# **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:

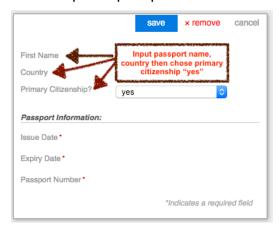
Send photos to the Activities Office and then login to Veracross via <a href="https://accounts.veracross.com/nis/portals/login">https://accounts.veracross.com/nis/portals/login</a>

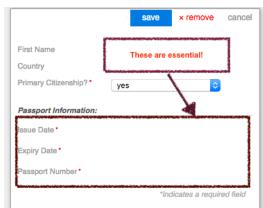
Go to "Update Family Profile" then "Citizenships & Passports"



## Step 2:

Add or update passport information:

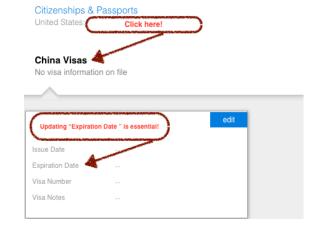






## Step 3:

Add or update China visa information:



#### 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 <u>front</u> and the <u>back</u>:

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.



