



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: HKUST Career Center (Email: careercenter@ust.hk / 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 2022 to 31 May 2023**.

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

Name of the Company/Organization:	
Department Name:	
Company Address:	
Officer-in-charge:	
Name:	Title: Mr / Miss / Mrs / Ms / Dr / Prof
Position:	Tel:
Email:	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