Non-local Students - Career Services and Employment Policy

October 2018
Career Planning and Development

Agenda

• Career Planning and Development
  - Preparation
  - Services provided by Career Planning and Development Centre
  - Job hunting tips
Career Planning and Development

Agenda

• Special notes for Non-local Students
• Contact Information
• Q & A
Career Planning and Development Organization

University Dean of Students
协理副校长及大学辅导长

Director of Student Affairs
学生事务处处长

Office of Student Affairs
学生事务处

Student Development & Resources Section (SDRS)
学生发展及资源组

Learning and Cultural Enhancement Section (LCES)
学习辅导及文化共融组

Wellness and Counselling Centre (WACC)
心理健康及辅导中心

Career Planning and Development Centre (CPDC)
就业策划及发展中心
Mission of CPDC

To be a professional careers team in providing quality services to enhance students' employability and foster their future career development.
Career Planning and Development

Preparation

- Familiarize with the Recruitment Cycle
- Join our Career Education Programme
- Research your Interest and Career
- Get the Resume Ready
- Enhance Language Skills

Career Preparation
CPDC

Services of CPDC:
(I) Organizing Career Guidance and Enrichment Programmes

• Seminars, job expositions, firm visits, Career Mentorship Programme, workshops, etc
• Usually hosted by senior executives, seasoned professionals and alumni from various industries
CPDC

Services of CPDC:
(I) Organizing Career Guidance and Enrichment Programmes
CPDC

Services of CPDC:
(II) Providing Students with Job Information and Placement Services

• Provide students with full-time, part-time and summer job information through the following websites:
  – CU Job Link
    https://cpdc.osa.cuhk.edu.hk/student/login
  – Joint Institution Job Information System (JIJIS)
    http://www.jijis.org.hk
CPDC

Services of CPDC:
(III) Supporting Employers with their Recruitment Exercises

• Arrange recruitment talks, on-campus aptitude tests and interviews
CPDC

Services of CPDC:
(IV) Organizing Summer Internship Programmes

• Coordinate with various organizations to offer overseas, mainland and local internship opportunities to students
CPDC

Services of CPDC:
(IV) Organizing Summer Internship Programmes
CPDC

Services of CPDC:
(V) Providing Career Counselling Services and Updated Job Market Information

- Individual or small group career counselling
- Online career planning tools, e.g. Careers E-coach
CPDC
Careers E-coach
CPDC
Services of CPDC:
(V) Providing Career Counselling Services and Updated Job Market Information

- Careers Fair
- Online Market Information, e.g. Vault.com
CPDC

Services of CPDC:
(VI) Conducting and Reporting on the Graduate Employment Survey

• Report on Graduate Employment Survey:
  http://www.osa.cuhk.edu.hk/publication-statistics/graduate-employment-survey
CPDC
Website : Information Highlight

In CU Job Link, you will find job opportunities that are open exclusively to CUHK students. Please visit:
https://cpdc.osa.cuhk.edu.hk/student/cu-job-link

First time users are advised to complete and save your personal information under the Personal Particulars section. The information you have provided will be loaded automatically into the system when you make a job application via the system. Please be reminded to double-check your contact details for each application to ensure employers will be able to reach you with the correct and updated email address and phone number.

Full-time undergraduates and postgraduates can access CU Job Link with your Campus-wide E-mail System (CWS) computing id and password. Students must set up a VPN connection on their computers when connecting through the network ports located at student hostels, classrooms, libraries and public areas. Click here to set up a VPN.

Should you have any queries or feedback on CU Job Link, please contact our webmaster or call 2857 7202.

For enquiries concerning campus network connection, please visit http://network.osa.cuhk.edu.hk.

The Chinese University of Hong Kong
CPDC
Website: Info. for Non-local Students
CPDC
Website: Quick Links
CPDC
Website: iCal
# Job Hunting Tips

## CPDC Calendar

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<td>Various guidance programmes include Graduate Orientation Programme, Meeting the Senior Executive / Leaders sessions, Meeting the Professionals/Alumni sessions, Career Counselling, Career Seminars, Resume Writing Workshops, Image Grooming Workshops, Mock Interview Workshops, etc., throughout the year.</td>
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[The Chinese University of Hong Kong logo]
Employment Policy for Non-Local Students

Conditions of Stay

- All non-local students should abide by the laws of Hong Kong

Chapter 115A IMMIGRATION REGULATIONS Regulation 2: (quoted below)

(3) Permission given to a person to land in Hong Kong as a student shall be subject to the following conditions of stay-
(a) that he 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; and
(b) that he shall not-
   (i) take any employment, whether paid or unpaid; or
   (ii) establish or join in any business.

(Source: http://www.legislation.gov.hk/eng/home.htm?SearchTerm=115A)
Employment Policy for Non-Local Students

No Objection Letter (NOL)

- A “No Objection Letter” (NOL) will be issued upon approval of entry / extension of stay application according to individuals
- The NOL will become invalid upon any change in study programme/expiry of the permitted limit of stay
- New NOL will be issued, if applicable upon application
- On NOL, the employment type you could take would be stated clearly
- Ineligible non-local students need to seek prior approval from Immigration Department (ImmD) for taking up any employment

- NOL sample:
  NOL for Part-time on-campus employment & Summer Employment:
  https://cpdc.osa.cuhk.edu.hk/files/alumni-and-staff/Non-Local%20Students%20Internship%20Record/Part_time_Summer_Job_NOL.pdf
  NOL for Study/Curriculum-related internship:
Employment Policy for Non-Local Students

No Objection Letter (NOL) Sample 1

Dear Sir/Madam,

Application for Student Visa/Entry Permit

I am pleased to inform you that your visa/entry permit application for studying at [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 a course of study as may be approved by the Director of Immigration;

(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 lapse upon expiry of your limit of stay or four weeks after termination of your studies, whichever is earlier.

Now understanding the above, 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 [Institution].

Yours faithfully,

[Signature]

for Director of Immigration

[Institution]

The Chinese University of Hong Kong
Employment Policy for Non-Local Students

No Objection Letter (NOL) Sample 2

Appendix II

Quality Migrants and Mainland Residents Section (QF)

No Objection Letter

The Director of Immigration

Student's Name

University

11 June 2014

Dear Sir/Madam,

Application for Student Visa/Entry Permit

I am pleased to inform you that your visa/entry permit application for studying [Programme] at [University] 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 period of study or four weeks after termination of your studies, whichever is the earlier.

Notwithstanding the above, the Director of Immigration has an objection to your taking up-study-curriculum-related internship as may be arranged or endorsed by the [University] during the academic year of 2014/15 while you remain as a student studying [Programme] at [University], and your period of stay in the SAR remains unexpired. The duration of the internship is up to one year or one-third of the normal duration of [Programme], whichever is the shorter. Therefore, the internship cannot take place before you are officially registered with the [University] and begin attending the scheduled classes of the [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.

Please note that the Director of Immigration’s “no objection” set out in this letter will only be valid 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 (even within the same authority), the “no objection” by the Director of Immigration shall lapse and the relevant terms set out in this letter will no longer apply. Your eligibility for taking up study-curriculum-related internship 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,

( Name of Officer )
for Director of Immigration
Employment Policy for Non-Local Students
Summer Job/ Internship/ Part-time Job

Eligibility for employment:
1. Possessing valid “No Objection Letter” (NOL) true copy
2. Full-time non-local students (excluding exchange students)
3. Studying locally-accredited degree programmes or above
4. Study period ≥ 1 academic year

Potential Employment Types:
1. Summer employment
2. Study/Curriculum-related internship
3. Part-time on-campus employment
Employment Policy for Non-Local Students
Summer employment

Definition:
• Employment taken between 1 June and 31 August (both dates inclusive)
• No limit in relation to working hours and locations

Conditions:
• No restriction on
  1. Level of Salary (still ought to be complying with the Minimum Wage Ordinance)
     www.labour.gov.hk
  2. Working Hours
  3. Location
  4. Employers
  5. Nature of Work
Employment Policy for Non-Local Students

Summer employment

Actions to take:
1. Understand and keep the NOL well
2. Let the employer understand your summer employment right
3. NOT necessary to inform the University
Employment Policy for Non-Local Students

Study/ Curriculum-related internship

Definition:
• Employment which is study/ curriculum related: AND
• Endorsed by CUHK (your academic department)
• Non-summer employment

Conditions:
• Maximum One Year or 1/3 of the degree programme, whichever shorter applies
• Must take place after officially registered studentship with CUHK
• Must take place after attending scheduled classes
• Not applicable to students who have fulfilled all the credit requirements for graduation
• No restriction on level of salary (still ought to be complying with the Minimum Wage Ordinance)
  - www.labour.gov.hk
Employment Policy for Non-Local Students
Study/ Curriculum-related internship

Actions to take:
1. Figure out if you possess valid NOL allowing you to take internship
2. Get an employment (let employer understand your internship employment right)
3. Get endorsement from your department with the followings:
   • employment proof for employer
   • NOL stating that you are eligible for internship
Employment Policy for Non-Local Students

Part-time on-campus employment

**Definition:**
- Employment taken within the campus of CUHK; OR
- Employment with CUHK as the ultimate employer for location outside of CUHK campus; OR
- Employment offered by operators designated by CUHK:

**Conditions:**
- LESS THAN 18 hours per week (7 days from Sunday to Saturday)
- Unused hours cannot be roll-over from one week to another
Employment Policy for Non-Local Students
Part-time on-campus employment

**Actions to take:**

1. Register for the Student Helper via CUSIS (Banking account is required)
2. Get employment from the hiring unit of CUHK
3. Complete Log Sheet for record keeping
   - Students are required to fill in a set of log sheet (Download from CPDC website)
   - Complete form to be signed by Hiring Person
   - Log sheet is to be returned to CPDC together with a **COPY of your NOL** by the hiring unit
   - Input working hours via My CUHK Student Helper System to process payment
Employment Policy for Non-Local Students

Immigration Arrangements for Non-local Graduates (IANG)

Eligibility

- Non-local students obtained a degree or higher qualification in a full-time locally accredited programme in Hong Kong

Fresh Graduates

- Submit application within 6 months after the date of graduation shown on certificates
  - After you get a graduation letter from Registry/Graduate School around July upon application
- To be granted 12 months on time limitation normally without any condition provided that normal immigration requirements are met
- Free to take up any employment without the need to seek prior approval from Immigration Department (ImmD)
  - Only could start the work AFTER you get a formal approval of IANG from the ImmD
Employment Policy for Non-Local Students

Immigration Arrangements for Non-local Graduates (IANG)

Returning Graduates

• Apply to graduates who submit application after 6 months of graduation

• Applications will be favorably considered provided that:
  – Job secured is at degree holders level
  – Remuneration package is set at market level

• Successful applicants will be granted 12 months of stay

• Free to change employment during permitted stay without the need to seek prior approval from ImmD
Submission of Applications

- Obtain consent from present working units or relevant Mainland authorities keeping their records
- Submit directly by students or through visa-sponsoring company as appropriate
Employment Policy for Non-Local Students
Immigration Arrangements for Non-local Graduates (IANG)

Interim Extension of Stay
• Prospective fresh graduates may apply for extension of stay to wait for graduation results
• A 3-month interim extension of stay on student condition will normally be granted
• Subject students are not allowed to take up employment during the interim extension of stay
Employment Policy for Non-Local Students
Mainland Students returning to work in China

• SOME of the necessary procedures (for reference only):
  1. Application of “Certification for study in Hong Kong” (香港地區留學證明)
  2. Application of “Certification of Degree obtained” (學歷學位認證)
  3. Account Registration at the working province/city (就業落戶)

• Points to note for Account Registration:
  - Special attention has to be paid at the no. of days stayed in Hong Kong for studies
  - Each province or city has different policy
  - Graduates who don’t meet the minimum no. of days might be rejected to register and work in the area

• Further information and enquiries:
  - www.cscse.edu.cn (China Education Exchange Centre 中國教育留學交流中心)
Policy Details

Enquiries on accurate details

- Please be advised to obtain official and most updated information of the policy from Immigration Department of HKSAR

- Official Hotline: (852) 28246111
- Official email: enquiry@immd.gov.hk
Contact Information
Career Planning and Development Centre, Office of Student Affairs

Address : 2/F, Benjamin Franklin Centre
           The Chinese University of Hong Kong,
           Shatin, Hong Kong
Telephone : (852) 3943 7202
Fax : (852) 2603 5933
Email : cpdc@cuhk.edu.hk
Website : http://cpdc.osa.cuhk.edu.hk
Office Hour : Mon to Thu 8:45am -1:00pm & 2:00pm – 5:30pm
             Fri 8:45am -1:00pm & 2:00pm – 5:45pm
             Sat, Sun and Public Holiday Closed
See you at our events!