



THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

Registration as a Designated On-campus Operator
For Offering Part-time On-campus Employment to Non-local Students

To: Career Center, HKUST (Fax no: 2719-9412)

From: \_\_\_\_\_
(Name of the On-campus Operator)

Please be informed that our company/organization WOULD LIKE to be registered as a designated on-campus operator for offering part-time on-campus employment to non-local students for the period 1 September 2019 to 31 May 2020.

Particulars of our company/organization and the officer-in-charge are as follows:

Form with fields: Name of the Company/Organization, Department Name, Company Address, Officer-in-charge (Name, Title, Position, Email, Tel, Fax No).

Our company/organization understands and agrees to:

- (1) Keep proper employment records for two years of the non-local student helpers employed by our company/organization, and provide these for inspection by the Immigration Department upon request; and
(2) Update the Career Center with any changes to the above information about the company/organization and the officer-in-charge.

\_\_\_\_\_  
Name of Authorized Officer                      Signature and Company Chop                      \_\_\_\_\_  
Date