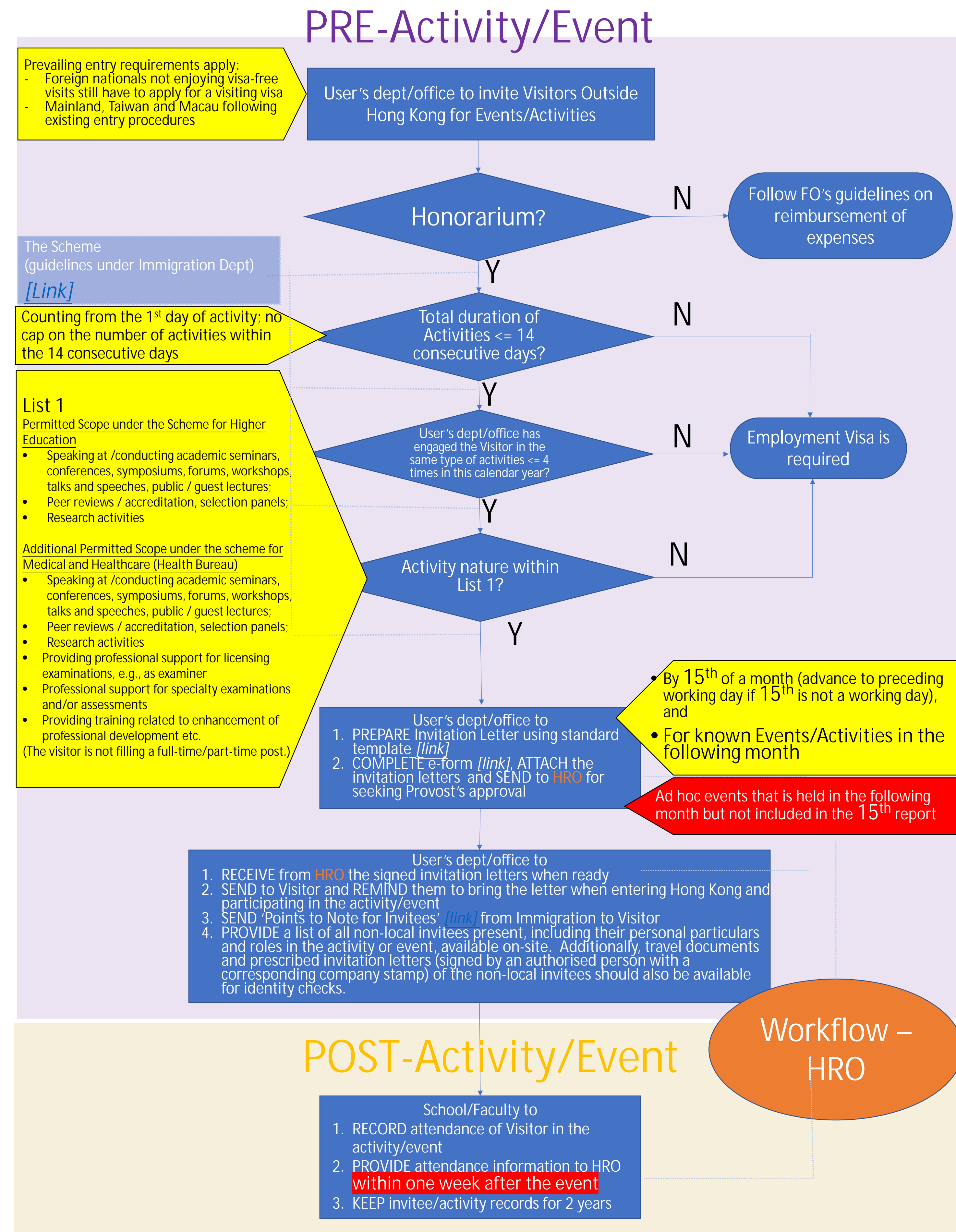


HONG KONG BAPTIST UNIVERSITY
Immigration Facilitation Scheme for Visitors Participating in Short-term Activities in Designated Sectors (“the Scheme”)

WORKFLOW – User’s dept/office



Sample Monthly Forecast of Activities Report

Monthly Forecast of Activities

- Notes to university:
1. Please return completed form to UGC via email on or before 18th of each month to policysection@ugc.edu.hk.
 2. Please include all short-term activities under the Pilot Scheme, which are planned to be held in the month after the reporting month.
 3. For any questions on completing this form, please contact Ms. Ronnie NG, Statistical Analyst (Policy) 3 (Tel: 2844 9993) or Ms. Lavinia Lai, Senior Executive Manager (Policy & Public Relations) (Tel: 3959 0442).

Month and Year:

Please inset Start date

Name of university:

S/N	Name of Activity	Period of Activity		Venue of Activity	Estimated number of visitors to participate in the activity under the Pilot Scheme	Their role(s) (Name the three main roles and also state "others" if applicable)	Contact Person and Contact Means		
		Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)				Contact Person	Office Telephone Number	Contact telephone number outside office hours
e.g 1	Consequences of Global Warming	07-06-2024	10-06-2024	Hong Kong Convention and Exhibition Centre, 1 Expo Drive, Wanchai, HK	3	Co-organiser, Speakers	Chan Tai Man	1122 3344	5566 7788
e.g 2	Selection Panel of XXX Scholarship	15-06-2024	20-06-2024	Meeting Room 3, 7/F, Shui On Centre, 6-8 Harbour Road, Wanchai, HK	2	Interviewers, Others	Wong Tai Man	4433 2211	8877 6655
e.g 3	Development of Electric Bike	21-06-2024	30-06-2024	Laboratory 1, Science Building, XXX University, 99 YYY Road, Yau Ma Tei, KLN	4	Researchers	Lee Tai Man	1212 3434	5656 7878
1									
2									
3									
4									
5									
6									
7									
8									



Monthly return of visitors coming to Hong Kong to participate in activities under the Scheme in the previous month

Monthly return of visitors coming to Hong Kong to participate in activities under the Scheme in the previous month

- Notes to university:
1. Please return completed form to UGC, together with issued invitation letters, via email on or before the 5th working day of each month to policysection@ugc.edu.hk.
 2. Please include all short-term activities under the Scheme, which were held in the previous month of the reporting month.
 3. In view of the sensitive information contained, please encrypt the file before submission and send UGC the password separately.
 4. Unless required by other B/Ds, all invitation letters will be kept by UGC / EDB for internal reference only.
 5. To comply with the post-entry monitoring mechanism set out by ImmD, UGC will consolidate the following data at the end of each quarter and submit to ImmD on 25th of January, April, July and October.
 6. For any questions on completing this form, please contact Ms. Ronnie NG, Statistical Analyst (Policy) 3 (Tel: 2844 9993) or Ms. Lavinia LAI, Senior Executive Manager (Policy & Public Relations) (Tel: 3959 0442).

Month and Year: Please inset Start date
Name of university

S/N	Name of Activity	Nature of Activity	Reported in the Monthly Forecast submitted last month?		Period of Activity		Details of Participants (in accordance with travel document)							Role of the participant in the Activity	Remarks
			Yes/No	If Yes, please provide the S/N ¹	Start Date (dd-mm-yyyy)	End Date (dd-mm-yyyy)	Surname in English	Given name in English	Organisation/Department	Sex (M/F)	Date of birth (dd-mm-yyyy)	Nationality / Place of Residence ²	Travel document number		
e.g. 1	Consequences of Global Warming	Speaking at / conducting academic seminars, conferences, symposiums, forums, workshops, talks and speeches, public / guest lectures	Yes	1	07-07-2024	10-07-2024	Li	Wen Ting	Tsinghua University	M	20-03-1978	CHN	SE1122334	Speakers	
e.g. 2	Consequences of Global Warming	Speaking at / conducting academic seminars, conferences, symposiums, forums, workshops, talks and speeches, public / guest lectures	Yes	1	07-07-2024	10-07-2024	LEE	Hynk	Seoul National University	M	04-04-1986	KOR	M7766SS44	Others	
e.g. 3	Consequences of Global Warming	Speaking at / conducting academic seminars, conferences, symposiums, forums, workshops, talks and speeches, public / guest lectures	Yes	1	07-07-2024	10-07-2024	Bryan	Elania	Global Warming Organisation	F	00-00-1990	USA	445566778	Co-organiser	
e.g. 4	Peer review of XXX Paper	Peer reviews / accreditation, selection panels	No		25-07-2024	01-08-2024	Wang	Ning	Tsinghua University	F	21-03-1980	CHN	TM9988776	Panel Head	
1															
2															
3															
4															
5															
6															
7															
8															
9															
10															

- Remarks:
1. If the activity is included in the monthly projection, please provide the S/N as reported in the Monthly Forecast submitted last month.
 2. Please use the code as stated in the Mapping Table.



Invitation Letter Template (Adapted for User's Dept/Office by HRO)

Annex B-1

Template for Invitation Letter as Proof of Eligible Visitor

[Official Letterhead of the Authorised Host Organisation]

[Date]

To whom it may concern,

Re: **Invitation Letter – Immigration Facilitation Scheme for Visitors Participating in Short-term Activities in Designated Sectors ("STV Scheme")**

The Immigration Department of the Government of the Hong Kong Special Administrative Region launched the STV Scheme on 1 June 2024. Under the STV Scheme, eligible persons invited by authorised host organisations can, during a period of up to 14 consecutive calendar days, participate in designated short-term activities as visitors without employment visa / entry permit. Our organisation is one of the authorised host organisations¹.

This is to certify that the **below-named person ("the invitee")** has been invited by our organisation to come to Hong Kong to participate in designated short-term activity / activities as a visitor under the STV Scheme.

Details of the invitee and the activity / activities concerned are as follows:

Personal particulars of the invitee

Name	Mr or Ms [Full name according to travel document]
Nationality / Place of residence (for Mainland, Macao and Taiwan residents)	
Travel document number (can be filled by the invitee) (Note 1: Please remind the invitee to fill in such information to facilitate positive identification of himself / herself at control points and by law enforcement agencies)	

Details of the designated activity / activities

Name of event	
Venue	
Period of participation (Note 4)	from dd-mm-yyyy to dd-mm-yyyy
Role(s) of the invitee	

This invitation letter is **NOT** a "visa / entry permit letter" issued by the Immigration Department, and is **NOT** a guarantee that the invitee will be granted permission to land in Hong Kong upon arrival.

Should you have any enquiries regarding the eligibility of the invitee under the STV Scheme, please contact [name of designated contact point of authorised host organisation (need not be the signatory of the invitation letter)] at [telephone number which the contact person can be reached even outside office hours] or Ms. Evelyn Lai, Assistant Manager, Account Service, Human Resources Office, at 6791 3625.

Company Chop

Prof. Martin D. F. Wong
Provost

Date:

(Note 2: The invitation letter should be issued and signed by designated holder of senior management post of authorised host organisation as endorsed by relevant Government Bureau / Department. See (10) of the Guidelines.)

Note 3: Contact point of authorised host organisation, even outside office hours, is required in order to facilitate necessary verification by the Immigration Department and/or other relevant authorities / law enforcement agencies when necessary. See (11) of the Guidelines.

Note 4: The period of participation is not more than 14 consecutive calendar days. If the invitee's limit of stay in Hong Kong is less than 14 days, the period they may participate in the activity / activities will be shorter accordingly.)

¹ For the list of the authorised host organisations, please refer to the Immigration Department's website at <https://www.immd.gov.hk/eng/services/visas/stv.html>

Immigration Facilitation Scheme for Visitors Participating in Short-term Activities in Designated Sectors

Points to Note for Invitees

1. Under the “Immigration Facilitation Scheme for Visitors Participating in Short-term Activities in Designated Sectors” (“the Scheme”), the invitee may participate in designated short-term activities in Hong Kong as a visitor, i.e. without the need to apply for an employment visa / entry permit.
2. The duration for participation in the designated activities under the Scheme is up to 14 consecutive calendar days, counting from the day when the invitee starts to participate in such activities, for each period of permitted stay as a visitor (i.e. upon each arrival in Hong Kong), notwithstanding that he/she may have been granted permission to stay in Hong Kong for more than 14 days upon that arrival. There is no cap on the number of the designated short-term activities the invitee may participate in during that 14 consecutive calendar day period. If the invitee is permitted to stay in Hong Kong for less than 14 days, the duration he/she can participate in the designated activities will be shorter accordingly.
3. The invitee should observe the prevailing requirement for coming to Hong Kong for visit. If the invitee is not a foreign national who enjoys visa-free visit to Hong Kong, he/she must obtain a visit visa before coming to Hong Kong: <https://www.immd.gov.hk/eng/services/visas/visit-transit/visit-visa-entry-permit.html>. If the invitee is a Mainland, Macao or Taiwan resident, the relevant entry arrangements for visiting Hong Kong currently in place for these residents will continue to apply. For the avoidance of doubt, the Invitation Letter issued by the authorised host organisation is:
 - (i) **NOT** a guarantee that the invitee’s application for a visit visa / entry permit (if applicable) will be approved. If the invitee is a Mainland resident, he/she is required to apply for travel document and exit endorsement corresponding to his/her nature of coming to Hong Kong from the relevant Mainland authorities in accordance with the prevailing requirements. The invitation letter is **NOT** an approval document for him/her to enter Hong Kong and is **NOT** a supporting document for his/her application for relevant travel document and exit endorsement from the Mainland authorities;
 - (ii) **NOT** “visa / entry permit letter” issued by the Immigration Department for entering Hong Kong. See (i); and
 - (iii) **NOT** a guarantee that the invitee will be granted permission to land in Hong Kong. The invitee will be subject to immigration examination upon arrival in Hong Kong. He/She should meet the eligibility criteria for entry for visit and normal immigration requirements.
4. The invitee should bring along the Invitation Letter issued by the authorised host organisation when coming to Hong Kong and participating in the designated activities.
5. If the invitee intends to engage in paid or unpaid activities / take employment beyond the scope of the Scheme in terms of duration and activities as specified in the Invitation Letter, he/she should apply for an employment visa / entry permit from the Immigration Department. In accordance with the Immigration Ordinance (Cap. 115), persons who have breached the conditions of stay are liable to prosecution and removal from Hong Kong.
6. The invitee is reminded to note that his/her personal data may be transferred to the Immigration Department for the purpose of administering / enforcing relevant provisions of the Immigration Ordinance (Cap. 115) and the Immigration Service Ordinance (Cap. 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments of the Hong Kong Special Administrative Region through carrying out immigration control duties.

- End -

(06/2024)