HKSAR Immigration Policies Governing the Employment of Non-local Students in Hong Kong

Dear Non-local Students,

Welcome to the Education University of Hong Kong! We understand that some of you might be interested gaining some work experience whilst studying in Hong Kong. Please be reminded of the employment policies governing on-campus and off-campus employment for non-local students, which are listed below for your reference.

Non-local students studying in Hong Kong for a degree programme

- Non-local students of full-time and locally-accredited programmes at undergraduate level or above whose study periods are not less than one academic year are allowed to take up:
  - Internships without any restrictions on the nature of work, the salary, employers, working hours and location, provided that:
    - it is related to study AND
    - arranged or endorsed by the EdUHK;
  - Part-time on-campus employment for not more than 20 hours per week throughout the year (and with a maximum of 17 hours per week according to the University’s guidelines); and
  - Employment during the summer months (1 June to 31 August) without any restrictions on the nature of work, working hours and location.

- Conditions of internships:
  - The duration of the internship must not exceed one academic year, or one-third of the normal duration of the student’s full-time academic programme, whichever is the shorter; and
  - The internship cannot take place before the student has officially registered with the EdUHK and begun attending any scheduled classes, or after the student has fulfilled all the course requirements and credit requirements for graduation.

- Conditions of part-time on-campus employment:
  - The employment must take place only on the EdUHK campus (excluding the campus of any subsidiary and associated body of the EdUHK proper or its self-
financial arms) or, if the work location is outside campus of the University, the employer must be the EdUHK itself;

- Students may not roll-over unused hours from one week to another; and
- Students may only take up part-time on-campus employment at operators designated by the EdUHK, such as the EdUHK itself or outside operators renting venues on the EdUHK campus.

- Definitions:
  - “Week” (as in “part-time on-campus employment for not more than 20 hours per week throughout the year”) refers to a period of seven days from Sunday to Saturday; and
  - “Summer months” (as in “employment during the summer months”) refers to the period from 1 June to 31 August (both dates inclusive).

- No Objection Letter (NOL):
  - Before taking up any internship, part-time on-campus employment or summer employment, non-local students must obtain permission from the Director of Immigration. Eligible students will be notified of this permission individually by means of a “No Objective Letter (NOL)” upon approval of their student entry visas or extension-of-study applications.
  - Students are not required to make separate applications in respect of part-time on-campus employment and summer employment. The EdUHK will inform the Immigration Department in writing of a student’s need for an internship related to study.
  - The NOL for taking up part-time on-campus employment and summer employment will remain valid throughout the length the student’s stay at the EdUHK.
  - The NOL for taking up internships will normally be valid only for one academic year and while the student remains at the EdUHK enrolled in the same programme. In case of need, the student is required to apply for a new NOL for taking up an internship in subsequent academic years.
  - The NOL will not remain valid if the student switches to a different programme in the EdUHK. The student’s eligibility for internships, part-time on-campus employment and summer employment will be assessed afresh and a new NOL issued if applicable.
If the NOL is lost, damaged or defaced, the student can be issued with a new NOL at no fee. Mainland students holding EEPs should approach the Quality Migrants and Mainland Residents Section of the Immigration Department, while other students should approach the Extension Section of the Immigration Department. The student must submit a completed ID 91 form and his or her travel document containing the latest arrival stamp, landing slip or extension-of-stay label for the HKSAR.

Non-local students on academic exchange to the EdUHK

Non-local exchange students of full-time and locally-accredited programmes at undergraduate level or above which necessitate internships related to study and whose study periods are not less than one academic year:

- are allowed to take up internships subject to the following conditions:
  - the internship must be related to study;
  - the internship must be arranged or endorsed by the EdUHK; and
  - the duration of the internship must not exceed one academic year, or one-third of the normal duration of the student’s full-time academic programme, whichever is the shorter; but
- are NOT ALLOWED to take up any employment.

Non-local visiting students

Visiting students are NOT ALLOWED to take up any employment.

Non-local exchange and visiting students

Non-local exchange students and visiting students are not permitted to work regardless of whether the work is paid or unpaid. Voluntary service is also not allowed unless prior written permission from the Immigration Department is obtained. If the students participate in projects or events related to the EdUHK, the organizing unit may consider issuing letters of appreciation in recognition of their contributions.

Student Affairs Office
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All immigration relating to HKSAR Immigration Policy obtained from the following webpage: http://www.immd.gov.hk/eng/faq/imm-policy-study.html.