

THE UNIVERSITY OF HONG KONG
FACULTY OF SOCIAL SCIENCES

Application for Local Internship Supporting Letter for Non-local Students

Applicants should complete all parts below and submit the completed form together with all relevant supporting documents* to the Office of the Faculty of Social Sciences **eight weeks** before the commencement of the internship. Applications without valid justification and supporting documents will not be processed.

Part A: Personal Particulars

Full Name:	Miss/Mr.		
University Number:	303	Curriculum & Year:	
Date of Birth:	(Day) (Month) (Year)	Contact Number:	

Part B: Internship Details

Company Name:			
Job Title:			
Employment Period:		Salary (if applicable):	HKD
Related Field of Study:	<i>(Must be one of your declared major/minor)</i>		
Please explain below how the internship is study/curriculum-related:			

Part C: Student Declaration

- ☐ I declare that the above internship is study/curriculum-related and be arranged or endorsed by the institution I am studying in;
- ☐ I declare that the total duration of internship(s) I have taken (including the above one) is up to one academic year, or one-third of the normal duration of the relevant full-time academic programme, whichever is the shorter.
- ☐ I understand that if I am employed with remunerations below the statutory minimum wage, I should follow the general procedures to obtain the relevant "Confirmation". For details, please visit: <https://www.labour.gov.hk/eng/news/mwo.htm>.
- ☐ I understand that NOL application must be completed in advance of the internship employment period.

Part D: Checklist

- ☐ Signed Employment Contract with company chop
- ☐ Self-Declaration (Annex I) – *for Mainland students only*
- ☐ Others, please specify: _____

Student's Signature:	Date:
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Remarks:

* Relevant supporting documents include but not limited to the offer / signed contract (with company chop) of your internship indicating the internship period and detailed job descriptions. Mainland students should also submit a Self-Declaration (Annex I) for verification.

OFFICE USE

From: _____ (via _____)
Date: _____
Please complete and return the form to us after endorsement.

**Part E1: To be completed by Associate Dean (Undergraduate Education) / Head(s) / Director(s) /
Programme Director (BASc / BJ / BPsych / BSW) of Department / School / Centre***

To: _____

I confirm that the internship **is / is NOT*** study/ curriculum-related.

Recommendation (if any): _____

Signature: Date:
(_____)

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**Part E2: To be completed by Associate Dean (Undergraduate Education) / Head(s) / Director(s) /
Programme Director (BASc / BJ / BPsych / BSW) of Department / School / Centre ***

To: _____

I confirm that the internship **is / is NOT*** study/ curriculum-related.

Recommendation (if any): _____

Signature: Date:
(_____)

(*Delete as appropriate)

For Mainland Students only

To: Director of Immigration:

I write to apply for the no-objection letter for taking up study-related internship.

Name : _____
HKID : _____
School : _____
Limit of stay : _____

- ☐ I confirmed that the total duration of the internship(s) taken up by myself (including internship(s) completed before and the one being applied for) does not exceed one year or one-third of the normal study duration, whichever is shorter.
- ☐ In submitting this application to the Immigration Department of the Hong Kong Special Administrative Region, I declare the following:
- (i) I consent to the making of any enquiries necessary for the processing of this application.
 - (ii) I consent to provide my e-mail address as communication mean for receiving the reissued NOL.
 - (iii) All information given in this application form is correct, complete and true to the best of my knowledge and belief.

Signature : _____

Date : _____

HK contact phone number : _____

Email : _____