

## Part-time Jobs, Internships, and Summer Jobs

With effect from 19 May 2008, the Immigration Department has implemented various new measures under the “Education Hub” policy. To effect the new measure, a “No Objection Letter” (NOL) will be issued to non-local students upon approval of their student visa/ entry permit, or extension of stay in Hong Kong. Besides, non-local students are obliged to observe the School’s regulations on jobs and internships.

The table below summarizes the situation in general. Before taking up any part-time jobs, internships or summer jobs, **students MUST (1) check with their own No Objection Letter (NOL) issued by the Immigration Department on visa regulations, (2) check with the School’s regulations listed below; and (3) seek the School’s approval and endorsement in advance** (except for jobs or internships during the summer months of June to August).

<b>Summary Table</b>			
	<b>Part-time on-campus job</b>	<b>Part-time off-campus job</b>	<b>Internships</b>
<b>Term 1</b>	Not Allowed*	Not Allowed	Not Allowed
<b>Term 2</b>	School’s Endorsement required; Refer to <i>Note 1</i> below	Not Allowed	School’s Endorsement required; Refer to <i>Note 3</i>
<b>Summer (June – August)</b>	No endorsement required; Refer to <i>Note 4</i>		

(\*except for cases which the School needs particular support from students.)

Students who have a plan to take up internships or part-time on-campus jobs should submit an application to the School early in advance. Each application will be considered on individual merits. **A student in breach of the above CUHK regulations may be required to discontinue study. Besides, a breach of any condition of stay specified by the Immigration Department will render them liable to prosecution and removal from Hong Kong.**

### **Note 1: Part-time on-campus job**

As stipulated in the “No Objection Letter”, students are allowed to take up part-time on-campus employment for not more than 20 hours per week. Please also take note of the meaning of “on-campus” as stated in the letter.

Students shall be allowed to take up part-time on-campus employment in **Term 2 only** and the following rules have to be observed:

- a) Students shall obtain a term GPA of 3.0 or higher in Term 1 before the School will consider their application for endorsement on part-time on-campus employment in Term 2.
- b) The job responsibilities of the part-time on-campus employment shall be related to the studies of the students.
- c) Students shall not work more than 1.5 days per week.
- d) Students shall provide the following documents to facilitate the School's consideration of their application for the endorsement on their part-time on-campus employment:
  - A copy of the appointment letter (including the employment period, working hours per week and job nature)
  - A copy of the HKID card
  - A copy of the student visa
  - A copy of the "No Objection Letter"

**IMPORTANT:** Students' part-time on-campus employment shall not affect their academic study. Students shall attain an attendance rate of not less than 70% (or subject to individual class requirement, whichever is more stringent) in their registered courses in 2<sup>nd</sup> term. Otherwise, the School shall withdraw its endorsement on students' part-time on-campus employment from the Immigration Department. Students should also comply with other related guidelines, regulations and rules as stated on the Postgraduate Student Handbook.

**Note 2: Part-time off-campus job**

As stipulated in the "No Objection Letter", students are **NOT** allowed to take up any employment, whether paid or unpaid; or establish or join in any business.

**Note 3: Internships**

As stipulated in the "No Objection Letter", taking up study/curriculum-related internship may be arranged or endorsed by the School while you remain as a student studying in our programmes and your limit of stay in Hong Kong remains unexpired. The duration of the internship is up to one year or one-third of the normal duration of the Programme, whichever is the shorter. The internship cannot

take place before you are officially registered with the School and begin attending the scheduled classes of the programme in Hong Kong, or when you have fulfilled all the course/credit requirements for graduation, e.g. you have just finished your final year of study.

Students shall be allowed to take up internships in **Term 2 only** and the following rules have to be observed:

- a) Students shall obtain a term GPA of 3.0 or higher in Term 1 before the School will consider their application for endorsement on internships in Term 2.
- b) The job responsibilities of the internships shall be related to the studies of the students.
- c) Students shall not work more than 1.5 days per week.
- d) Students shall provide the following documents to facilitate the School's consideration of their application for the endorsement on their internships:
  - A copy of the appointment letter (including the employment period, working hours per week and job nature)
  - A copy of the HKID card
  - A copy of the student visa
  - A copy of the "No Objection Letter"

**IMPORTANT:** Students' internships shall not affect their academic study. Students shall attain an attendance rate of not less than 70% (or subject to individual class requirement, whichever is more stringent) in their registered courses in 2<sup>nd</sup> term. Otherwise, the School shall withdraw its endorsement on students' internships from the Immigration Department. Students should also comply with other related guidelines, regulations and rules as stated on the Postgraduate Student Handbook.

**Note 4: Off-campus Summer jobs during the summer months of June to August**

As stipulated in the "No Objection Letter", there is no limit in relation to work hours and location regarding the employment during the summer months. "Summer months" there are taken to mean the period from 1 June to 31 August, both dates inclusive.

## Immigration Arrangements for Non-local Graduates (IANG)

### Important websites for more and updated information:

Immigration Department, HKSAR Government

<http://www.immd.gov.hk/eng/faq/non-local-graduates-return-employment-arrangement.html>

The Graduate School, CUHK

<http://www.gs.cuhk.edu.hk/page/VisaandRelatedMattersforNonlocalStudents>

Non-local students who wish to apply to stay and work in the HKSAR after graduation are not required to secure an offer of employment upon their application of IANG. They may be granted 12 months' stay on time limitation without other conditions of stay provided that normal immigration requirements are met. Those who intend to apply to stay and work in the HKSAR but have not yet secured the graduation result may **apply for extension of stay** to wait for the promulgation of results. Non-local fresh graduates who have not yet obtained their graduation certificate could apply to stay and work by producing a proof from the institution confirming that he/she has graduated.

### Eligibility Criteria

- a) Under the Immigration Arrangements for Non-local Graduates (IANG), non-local graduates refer to non-local students<sup>1</sup> who have obtained an undergraduate or higher qualification in a full-time and locally-accredited programme in the HKSAR.
- b) Non-local graduates who submit applications to the Immigration Department **within six months after the date of their graduation** (i.e. the date shown on their graduation certificates) are classified as non-local fresh graduates. Non-local fresh graduates who wish to apply to stay and work in the HKSAR are not required to have secured an offer of employment upon application.
- c) Non-local graduates who submit applications **beyond six months of the date of their graduation** are classified as **returning** non-local graduates. Returning non-local graduates who wish to return to work in the HKSAR are required to secure an offer of employment upon application. Their applications will be

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<sup>1</sup> “Non-local students” refer to persons entering the HKSAR for the purpose of education with a student visa / entry permit issued by the Director of Immigration.

favourably considered so long as the job is at a level commonly taken up by degree holders and the remuneration package is at market level.

### Application Procedures

All non-local graduates should complete application form (ID 990A). The employing company of those returning non-local graduates should complete application form (ID 990B). The application forms (ID 990A and ID 990B) can be obtained free of charge from the following offices:

- a) Immigration Department Headquarters.
- b) Immigration Branch Offices.
- c) District Offices.
- d) Overseas Chinese Diplomatic and Consular Missions.
- e) Hong Kong's network of offices in the Mainland of China and overseas.

The forms and more information can be obtained from the Immigration Department's website at [www.immd.gov.hk](http://www.immd.gov.hk) or at hotline 2824-6111.