

Entry Application – Exemption for study/curriculum-related internship, part-time on-campus employment and off-campus summer job (Chinese version)

XXX 先生/小姐：

申請就讀進入許可事宜

你赴港就讀 院校名稱 課程名稱 課程的申請已獲批准。

根據香港法例第 115A 章入境規例第 2 (3) 條規定，給予你以學生身分在香港入境的准許，須受下述逗留條件規限 –

- (a) 你只能就讀於指明的學校、大學或其他教育機構，並修讀入境事務處處長批准修讀的課程；及
- (b) 你不得 –
  - (i) 接受有薪或無薪的僱傭工作；或
  - (ii) 開辦或參與任何業務。

此外，給予你的逗留期限會於屆滿後失效，或終止修讀課程日計四週內，兩者之中以較早者為準。

儘管如此，入境事務處處長並不反對你從事經 院校名稱 安排或批准，與學科/課程有關的實習工作；惟你必須仍然在該院校就讀 課程名稱，及你的逗留期限仍然有效。實習工作為期最長一年，或 課程名稱 課程正常修業期的三分之一時間，兩者之中以較短者為準。然而，你在正式註冊為 院校名稱 的學生並開始按 課程名稱 課程在香港上課之前，或已修足畢業所需的科目/學分後，例如剛修畢最後一年課程，不可進行實習工作。

另外，入境事務處處長亦不反對你於逗留期限內及仍然在 院校名稱 就讀 課程名稱 期間，在學年的整段期間於校園擔任每星期不超過 20 小時的兼職工作，並在暑假期間接受聘用。

「校園兼職工作」意思指 –

- (a) 有關工作必須在 院校名稱 的校園內進行；假如工作地點不在院校的校園內，有關僱主必須為 院校名稱 本身；及
- (b) 你只能受聘於 院校名稱 所指定的營運者（指定營運者）。

上述「校園」只包括 院校名稱 的校園，不包括院校本身的任何附屬及有關連機構或其自資部門的校園（如有）。你亦應該向你的院校查詢指定營運者的名單。此外，你不得把某一星期的未用時數轉至另一星期，至於「星期」的意思指由星期日至星期六為期七天的期間。

至於在暑假期間接受聘用，工作時數和地點沒有限制；而「暑假期間」則指由 開始日期 至 結束日期 的期間，首尾兩天包括在內。

入境事務處處長以上所述的立場只適用於你持有有效的學生身分在香港逗留的准許。如你轉校及/或轉讀其他課程，本函所述的有關條文將不適用，而你是否符合從事與學科/課程有關的實習工作、校園兼職工作及/或暑假聘用的資格將會重新審核。

本處籍此提醒，未經入境事務處處長准許，你不可以受僱於此函所指明的僱傭工作範圍以外的工作。根據香港法例第 115 章入境條例規定，任何人違反逗留條件會被檢控及遣離香港。

入境事務處處長

( 代行 )

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Dear Mr/Ms XXX

Application for Student Visa/Entry Permit

I am pleased to inform you that your visa/entry permit application for studying name of study programme at the name of institution has been approved.

Please note that under Regulation 2(3) of the Immigration Regulations, Cap. 115A, the permission to be given to you to land in Hong Kong as a student shall be subject to the following conditions of stay-

- (a) that you shall become a student only at a specified school, university or other educational institution and undertake such course of study as may be approved by the Director of Immigration; and
- (b) that you shall not-
  - (i) take any employment, whether paid or unpaid; or
  - (ii) establish or join in any business.

In addition, the permission for you to remain in Hong Kong will end upon expiry of your limit of stay or four weeks after termination of your studies, whichever is earlier.

Notwithstanding the above, the Director of Immigration has no objection to your taking up study/curriculum-related internship as may be arranged or endorsed by the name of institution while you remain as a student studying name of study programme and your limit of stay in Hong Kong remains unexpired. The duration of the internship is up to one year or one-third of the normal duration of name of study programme, whichever is the shorter. Nevertheless, the internship cannot take place before you are officially registered with the name of institution and begin attending the scheduled classes of name of study programme in Hong Kong, or when you have fulfilled all the course/credit requirements for graduation, e.g. you have just finished your final year of study.

In addition, the Director of Immigration has no objection to your taking up part-time on-campus employment for not more than 20 hours per week throughout the year and employment during the summer months within the currency of your limit of stay while you remain as a student at the name of institution studying name of study programme in Hong Kong.

“On-campus” employment here is taken to mean that-

- (a) the employment must take place within the campus of the name of institution; or if the work location is outside campus, the employer is the name of institution itself; and
- (b) you should only take up employment at operators designated by the name of institution, i.e. designated operators.

The above-mentioned “campus” includes only the campus of the name of institution and excludes the campus of any subsidiary and associated body of the name of institution proper or its self-financing arms (if any). You should check with your institution for the list of designated operators. In addition, you are not allowed to roll over unused hours from one week to another. A week here is taken to mean a period of seven days from Sunday to Saturday.

Regarding the employment during the summer months, there is no limit in relation to work hours and location. “Summer months” here are taken to mean the period from start date to end date, both dates inclusive.

Please note that the Director’s stance set out in this letter will only apply on the condition that you have a valid permission to remain as a student in Hong Kong. In the event that you switch to another institution and/or study programme, the relevant terms set out in this letter will not apply. Your eligibility for taking up study/curriculum-related internship, part-time on-campus employment and/or off-campus summer job will be assessed afresh.

Please be reminded that you are not allowed to take up any employment outside the scope set out in this letter without permission from the Director of Immigration. A breach of any condition of stay will render you liable to prosecution and removal from Hong Kong under the Immigration Ordinance, Cap. 115.

Yours faithfully

(XXX)  
for Director of Immigration