



FAQ



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3 Steps to Go

STEP 1: SUBMIT DOCUMENTS VIA STUDENT EMAIL ACCOUNT



- **SUBMIT** [ALL](mailto:iworkhro@eduhk.hk) the required documents to iworkhro@eduhk.hk
- Please submit your application only once, as duplicate submissions may affect the verification process

STEP 2: VALIDATE ORIGINAL IDENTIFICATION DOCUMENTS



- **CHECK** EDUHK Student Email Account
- **RECEIVE** a link from HR Office to schedule a timeslot within 3 working days of successful submission
- **VISIT** HR Office (Block A-3/F-01) by bringing the original copy of ALL submitted documents at scheduled timeslot for verification

STEP 3: ACTIVATE YOUR iWORK ACCOUNT

- **LOG IN** to the Portal and access iWork system
- **COMPLETE** the online Student Helper Application Form
- **START** your Part-time job by accepting the offer in system



香港教育大學
The Education University
of Hong Kong

激活 iWork 账户 适用于非本地学生

常见问题



请点击

立即申请

立即申请

立即申请

立即申请

申请3步曲

步骤 1：通过学生电子邮箱提交文件



- 将**所有**相关文件提交至 iworkhro@eduhk.hk
- 只需提交一次申请，重复提交将影响审核流程

步骤 2：原件核实



- 查看教大学生电子邮箱
- 成功提交申请后 **3 个工作日内**，人力资源处将发送预约链接
- 按预约时间携带所有已递交文件的正本，前往人力资源处 (A座3楼01室) 进行核实

步骤 3：激活你的 iWork 账户

- 登录学生平台并进入 iWork 系统
- 完成在线学生助理职位申请表
- 接受系统内的聘用通知，即可开始兼职工作

Required Documents 所需文件

1) HKID Card 香港身分證

2) Passport 护照

3) Document for Mainland / Macau / Taiwan Students

内地/ 澳门 / 台湾学生有关文件

- Exit-Entry Permit for Travelling to and from Hong Kong and Macao **with the exit endorsement D** (Mainland Student only)
往来港澳通行证 (逗留 D 签) (仅限内地学生)
- Visit Permit for Residents of Macao to HKSAR (Macau Student only)
澳门居民往来香港特别行政区旅游证 (仅限澳门学生)
- Entry Permit (Taiwan Student only)
入境许可证 (仅限台湾学生)

4) Visa Permit 签证许可

- Student Visa or 学生签证 或
- Dependent Visa or 受养人签证 或
- LANG Visa 非本地毕业生留港 / 回港就业安排

5) Landing Slip (1st & Latest Entries)

入境标签 (首次及最近一次入境纪录)

6) No Objection Letter (NOL) issued by the Hong Kong Immigration Department 香港入境事务处签发的不反对通知书

7) Student Card 学生证