

Students in Grades 5-12

Updating Travel Documentation on Veracross

The Activities Office organises a variety of activities throughout the year, including Discover China. To plan these trips, it is essential to have the students' current travel information on file. We need photos of the documents, and the information also needs to be updated on Veracross. Please note our emails are limited to 5 MB attachments; you may send photos to us privately via WeChat.

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

For FOREIGN Passport Holders:

Step 1:

Send photos to the Activities Office and then login to Veracross via <https://accounts.veracross.com/nis/portals/login>

Go to "Update Family Profile" then "Citizenships & Passports"

Veracross Links



FAMILY INFORMATION

My Personal Contact Information

Citizenships & Passports

Click here!

Step 2:

Add or update passport information:

A screenshot of the Veracross 'Add or update passport information' form. At the top are buttons for 'save', 'x remove', and 'cancel'. Below are fields for 'First Name', 'Country', and 'Primary Citizenship?' (a dropdown menu with 'yes' selected). A red dashed box highlights these three fields with the text 'Input passport name, country then chose primary citizenship "yes"'. Below these fields is a section titled 'Passport Information:' with fields for 'Issue Date', 'Expiry Date', and 'Passport Number', each marked with a red asterisk. A note at the bottom right says '*Indicates a required field'.

A screenshot of the Veracross 'Add or update passport information' form, similar to the one above. A red dashed box highlights the 'Passport Information:' section, which includes fields for 'Issue Date', 'Expiry Date', and 'Passport Number', each marked with a red asterisk. A red arrow points to this box with the text 'These are essential!'. A note at the bottom right says '*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:

Please send the Activities Office a photo of your child's 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.



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 an ID card issued after 1st July 2021, please send the Activities Office a photo of the new ID Card.



For Students with Chinese ID cards

If you have a new card issued after 1st July 2021, please send the Activities Office a photo of the front and the back:

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.

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