



余振強紀念第二中學

Yu Chun Keung Memorial College No.2

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26th September 2025

Dear Parents / Guardians,

Application for Mainland Travel Permit for Hong Kong Permanent Residents
(Non-Chinese Citizens)

As instructed by the Education Bureau (EDB), all senior form students (S5) are required to participate in the Mainland Study Tour as part of their curriculum. This tour is crucial for students to gather information necessary for completing their individual projects.

For students who are non-Chinese but hold permanent residency in Hong Kong, it is mandatory to apply for a Mainland Travel Permit to participate in the study tour. The deadline for submitting the copy of the travel document to school is in early December. We encourage you to assist your child / ward in completing this process in a timely manner.

Please find attached the detailed application procedure and requirements for the Mainland Travel Permit. It is essential to follow these guidelines to ensure a smooth application process.

Should you have any questions or require further assistance, please do not hesitate to contact the teachers of Citizenship and Social Development.

Thank you for your cooperation and support.

Yours faithfully,

Mr. LI Tak-fai, Stephen
Principal

Application Procedure of the Mainland Travel Permit

Step 1

Apply to the HK Immigration Department for the “Notice of Application for Access to Information”. The department will send the letter to you within 10 days.

- You may apply online at

<https://www.gov.hk/en/residents/immigration/records/onlineaccessinfo.htm>

Step 2

- Make online appointment at https://www.ctshk.com/mep/zh/non-chinese_firstpage/
- Click this button for online appointment



- Fill up all information

Step 3

- Applicants should go to the document service centre in person to submit application materials according to the appointment time and date at the document service centre.
 - One full-face coloured photo with white background (For detailed photo specifications, please see <https://www.ctshk.com/mep/zh/ch-chinapermit/?a8>)
 - Valid Hong Kong Permanent Identity Card
 - A valid ordinary passport
 - Valid nationality certificates which are the “Notice of Application for Access to Information” issued by the Hong Kong Immigration Department.
 - Applicants under the age of 18 must be accompanied by their legal guardian with documents of relationship proof
 - HK\$260

Reply Slip

Date: _____

To: Principal of Yu Chun Keung Memorial College No.2

I, the undersigned, acknowledge that I have read the letter regarding the Mainland Study Tour for S5 students. I understand the importance of this tour for my child's individual project and will assist them in applying for the Mainland Travel Permit as required.

I also acknowledge that I will submit a copy of the Mainland Travel Permit to the school by early December.

Student's Name: _____

Class: _____()

Signature of Parent/ Guardian: _____