

Log Sheet for Non-local students working in CUHK

(This page is to be submitted to the Career Planning & Development Centre, Office of Student Affairs)

All non-local students working on a part-time basis in the University are required to keep a daily log on their working hours according to the relevant regulations of the Government. The records will be checked by the Immigration Department as considered appropriate.

Note: Non-local students have to possess their own “No Objection Letter” (NOL) issued by the Immigration Department in order to take up the kind of employment specified in the letter. Or else, they are not permitted to take up employment of any kind.

Please fill in **ALL** information on this sheet for further process.

Details of Employer

Faculty: _____
 Department / Unit/ Project/ Centre: _____
 Name of Hiring Person: _____
 Address of Hiring Person: _____
 Direct Line: _____
 Email: _____

Details of Student Helper /Assistant

Student Name: _____ Mobile Number: _____
 Student ID Number: _____ Email: _____
 HKID Number: _____ Study Year: _____
 Study Programme: ☐ Bachelor ☐ Master ☐ PhD Major: _____
 Work Address: _____
 Job Starting Date: _____
 (dd/mm/yyyy)
 Job End Date (expected): _____
 (dd/mm/yyyy)

Condition: Working hours should be LESS THAN 17 hours per week within the University

Working week (dd/mm)	No. of working hours*							Total hours of the week
	Sun	Mon	Tue	Wed	Thur	Fri	Sat	
1 st Week fr / to /								
2 nd Week fr / to /								
3 rd Week fr / to /								
4 th Week fr / to /								
5 th Week fr / to /								
6 th Week fr / to /								
7 th Week fr / to /								
8 th Week fr / to /								
9 th Week fr / to /								

Declaration by the Student:

I confirm that all my engagement(s) as a Student Helper / Assistant with the University is(are) in compliance with the 17 working hour/week requirement.

Signature of Student : _____ Signature of Hiring Person : _____
 Date : _____ Date : _____

Upon completion, please return this log sheet, together with your copy of **No Objection Letter (NOL)** to the Career Planning and Development Centre (CPDC), Office of Student Affairs in person / by internal mail to CPDC, 2/F., Benjamin Franklin Centre.

The CPDC may contact the hiring person or student direct should there be any queries. For enquiry, please contact us at 3943 1729.

* If the first working day is a Thursday, mark the working hours for that day in the “Thur” box on the row “1st Week of Working”; if the next working day is a Monday, then mark the “Mon” box on the row “2nd Week”. Complete the log table for the rest of the weeks accordingly.