



WORK OFFER

Ref. No. HK-2020-AP-07

Employer Information

Employer: The Hong Kong Polytechnic University (PolyU)
Department of Applied Physics
The Hong Kong Polytechnic University, Hung Hom, Kowloon
Website: ap.polyu.edu.hk
Location of placement: Department of Applied Physics
Nearest airport: Hong Kong International Airport
Working hours per week: 40.0
Working hours per day: 8.0

Hong Kong

Number of employees: Approx. 3,500
Business or products: Education

Student Required

General Discipline: 14A-ENGINEERING, Other
40A-PHYSICAL SCIENCES, Other
Completed years of study: 3

Field of Study: 14.1201-Engineering Physics/Applied Physics.
Student status requirements: Required during whole internship period
Language required: English Good

Required Knowledge and Experiences:
Other requirements:

Work Offered

Solar steam generation.

Number of weeks offered: 8 - 8
Working environment: Research and development
Within the months: 29-JUN-2020 - 28-AUG-2020
Gross pay: 5000 HKD / Month
Or within: -
Deduction to be expected: Nil (no MPF required if the training is not exceeding one year)
Company closed within: -
Payment method / time of first / payment:
Latest possible start date:

Accommodation

Canteen at work: Yes
Expected type of accommodation: Student dormitory
Estimated cost of lodging: 2750 HKD / Month
Accommodation will be arranged by: IAESTE Hong Kong
Estimated cost of living incl. lodging: 5000 HKD / Month

Additional Information

Nomination Information

Deadline for nomination: 15-MAR-2020

Date: 13-JAN-2020
On behalf of receiving country: K.K. NG

IAESTE Hong Kong
Important Information for International Students
(Students must read it carefully)

Dear Students

We are pleased that you have chosen Hong Kong as the place to develop your skills and knowledge. This information sheet is prepared for students who desire a worthwhile and memorable experience in Hong Kong and we hope you will have a fruitful and enjoyable stay with us.

APPLICATION:

Before you submit your application for the training, please remember to check if the following documents are attached (should be all in **English** or with **typewritten English translation**). Please note that incomplete documents may delay your application to the training.

Documents Required	Remarks
1. Completed "Student Nominated" Form <u>with applicant's signature</u>	- Should be typewritten
2. Cover Letter addressed to the employer	- Introduce yourself and tell your employer why you want to take up the training
3. Curriculum Vitae <u>with photo</u>	- Include personal particulars, education details, working/training experience
4. Official Transcript of Records	- It must be stamped by university. You can also include a list of courses you will have completed before your traineeship.
5. Certificate of Studentship / Enrolment	- E.g. verification letter of student status from university (in English). It must be stamped and signed by university.
6. Copy of Passport	- The page that clearly shows your personal details - Validity well through the planned training period
7. Two recent passport photos	- Write your name at the back of the photos
8. Completed original Application for Entry for Training in Hong Kong Form No. ID 992A (P. 1 to P. 4 only) (please download the form from http://www.immd.gov.hk/eng/forms/forms/id992a.html)	- IAESTE Hong Kong <u>will only send</u> your application together with the supporting documents to Hong Kong Immigration Dept. upon your confirmation of acceptance (return of N/5-b form after acceptance) - Please be reminded to sign on all 4 pages & affix one recent photo on page 2 of the ID 992A form
9. Other necessary supporting documents (for final year student)	- Submit a future plan together with a message stating that you will return to your home country after the training

ACCEPTANCE

You will be accepted for training only after receipt of the acceptance papers (N/5-a and N/5-b forms) with the employer's contact name and details from IAESTE Hong Kong through your National Committee of IAESTE.

TRAINING VISA APPLICATION

All overseas students who take part in training programmes in Hong Kong **MUST obtain a Training Visa** before departure. Students who only have tourist visa or normal passport are not entitled to receive training in Hong Kong.

IAESTE Hong Kong will help student to submit the visa application to the Hong Kong Immigration Department and will contact you directly to advise on further visa application procedures **IMMEDIATELY after your placement has been confirmed by the employer** (i.e. you do NOT need to submit your application to Embassy). Therefore, please keep close communication with us for visa application. We will send you other supporting documents together with the acceptance papers. Please note that student will be responsible for the visa fee (currently: HK\$230) and courier charges on sending you the visa. We will inform you the charges when your training visa is approved.

In order to reduce time and effort spent on the visa application process, we need your cooperation in submitting/returning all necessary documents as soon as you can after you are accepted. The whole application process takes around 6-8 weeks after receiving all the documents from you. **The Immigration Department would not be able to start processing the application unless all the required documents and information are received.** You may also refer to the Guidebook for Entry for Training in Hong Kong at [http://www.immd.gov.hk/pdforms/ID\(E\)993.pdf](http://www.immd.gov.hk/pdforms/ID(E)993.pdf).

INSURANCE

In order to start an IAESTE traineeship in Hong Kong, you must be insured against illness, accident, death, repatriation and public liability before you leave your own country. A copy of this insurance valid for the entire period of training and stay must be sent to IAESTE Hong Kong before your arrival.

LIVING IN HONG KONG

1. **Accommodation:** All international students will be arranged by IAESTE Hong Kong to reside in the Student Halls of Residence of the Hong Kong Polytechnic University, sharing a twin/triple room with other student(s) of the same gender. Further details will be provided upon acceptance of the offer.
2. **Climate:** Hong Kong has a subtropical climate with weather ranging from hot and humid summer (28-35°C) to cool and dry winter (10-15°C).
3. **Language:** Chinese and English are the official languages in Hong Kong. Although Cantonese is the most widely spoken Chinese dialect, English is also used by most of the population in Hong Kong.
4. **Living Expenses:** The cost of meals and incidental personal expenses vary according to individual preferences. Around HK\$120 to HK\$150 per day for meals and transportation is sufficient to meet basic needs. Average prices of other items are listed as follows for reference:

Accommodation	: HK\$88/bed/night for a shared room (<i>in Student Halls reserved by IAESTE</i>)
Meal in ordinary restaurant	: HK\$25 - HK\$60/person/meal (<i>varies substantially according to choices</i>)
Transportation (<i>e.g. underground</i>)	: HK\$4 - HK\$25/single trip
Bus fare in town	: HK\$4 - HK\$20/trip

You should bring enough money to cover the living costs for the first month of your stay as employers will pay the salary on a monthly basis.

5. **Money Matters:** The unit of currency is Hong Kong Dollars (HK\$). The currency exchange rate is approximately: US\$1 = HK\$7.75.