

## Working Permit to Non-local Students

### 1. Charity/voluntary works

Non-local students who wish to take up charity/voluntary work are required to seek permission from the Immigration Department via the internal coordinator. If the charity/voluntary work is coordinated by a PolyU department/office, AS will be the coordinator.

### 2. Part-time jobs in university

Non-local students of full-time degree programmes can take up **part-time on-campus employment for not more than 20 hours per week**, and off-campus employment during summer months (June to August). The records should include the student's personal particulars (bio-data and HKID number) and study programme, name and address of employer, and number of hours worked (logged daily).

i. Part-time on-campus employment must take place within the campus excluding the campus of any subsidiary and associated body of the University or its self-financing arms. If the work station is outside campus, the university should be the employer.

ii. On-campus outside operators can also be designated by the University to provide part-time on-campus jobs to non-local students. Such operators should register with the University through SAO on or before 31 March 2008. Departments/offices who oversee such operators should consider the necessary arrangement with associated operators as appropriate, and register with SAO if necessary.

iii. All departments/offices/units/designated operators are required to **maintain the employment records of non-local students**, if any, **for two years** for checking and investigation by the Immigration Department.

### 3. Internship

Non-local students of full-time programmes of study period not less than one academic year at degree level or above are allowed to take up study-related

internships as arranged by institutions.

AS will coordinate and provide the list of academic programmes that necessitate study-related internship to Immigration Department. Departments/offices involved in internship should **maintain the records of internship of non-local students for five years** for checking and investigation by the Immigration **Department**. The records should include the student's personal particulars (bio-data and HKID number) and study programme, name and address of employer, and nature of the internship (post, job nature, duration and working hours).

4. Stay in Hong Kong after graduation

Non-local fresh graduates will normally be granted a stay of 12 months without any condition upon application. The Hong Kong Immigration Department has not yet announced the official effective date of the above measures, but most likely in the coming summer.

For further enquiries, please contact the following colleagues:

Visa matters - Mr Pal Leung (entry visa) at ext. 5184 or Miss Michelle Leung (visa for current students) at ext. 4657

Part-time employment - Miss Anne Lee at ext. 3774 or Mrs. Rainbow Leung at ext. 5415