



For all Students in Grades 5-12

Updating Travel Documentation on Veracross

The Activities Office is currently planning for 2021 October Discover China Week for all students in Grades 5 – 12.

In order to plan these trips, it is essential to have the students' current travel information soonest possible. We have the documentation from previous years. **If a new passport, visa or ID card has been issued since May 28th 2021, please send us photos** and if needed, please update Veracross. Please note our emails are limited to 5 MB attachments; you may send them to us privately via WeChat.

For FOREIGN passport holders:

Please follow these steps to update the travel information on Veracross:

Step 1:

Log into Veracross via <https://accounts.veracross.com/nis/portals/login>

Go to “Update Family Profile” then “Citizenships & Passports”



Step 2:

Add or update passport information:

save x remove cancel

First Name

Country

Primary Citizenship?

yes

**Input passport name,
country then chose primary
citizenship "yes"**

Passport Information:

Issue Date *

Expiry Date *

Passport Number *

**Indicates a required field*

save x remove cancel

First Name

Country

Primary Citizenship? *

yes

These are essential!

Passport Information:

Issue Date *

Expiry Date *

Passport Number *

**Indicates a required field*

Step 3:

Add or update China visa information :

Citizenships & Passports

United States: [Click here!](#)

China Visas

No visa information on file

Updating "Expiration Date " is essential!

edit

Issue Date	--
Expiration Date	--
Visa Number	--
Visa Notes	--

For China PR Card Holders:

If your child holds a Foreign Permanent Resident ID Card(s) 中华人民共和国外国人永久居留证 issued by Ministry of Public Security. Please ensure that it is valid. If a new card has been issued since 1st August 2020, please send the Activities Office a photo.

Here is an example:



For Citizens of Hongkong, Taiwan & Macau

HONG KONG, MACAU and TAIWANESE students must use Chinese Government issued ID card as the **ONLY** form of valid travel document for trips on China Mainland. If you have recently renewed the ID card since 1st August 2020, please send the Activities Office a photo of the new ID Card.

Please see the samples below:

For Hongkong and Macau residents



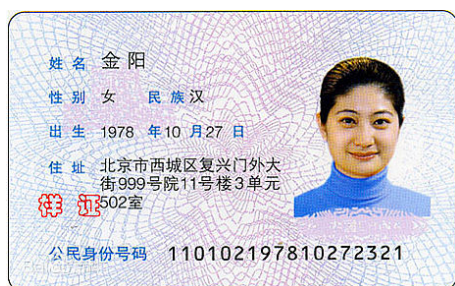
For Taiwan residents



For Chinese Students

For Chinese students who have been issued new ID cards since 1st August 2020, please send the Activities Office a photo of the **front** and the **back** of the new ID Card.

Here are the examples:



If you have any questions, please do not hesitate to contact the Activities Office. If you are unsure, please send us photos of your travel documentation.

Thank you for your understanding and continued support of our Activities programmes.

Anna Yuen, Activities Coordinator
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