

Hong Kong Institute of Vocational Education (Sha Tin)
Note for New Student Preparation for Academic Year 2026/2027

A copy has been
saved on the
orientation website

<地址欄一> <地址欄二>

<地址欄三>

<地址欄四>

<學生姓名> Student,

Welcome to our institution. Please read the following information carefully and complete the preparation work as mentioned. This will help you quickly adjust to your new learning environment:

1. Important information

- a. Student ID/ CNA : <學生證號碼> (For student identification/login system)
- b. E-mail : <CNA> @stu.vtc.edu.hk (To receive information from the department, institution, and VTC)

2. Non-local students may only participate in orientation activities and classes after obtaining both a valid student visa and the landing slip issued upon entry to Hong Kong using that visa. Students who have not yet obtained the above documents are advised not to attend the Orientation Day or register at the student residence. Even if they arrive at the institution, they will not be permitted to participate in orientation activities or classes. Once students have obtained all required documents, they may join the institution's next available orientation programme for non-local students and attend classes accordingly.

3. Campus Orientation and Document vetting arrangement as follows:

24/8/2026 (Mon)	08:30-12:30	Department of Engineering
24/8/2026 (Mon)	13:00-17:00	Hong Kong Institute of Information Technology (HKIIT) at IVE (ST)
26/8/2026 (Wed)	08:30-12:30	Department of Health and Life Sciences
26/8/2026 (Wed)	13:00-17:00	Department of Business
27/8/2026 (Thu)	08:30-12:30	Department of Childcare, Elderly and Community Services — Higher Diploma in Child Care and Education — Higher Diploma in Special Child Care and Inclusive Education — Higher Diploma in Play-based Learning — Higher Diploma in Health and Social Care — Higher Diploma in Social Services for Silver Market
27/8/2026 (Thu)	13:00-17:00	Department of Childcare, Elderly and Community Services — Higher Diploma in Social Work — Diploma of Foundation Studies - Community Services

Adverse Weather Notice

<https://www.vtc.edu.hk/home/en/about-us/adverse-weather-notice.html>



4. Please bring the following original documents for verification* by the college on the orientation day:

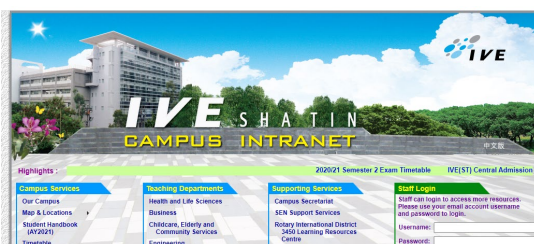
- I. Mainland China Resident Identity Card (for Mainland students);
- II. Mainland Travel Permit for Hong Kong and Macau (for Mainland students);
- III. Passport (for international students);

IV. Entry Label (Landing Slip, ensuring that students have entered Hong Kong with a student visa).

* If the entry label / student visa is not approved before the Campus Orientation Day, it is not recommended to attend the orientation or proceed with hall registration.

5. For new students, please go to the CNA service website (<https://cnatools.vtc.edu.hk/CNAPortal/>) to activate your CNA and follow the instructions to set up your password. If you forget your password, please reset it on the CNA service website.

System	Website	Function
a. CNA service:	https://cnatools.vtc.edu.hk/CNAPortal/	Change / reset CNA
b. MFA :	https://www.vtc.edu.hk/st/orientation/2627/lrc/#v-pills-MFA	Activate multi-factor authentication (MFA). Some off-campus services , such as the CNA Service Portal, require MFA login.
c. VPN :	https://vpnweb.vtc.edu.hk/ After installing the VPN, you can log into the IVE (Sha Tin) intranet (stintra.vtc.edu.hk) to access useful campus information.	Access the IVE (ST) intranet from off-campus and obtain information such as department details, student services and facilities information, etc.



6. After activating the above systems, please log in to the following systems. For details, you can visit <https://www.vtc.edu.hk/st/orientation/2627/lrc/> or scan the QR code on the right.



System	Website	Function
a. E-mail :	https://webmail.vtc.edu.hk	Receive institute information and contact staff.
b. MyPortal :	https://myportal.vtc.edu.hk	Handle student affairs and administration
c. Moodle :	https://moodle.vtc.edu.hk	Handle module learning matters
d. Microsoft 365 :	https://office.com	Free use of online Office applications
e. VTC Apps :	https://www.vtc.edu.hk/mobileapp	Handle student affairs and administration, such as checking timetables, etc.

7. Access the new student information website (<https://www.vtc.edu.hk/st/orientation>)

- a. Campus Orientation arrangements

- Please visit <https://www.vtc.edu.hk/st/orientation> or scan the QR code on the right starting from 17 August to check the campus orientation arrangements for each programme.
- The institution will send a personalized QR code to your email on or before 24 August. You may scan this QR code at the security checkpoint located at the entrance of the campus to gain access. The QR code will remain valid for one month from the date of issue.
- Check class timetable (to be released on 24 August 2026)



- Apply for exemption / credit transfer (application deadline: 15 September 2026)
- c. Application matters
 - Student locker (application period: 1 to 30 September 2026)
 - MTR Student Travel Scheme

8. Student Development Office activities

Student Development Office regularly organizes various activities to help students expand their social networks, enhance communication skills, acquire new knowledge and skills, and prepare for future studies and careers.



You can browse the activities at <https://www.vtc.edu.hk/st/sdo/act/> or scan the QR code on the right.

9. Important Notice:

The offering campus will inform you of the arrangement for verifying your documents for admission. Please provide your identity document and original academic qualifications for verification. If you fail to provide relevant documents, your enrollment will be disqualified and the resultant registration will be cancelled.

10. For inquiries or assistance, you can contact the [One-stop Student Services Centre] or reach us by the following means:

Address: Room 023, G/F / Tel: 2606 6227 / WhatsApp: 2256 7565 / E-mail: stcampus@vtc.edu.hk

11. Video of walking route from Fotan Station to IVE (ST)

You can watch the video by scanning the QR code on the right.



— The End —

Walking Route from Fotan Station