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 ImmD.

II. According to the policies from Hong Kong Immigration Department (ImmD), non-local students of full-time, degree level or above local programmes 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 programme, summer programme and exchange programme 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. The NOL allowing the applicant to take up study-related internship will normally be valid for ONE year. After the expiry of the exiting one, applicant can apply again, if necessary, through the online visa application system for a new NOL.

For further enquiries on visa applications, please contact China Affairs Office (CAO) at visaapp@hku.hk

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

1. Personal Particulars

<table>
<thead>
<tr>
<th>Surname in English</th>
<th>Given name in English</th>
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<tr>
<th>Name in Chinese</th>
<th>Contact telephone number</th>
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<tr>
<th>Gender</th>
<th>Email address</th>
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<td>*Male / Female</td>
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<thead>
<tr>
<th>Date of birth (DD/MM/YYYY)</th>
<th>University Identity Number(if applicable)</th>
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<thead>
<tr>
<th>Faculty / Department</th>
<th>Full name of study programme in English</th>
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2. Declaration to CAO

In submitting this application to CAO, I declare the following:

1. I have read and understood the important notes listed above.
2. I request and authorize CAO to facilitate the application for internship appointment on my behalf.
3. I understand that CAO 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 ImmD.
5. I understand and agree the designated officer of HKU and ImmD may contact my employer for the internship appointment if necessary.

<table>
<thead>
<tr>
<th>Name of Applicant</th>
<th>Signature of Applicant</th>
<th>Date</th>
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### Part A - Declaration to ImmD

To: Director, The Hong Kong Immigration Department,

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 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 ___________________________

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### PartB – 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, The Hong Kong Immigration Department,

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 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 _________________________

Signature of Designated Officer _________________________

Full Name of Designated Officer _________________________

Stamp of Faculty / Department _________________________

Date _________________________