

THE UNIVERSITY OF HONG KONG
CHINA AFFAIRS OFFICE
Application for Internship Approval

08-215

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 Hong Kong Immigration Department (ImmD).
- II. According to the policies from the ImmD, non-local students of full-time local programme 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. The NOL allowing the applicant to take up study-related internship will normally be valid for **ONE year**. After the expiry of the existing 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		
Surname in English		Given name in English
Name in Chinese		Contact telephone number
Gender	Email address	
*Male / Female		
Date of birth (DD/MM/YYYY)		University Identity Number (if applicable)
Faculty / Department	Full name of study programme in English	
2. Declaration to CAO		
In submitting this application to CAO, I declare the following:		
<ol style="list-style-type: none">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 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
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