

THE UNIVERSITY OF HONG KONG
ADMISSIONS AND ACADEMIC LIAISON SECTION
PRC Students - Application for Internship Appointment

08-0320

IMPORTANT NOTES:

- I. Mainland students who do not have a valid No Objection Letter (NOL) allowing them to take up internship should seek approval from from Hong Kong Immigration Department (ImmD).
- II. According to the policies from ImmD, non-local students of full-time local programmes at degree level or above and whose study period is not less than one academic year may take up internship subject to the following conditions:
 - The internships must be study/curriculum-related and be arranged or endorsed by the institutions they are studying in; and
 - The duration of the internship is up to one academic year, or one-third of the normal duration of the relevant full-time academic programme, whichever is the shorter.
- III. Students who have already fulfilled all graduation requirements of the study programme are **not allowed** to take up internship. In addition, students of short term visiting programmes, summer programmes and exchange programmes are **not allowed** to take up internship, part-time employment and summer employment.
- IV. The processing time of application for internship approval will require 4-6 weeks. Application must be completed in advance before the internship employment starts.
- V. After the expiry of the existing NOL, applicants can apply again, if necessary, through the online visa application system for a new NOL.

For further enquiries on visa applications, please contact Admissions and Academic Liaison Section (AAL) at visaprc@hku.hk

Please complete the form in BLOCK letters and and *delete whichever is appropriate.

1. Personal Particulars		
Surname in English	Given name in English	
Name in Chinese	Contact telephone number	
Gender *Male / Female	Email address	
Date of birth (DD/MM/YYYY)	University Identity Number (<i>if applicable</i>)	
Faculty / Department	Full name of study programme in English	
2. Declaration to AAL		
<p>In submitting this application to AAL, I declare the following:</p> <ol style="list-style-type: none"> 1. I have read and understood the important notes listed above. 2. I request and authorize AAL to facilitate the application for internship appointment on my behalf. 3. I understand that AAL and ImmD will process this application only if ALL required documents are submitted. 4. I will not take up employment or work without prior approval from the ImmD. 5. I understand and agree the designated officer of HKU and ImmD may contact my employer for the internship appointment if necessary. 		
Name of Applicant	Signature of Applicant	Date

3. Part A - Declaration to ImmD

To: Director of Immigration,

I, _____, hereby to declare that
(Full name of applicant)

I have never taken up any internship appointment since I registered as a HKU student

I have taken up study-related internship(s) in Hong Kong before, and provide the detail information as follow:
(Please use a separate sheet if more than 3 items, you may exclude *summer employment)

(1) Job title/position: _____

Company name in English: _____

Internship period: from _____ to _____
(DD/MM/YYYY) (DD/MM/YYYY)

(2) Job title/position: _____

Company name in English: _____

Internship period: from _____ to _____
(DD/MM/YYYY) (DD/MM/YYYY)

(3) Job title/position: _____

Company name in English: _____

Internship period: from _____ to _____
(DD/MM/YYYY) (DD/MM/YYYY)

**Summer employment means the period from June 1 to August 31 of each academic year*

Signature of Applicant

Date

Part B – Confirmation by Faculty / Department (To be filled by Faculty / Department)

Please complete the form in BLOCK letters and and *delete whichever is appropriate.

To: Director of Immigration

I write to confirm that internship information provided by the above-named student, who is currently studying in our Faculty, is aligned with our Faculty record, and that

He/She has never taken up any internship appointment

He/She has taken up study-related internship(s) in Hong Kong within *one-third of the normal study duration / one year
(exclude summer employment)

Details of his/ her studies are as follows: (DD/MM/YYYY)

Date of registration: _____

Expiry date of study period: _____

Full name of Faculty/Department

Stamp of Faculty / Department

Signature of Designated Officer

Full Name of Designated Officer

Date

To: Director of Immigration:

I write to apply for the no-objection letter for taking up study-related internship.

Name : _____
HKID : _____
School : _____
Limit of stay : _____

I confirmed that the total duration of the internship(s) taken up by myself (including internship(s) completed before and the one being applied for) does not exceed one year or one-third of the normal study duration, whichever is shorter.

In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region, I declare the following:

- (i) I consent to the making of any enquiries necessary for the processing of this application.
- (ii) I consent to provide my e-mail address as communication mean for receiving the reissued NOL.
- (iii) All information given in this application form is correct, complete and true to the best of my knowledge and belief.

Signature : _____

Date : _____

HK contact phone number : _____

Email : _____