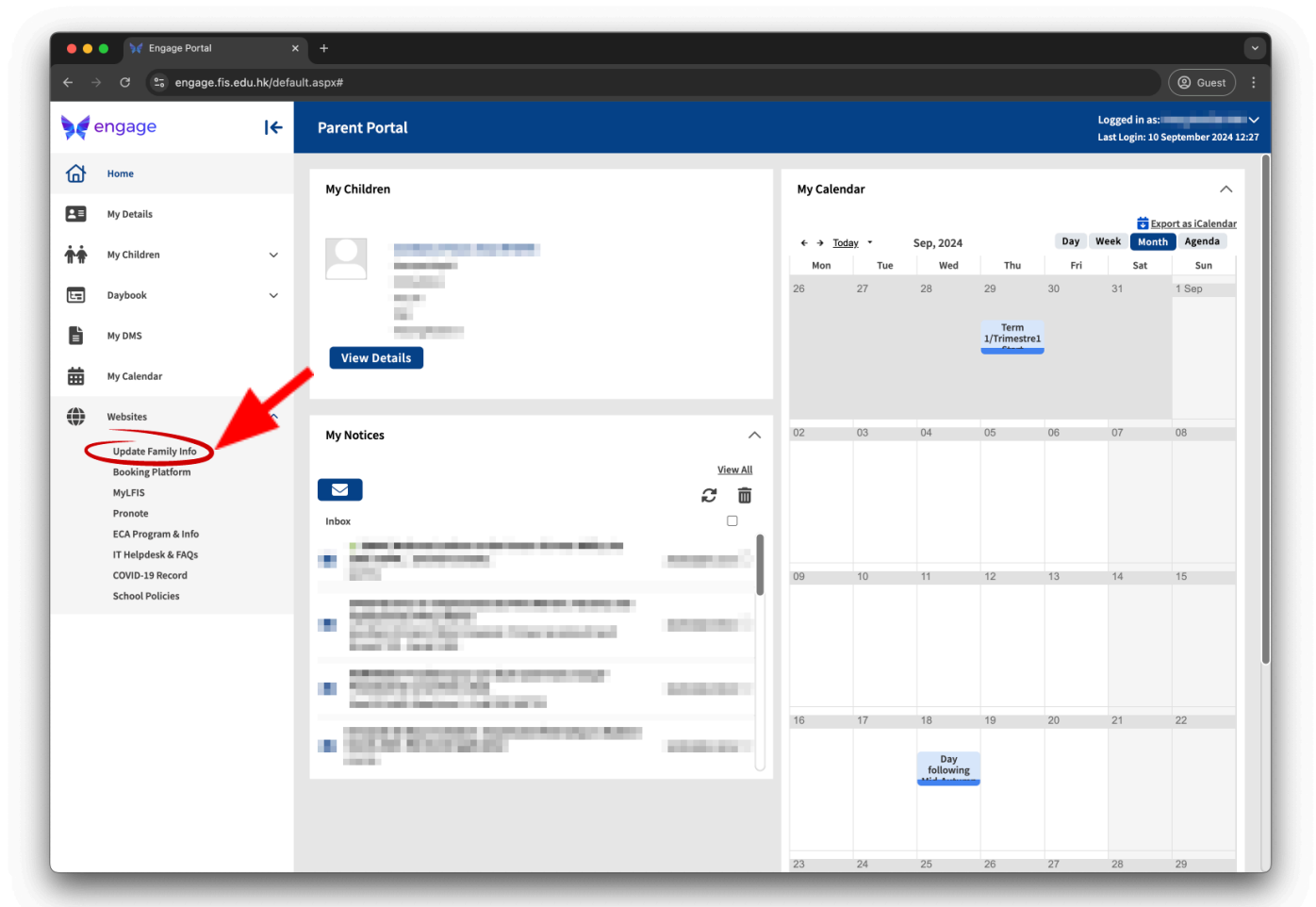# UPDATING YOUR FAMILY INFORMATION

1. How to update your child's visa information online
2. How to upload your child's visa / HK Permanent ID copy

UPDATE VISA INFORMATION ONLINE

1. Login to your <u>Parent Portal</u>. Click on **Websites > Update Family Info**

2. Student Information – Click on **Verify Now** to open the page you need to update.

3. Visa Information is found under Student Information.

┌─ Student Information ───

Student Code *   [_____]

Surname *   [_____]

Official Firstname *   [_____]
                                  Firstname written on the official document

Preferred Firsname *   [_____]

Date Of Birth *   [_____]

Gender *   [_____ ▼]

Country Of Birth *   [_____ ▼]

Nationality *   [_____ ▼]

Other Nationality   [None _____ ▼]

HK permanent resident *   ○ Yes   ● No

Visa Type *   [_____ ▼]

Visa / Application Reference Number *   [_____]   ❓

Visa / Application Reference Expiry Date *   [dd/mm/yyyy _____   ⊞]

HKID Card *   ○ Yes   ● No

For steps to upload supporting document (Visa / Application Reference) Click Here

───

4. Select appropriate visa type and complete all compulsory fields:

HK permanent resident *	○ Yes ⦿ No
Visa Type *	
Visa / Application Reference Number *	
Visa / Application Reference Expiry Date *	
HKID Card *	○ Yes ⦿ No

Visa type *	Dependant Visa
	Dependant Visa
	Diplomatic Visa
	Permanent Resident
	Processing
	Student Visa

Lycée Français International
French International School
Hong Kong

UPLOAD SUPPORTING DOCUMENTS (Mandatory)

Please scan or take a photo of the supporting document (HK Permanent ID / HKSAR passport / Valid HK Visa) to upload

1. Click on **My DMS**

2. User - Select **Pupil**

3. Click on **Add Entry**

4. Category – Select Supporting Document

5. Browse and select the jpeg or pdf document and click on **Upload**

6. Your document has been uploaded successfully