Intra-company transfer (from employing company's office outside Hong Kong) if the application fulfils the following requirements:</p> <ul style="list-style-type: none"> ● it is a managerial or professional post; ● the transferee has worked for the company for not less than one year; ● the remuneration package is commensurate with the prevailing market level; and ● the number of intra-company transferees sponsored by a company at any one time should be reasonable when compared to its total employment and the nature of its business operation 	Proof of local recruitment exercise is not required	-
4.	If the post offered falling under the professions with shortage of local supply as listed in the Talent List ^{Note 2} or the vacancy is with annual salary (total remuneration package including other fringe benefits such as housing allowance) of HK\$2 million or above	Proof to substantiate the difficulties in local recruitment is not required	-
5.	If the applicant is a holder of a degree at bachelor level or higher obtained from renowned institution recognised internationally ^{Note 3}	Proof of local recruitment exercise is not required	Proof of work experience is not required
6.	If the applicant is a holder of a degree at master or doctoral level in the field relevant to the job offered	Proof of local recruitment exercise is not required	Proof of work experience is not required

S/N	Measure	Facilitation ^{Note 1}	
		for Employing company	for Applicant
7.	<p>If the applicant has been previously approved of application (excluding dependant) under:</p> <ul style="list-style-type: none"> ● GEP (employment or investment stream) ● ASMTP ● Technology Talent Admission Scheme (TechTAS); or ● Quality Migrant Admission Scheme (QMAS) 	-	Proofs of academic qualification and work experience are not required

Note 1:

Notwithstanding the facilitation mentioned below, the relevant supporting documents may still be required subject to the circumstances of individual cases.

Note 2:

For details of the Talent List, please refer to the official website (<https://www.talentlist.gov.hk>).

Note 3:

Ranked top 100 in any of the four well-recognised university ranking lists, namely:

- Times Higher Education World University Rankings
- QS World University Rankings
- Shanghai Jiao Tong University Academic Ranking of World Universities
- US News and World Report Best Global Universities Rankings or

Institutions listed in the top 30 of the US News and World Report National Liberal Arts College Rankings.