

香港特別行政區政府

入境事務處

Immigration Department

The Government of the Hong Kong Special Administrative Region

就讀本地副學位課程的非本地學生在港從事實習工作申請書

Application for taking up internship from non-local students in sub-degree local programmes

注意：填寫本申請書前，請先閱讀背頁有關收集資料的目的。

Note: Before completing this application form, please read the statement of purpose overleaf.

甲部 (由申請人填寫) — 只適用於就讀全日制經本地評審的本地副學位課程的非本地學生

PART A (To be completed by the applicant) - Only applicable to non-local students in full-time locally-accredited sub-degree local programmes

1. 申請人資料

Particulars of the Applicant

申請人姓名 (中文) \_\_\_\_\_ (英文) \_\_\_\_\_ 性別 \_\_\_\_\_  
Name of applicant (Chinese) \_\_\_\_\_ (English) \_\_\_\_\_ Sex \_\_\_\_\_

出生日期 \_\_\_\_\_ 身份證號碼 \_\_\_\_\_  
Date of birth \_\_\_\_\_ HK I/C no. \_\_\_\_\_

電郵地址 (如有) \_\_\_\_\_  
E-mail address (if any) \_\_\_\_\_

所屬院校 \_\_\_\_\_  
Institution \_\_\_\_\_

就讀課程 \_\_\_\_\_  
Programme \_\_\_\_\_

2. 過去因就讀此課程的實習工作 (如適用):

Previous internship under the same programme (if applicable):

	公司 Company	日期 Period		工作日數/周數 Days/Weeks of work
		由 From	至 To	
1				
2				

(如有需要，請另紙繼續填寫)

(If more space is needed, please use separate sheet(s))

3. 本人謹此聲明本人的累積實習工作時間 (包括此申請) 不超過六個月<sup>註</sup>。

I hereby declare that the accumulated period of internship I have taken/ will take (including this application) does not exceed six months<sup>note</sup>.

簽署 \_\_\_\_\_ 日期 \_\_\_\_\_  
Signature \_\_\_\_\_ Date \_\_\_\_\_

<sup>註</sup> 適用於高級文憑課程：六個月的期限是以一日為計算單位，累計不能超過 182 日。適用於高級文憑以外的副學位課程：六個月的期限是以一星期為計算單位，而不論該星期的實際實習工作日數，累計不能超過 26 個星期。上述累計 182 日或 26 個星期的期限並不需為連續的期間。

<sup>Note</sup> For Higher Diploma programmes: The 6 months' duration is calculated on a cumulative basis of 182 days and is counted by calendar day. For sub-degree programmes other than Higher Diploma programmes: The 6 months' duration is calculated on a cumulative basis of 26 weeks and is counted by calendar week as a unit regardless of the actual days being engaged in the internship within a week. The cumulative duration of 182 days or 26 weeks need not be continuous.

乙部 (由院校填寫)

PART B (To be completed by the institution)

實習工作資料  
Internship information

僱主名稱 \_\_\_\_\_  
Name of employer \_\_\_\_\_

業務性質 \_\_\_\_\_  
Nature of business \_\_\_\_\_

公司地址 \_\_\_\_\_  
Company address \_\_\_\_\_

職位 \_\_\_\_\_ 實習日期 \_\_\_\_\_  
Post title \_\_\_\_\_ Internship period \_\_\_\_\_

本院校現確認申請人所報讀的課程是全日制經本地評審而修業期不少於兩個學年的本地副學位課程，而實習工作是與學科/課程有關的強制性實習工作，其累積時間不超過六個月。

This institution hereby confirms the programme enrolled by the applicant is a full-time locally-accredited sub-degree local programme with a study period of not less than two academic years, and the internship is mandatory and study / curriculum-related, of which the accumulated period does not exceed six months.

聯絡人/職位 \_\_\_\_\_  
Contact person / Post title \_\_\_\_\_

電話號碼/傳真號碼 \_\_\_\_\_  
Telephone number / Fax number \_\_\_\_\_

電郵地址 (如有) \_\_\_\_\_  
E-mail address (if any) \_\_\_\_\_

日期 \_\_\_\_\_  
Date \_\_\_\_\_



院校正式印章  
(Official seal of institution)

## 收集個人資料的目的 Statement of Purpose

1

### 收集資料的目的 Purpose of Collection



對於申請表內所提供的個人資料，入境事務處會用作下列一項或多項的用途：

The personal data provided in the application form will be used by the Immigration Department for one or more of the following purposes:

1. 辦理你的申請；  
to process your application;
2. 實施／執行《入境條例》(第 115 章)及《入境事務隊條例》(第 331 章)的有關係文規定，以及履行入境管制職務，藉此協助其他政府決策局和部門執行其他法例和規例；  
to administer/enforce relevant provisions of the Immigration Ordinance (Chapter 115) and Immigration Service Ordinance (Chapter 331), and to assist in the enforcement of any other Ordinances and Regulations by other government bureaux and departments through carrying out immigration control duties;
3. 在有關人士向入境事務處提出申請並提名你為保證人或諮詢人時，把你的資料供作核對用途；  
to process other person's application for immigration facilities in which you are named as a sponsor or referee;
4. 供作統計及研究用途，但所得的統計數字或研究成果不會以識辨各有關的資料當事人或其中任何人的身份的形式提供；以及  
for statistics and research purposes on the condition that the resulting statistics or results of the research will not be made available in a form which will identify the data subjects or any of them; and
5. 供作法例規定、授權或准許的其他合法用途。  
any other legitimate purposes as may be required, authorised or permitted by law.

在申請表內的個人資料是自願提供的。如果你未能提供充分的資料，本處或許不能辦理你的申請，或無從翻查或不能正確地辨別有關紀錄。

The provision of personal data by means of this application form is voluntary. If you do not provide sufficient information, we may not be able to process your application or to conduct the record search or positively identify the record.

2

### 資料轉交的類別 Classes of Transferees



為了執行上述的目的，你在申請表內所提供的個人資料或許會轉交其他政府決策局和部門及其他機構。

The personal data you provide may be disclosed to government bureaux, departments and other organisations for the purposes mentioned above.

3

### 查閱個人資料 Access to Personal Data



根據《個人資料(私隱)條例》(第 486 章)第 18 及 22 條以及附表 1 第 6 原則，你有權查閱及改正其個人資料。你的查閱權利包括在繳交有關費用後，索取你在申請表內所提供的個人資料的副本。

You have a right to request access to and correction of your personal data as provided for in sections 18 and 22 and Principle 6 of Schedule 1 of the Personal Data (Privacy) Ordinance (Chapter 486). Your right of access includes the right to obtain a copy of your personal data provided in the application form subject to payment of a fee.

有關查詢申請表內的個人資料，包括查閱或改正，可向下列人員提出：

Enquiries concerning the personal data collected by means of the application form, including making of access and corrections, should be addressed to:

#### 向其他簽證及入境許可組遞交的申請

新界將軍澳寶邑路 61 號  
入境事務處總部行政大樓  
總入境事務主任(其他簽證及入境許可)  
電話：(852) 2829 3223

#### For application forms submitted to Other Visas and Permits Section

Chief Immigration Officer (Other Visas and Permits)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2829 3223

#### 向優秀人才及內地居民組遞交的申請

新界將軍澳寶邑路 61 號  
入境事務處總部行政大樓  
總入境事務主任(優秀人才及內地居民)  
電話：(852) 2294 2050

#### For application forms submitted to Quality Migrants and Mainland Residents Section

Chief Immigration Officer (Quality Migrants and Mainland Residents)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2294 2050

#### 向延期逗留組遞交的申請

新界將軍澳寶邑路 61 號  
入境事務處總部行政大樓  
總入境事務主任(延期逗留)  
電話：(852) 2829 3123

#### For application forms submitted to Extension Section

Chief Immigration Officer (Extension)  
Administration Tower, Immigration Headquarters  
61 Po Yap Road, Tseung Kwan O, New Territories  
Tel.: (852) 2829 3123

4

### 一般查詢 General Enquiries



有關申請的一般查詢，請透過以下方式與本處聯絡：

For general enquiries, please contact us at:

電話 Tel.: (852) 2824 6111  
傳真 Fax: (852) 2877 7711  
電郵 E-mail: enquiry@immd.gov.hk  
網址 Website: www.immd.gov.hk