

**Post-Secondary Student Summer Internship Programme  
Request Form**

**DETAILS OF INTERNSHIP PROGRAMME**

Name of Bureau/Department: Immigration Department

No. of Nominations: Maximum 3

Description of Internship Programme: Selected appointees will be responsible for: (a) conducting researches and compiling reports of various services provided by the Department, (b) liaising with different stakeholders to assist in project implementation, (c) reviewing the publicity for promoting various services provided by the Department, and (d) preparing for logistic arrangements for meetings, career talks and fairs, etc.

Programme Commencement Date: Around mid July 2022 Allow Flexible Commencement Date: No

Period of Internship: 6 weeks Working Hours: 44 hours per week

Office Venue: Mainly Immigration Service Institute of Training and Development, Tuen Mun Allowance per Month: HK\$10,500

**ELIGIBILITY REQUIREMENTS**

Course(s)/Field(s) of Study:

All

Year of Study: All except final-year students

Specific Knowledge/Skills: Good command of written and spoken English and Chinese, good computer knowledge including MS Word, PowerPoint, Excel, etc.

Work Experience (*if applicable*): Not required

Other Requirements (e.g. Extra-Curricular Activities) (*if applicable*): Not required

**APPLICATION METHOD** (*may choose more than one as appropriate*)

Submit **Application Form** for Post-Secondary Student Summer Internship Programme together with a **one-page resume** through the Students Affairs offices/ Career Centres of respective institutions.

Deadline for Application (*DD/MM/YYYY*): 6 May 2022 Require Selection Interview: Yes