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Subject: Special Arrangement for Extension of Study Period and Visa Renewal

Date: November 18, 2019 at 6:38:33 PM GMT+8

To: Chow Yei Ching School of Graduate Studies <sg@cityu.edu.hk>

To: Research Degree Students (whose candidature had ended or will end between 31 Oct 2019 – 29 Feb 2020)

cc: College/School Deans/ Heads of Departments/ respective Research Supervisors,

Dear Research Degree Students,

We understand that some students may need to extend their candidature and student visa in order to finish their research studies in the coming months. In the event that you need to extend your study period beyond your current candidature, the following temporary streamlining approval procedure within the special leave period from (19/11 – 15/12) shall apply:

1. This streamlining approval arrangement will only be applicable to students applying for the first or second extension of candidature under the current provision.
2. Students are required to seek the endorsement on the application from their research supervisors by email, and forward the supervisors' endorsement emails to SGS (sg@cityu.edu.hk). Please state "**Extension of Study Period**" in the subject title.
3. SGS will update student's registration records as soon as possible. Students can view their latest study end day on AIMS three working days after submission of request and then apply for testimonial via AIMS under the prevailing practice.
4. SGS will issue and send copy of the testimonial to students by email for visa extension application. With special permission of Immigration Department, students are required to present the following documents: (i) copy of the testimonial; and (ii) copy of official email from SGS for verification, when applying for visa renewal.

Should you have any queries, please contact SGS by email. Thank you.

Regards

Chow Yei Ching School of Graduate Studies