

Immigration Requirements for Staff from Outside Hong Kong

1. Enquiries

Information provided in this section is for general reference only. Staff members coming from overseas are advised to note that immigration requirements are subject to change. For enquiries, please contact the Immigration Department at 7 Gloucester Road, Immigration Tower, Wanchai, Hong Kong (Telephone number 2824-6111), or visit the [Immigration Department Webpage \(http://www.immd.gov.hk/\)](http://www.immd.gov.hk/).

2. Employment Visa

- a. Under the Hong Kong Immigration Ordinance, an appointee coming from outside Hong Kong who does not have the right of abode in the Hong Kong Special Administrative Region (HKSAR) shall have to apply for an employment visa to work in Hong Kong.
- b. Applications for employment visas should be submitted to the nearest Chinese embassy/consulate-general in their place of residence or directly to the Hong Kong Immigration Department at least ten weeks prior to the intended date of travel (and preferably earlier). Upon request from the Immigration Department, the University will issue a Certificate of Employment to sponsor the application. Employment visas will need to be renewed upon expiry.

3. Extension of Stay

- a. On first arrival in Hong Kong, appointees from outside Hong Kong will normally be granted a stay of twelve months in the first instance. About one month prior to the expiry of the permitted period of stay, they will need to apply for further extension which may then be granted varying from six months to one year at the discretion of the Immigration Department. Eligible members of their family will also need to renew their visa for extended period of stay at the appropriate time.
- b. Staff members will need a supporting letter from the University as employer, to the effect that they are still in employment with the University. Staff members who wish to apply for such supporting letters are welcome to contact the Human Resources Office (Extn: 8015) two weeks in advance to allow time for processing. It is important for staff members to present their renewed visa in person to the Human Resources Office for verification and record purposes.

4. Re-Entry Visa

- a. Non-permanent residents of the Hong Kong Special Administrative Region, irrespective of their nationality and type of travel document held, do not require a re-entry visa to enter Hong Kong provided that they return within their valid limit of stay and that the circumstances upon which they have acquired their residential status remain unchanged. Non-permanent residents, if returning

after a long absence of, say, 12 months or more, may be required to approach the Immigration Department Headquarters to have their residential status verified.

- b. As for those who require re-entry visa to resume residence in the HKSAR, please call the Hong Kong Immigration Department at 2824-6111 for details and updated information.

5. Hong Kong Identity Card

- a. Appointees from outside Hong Kong who enter and are permitted to stay in Hong Kong for more than 180 days are **required by law** to register for the issuance of a Hong Kong Identity Card within 30 days of their arrival. The University is also required by law to keep records of identification of all its staff. It is necessary for staff members to present their Hong Kong Identity Cards in person to the Human Resources Office for verification and record purposes within one month of their employment.
- b. Applications for the Hong Kong Identity Card must be made in person at the Registration of Persons Branch Offices of the Hong Kong Immigration Department. The branch nearest to the campus is at Cheung Sha Wan Government Offices, 3rd Floor, 303 Cheung Sha Wan Road, Kowloon (Telephone No.: 2150 7933). Applicants should bring along with them all necessary personal identification documents including a valid passport (or other identification documents) and birth certificates for dependent children. Children under the age of 11 need not apply.

All people staying in Hong Kong are required by law to carry either their Hong Kong Identity Card or Passport whenever they leave home. Other identification documents will not be accepted as alternatives. Failure to produce such documents on the spot when checked by the appropriate authority may lead to arrest and, on conviction, a fine may be imposed.

Human Resources Office
August 2004