

**2017 Internship in the United States for
University Students of Hong Kong Program**

Key Information

Objectives

The three Hong Kong Economic and Trade Offices of the Government of the Hong Kong Special Administrative Region in the United States (“USETOs”) in Washington DC, New York¹ and San Francisco² are responsible for promoting US-Hong Kong bilateral relationship in trade, investment, economic cooperation and people to people exchange.

In collaboration with the Hong Kong-America Center (“HKAC”), the USETOs have launched the 2017 Internship in the United States for University Students of Hong Kong Program (“the Program”) to:

- provide opportunities to university students of Hong Kong to take up summer internships at organizations in the US (“Host Organizations”) to enrich/ fulfill the educational objectives of their study program;
- enable students to be exposed to the work of the relevant industry and operation of the concerned Host Organization, as well as the economic and socio-cultural environment of US; and
- cultivate students as the “ambassadors” of Hong Kong in the US, and vice versa upon return to Hong Kong, thereby enhancing mutual understanding and strengthening ties between the two economies.

¹ The New York ETO covers 31 eastern states, as follows: Alabama, Arkansas, Connecticut, Delaware, Florida, Georgia, Illinois, Indiana, Iowa, Kentucky, Louisiana, Maine, Maryland, Massachusetts, Michigan, Minnesota, Mississippi, Missouri, New Hampshire, New Jersey, New York, North Carolina, Ohio, Pennsylvania, Rhode Island, South Carolina, Tennessee, Vermont, Virginia, West Virginia and Wisconsin.

² The San Francisco ETO covers 19 western states, as follows: Alaska, Arizona, California, Colorado, Hawaii, Idaho, Kansas, Oklahoma, Oregon, Montana, Nebraska, Nevada, New Mexico, North Dakota, South Dakota, Texas, Utah, Washington and Wyoming.

Participating Hong Kong Institutions

USETOs will invite the universities funded by the University Grants Committee in Hong Kong (“Hong Kong Institutions”)³ to participate in the 2017 Program.

Host Organizations in the US

USETOs will identify suitable organizations in the US as Host Organizations for the 2017 Program. Host Organizations are expected to include USETOs, arts and cultural groups, media organizations, academic institutions, think-tanks and private companies.

Internships may be offered in the following occupational categories as stipulated by the US Department of State:

- Agriculture, Forestry and Fishing;
- Arts and Culture;
- Construction and Building Trades;
- Education, Social Sciences, Library Science, Counseling and Social Services;
- Health Related Occupations;
- Hospitality and Tourism;
- Information Media and Communications;
- Management, Business, Commerce and Finance;
- Public Administration and Law; and
- The Sciences, Engineering, Architecture, Mathematics and Industrial Occupations.

³ The universities to be invited to participate in the Program include City University of Hong Kong, Hong Kong Baptist University, Lingnan University, The Chinese University of Hong Kong, The Education University of Hong Kong, The Hong Kong Polytechnic University, The Hong Kong University of Science and Technology, and The University of Hong Kong.

Details of the Program

The details of the Program are as follows:

- **Duration:** 3 - 8 weeks (negotiable)
- **Timing:** May to September
- **Number of interns per Host Organization:** The more the better, subject to the availability of adequate coaching for the student interns
- **Monetary compensation to be provided by Host Organizations for the student:** optional, could be none
- **Logistics / miscellaneous:** Accommodation, transportation, insurance, visa, etc., are to be arranged by the concerned Hong Kong Institution or by the student.
- **Visa requirement: Students interns must have the appropriate visa to participate in the Program.** According to the US Department of State, a J-1 Visa has to be obtained by individuals to participate in work- and study-base exchange visitor programs. Upon acceptance of a placement offer, candidates shall present all the information pertaining to their placement and their individual circumstances to the US Consulate General in Hong Kong for the Consulate's direction on the type of visa required and apply for the visa accordingly.
- **Eligible students:** The Program aims at full-time **local**⁴ students of Hong Kong at undergraduate level, while full-time **local** students at postgraduate level can be included if the Hong Kong Institutions deem appropriate.
- **Selection/placement of student interns:** Host Organization can set out requirements e.g. preferred academic faculty or year of study. Individual Hong Kong Institutions to nominate students for selection by the Host Organization, which can conduct telephone/web interviews with the candidates before making an offer.
- **Job scope:** Host Organizations may assign work to the students which they consider appropriate.
- **Coaching:** Host Organizations to assign a supervisor to provide coaching to each intern.

Please also refer to the sections on the “Roles of Hong Kong Institutions”, “Roles of HKAC”, “Roles of Student Interns” and “Roles of Host Organizations” for more details.

⁴ Local students refer to students who are Hong Kong permanent residents.

Roles of USETOs

It should be understood by all relevant parties, including the Host Organizations, the participating Hong Kong Institutions and students that the roles of the USETOs are limited to:

- (1) the seeking of internship opportunities as part of its work in establishing and renewing ties with its stakeholders; and
- (2) the management of the Program by:
 - (a) ascertaining the requirements for the internships with Host Organizations;
 - (b) referring the secured internship opportunities and the requirements of Host Organizations to HKAC, which will serve as the focal liaison point between USETOs and participating Hong Kong Institutions;
 - (c) liaising with HKAC on collecting the nominations from the participating Hong Kong Institutions for the internship opportunities and forwarding them to the Host Organizations for selection; and
 - (d) keeping a record (as informed by the HKAC) of the successful placements of students under the Program.

Other logistics arrangements, including the search for accommodation, application for visa and procurement of appropriate insurance coverage, are to be handled by the participating Hong Kong Institutions and/or the student interns. For details, please refer to the section on “Roles of Hong Kong Institutions” and “Roles of Student Interns”.

Roles of Hong Kong Institutions

By participating in the Program, a Hong Kong Institution pledges to:

- (1) invite applications from its local students eligible for the internship opportunities under the Program;
- (2) ensure that student applicants understand whether the internship is paid or unpaid;
- (3) choose not more than two eligible local students for each internship opportunity;
- (4) ensure that each student is not nominated for more than one internship opportunity under the Program;
- (5) provide the following information for its nomination of each local student to HKAC (see also the section on “Implementation Timetable”):
 - (a) a duly completed “Student Information” form (**Annex A**);
 - (b) CV of the student; and
 - (c) any other information requested by the concerned Host Organization.
- (6) provide a contact person to handle potential enquiries from the HKAC, Host Organizations and the students;
- (7) (in the event that a Host Organization has chosen a student of the Institution for an internship opportunity) arrange for or provide support to the concerned student to arrange for all logistical matters in connection with the internship, including but not limited to visa application, purchase of air tickets and relevant insurance covering the internship period, booking of accommodation, etc.; on insurance, Hong Kong Institutions shall make sure students are appropriately and sufficiently insured for the whole internship period under the Program. The relevant arrangement are to be worked out by the Hong Kong Institutions with their own students;
- (8) assist the student interns during the visa application process;

- (9) make its own funding arrangement for the participation in the Program;
- (10) invite student interns under the Program to share their internship experience using 200 – 250 words (in English), plus one photo (with their faces) taken during the internship, which may be used by the USETOs in its future publicity work; and
- (11) give due acknowledgement to the USETOs in all related publicity materials in connection with the promotion of the Program within and beyond the institution (see **Annex B** for a standard acknowledgement for the purpose).

Roles of HKAC

HKAC is responsible for coordinating with the Hong Kong Institutions and USETOs on the dissemination and collection of the information of the Program and compilation of the nominations as follows –

- (1) inform the Hong Kong Institutions of the launch of the Program according to the “Implementation Timetable”, and the information on internship opportunities as provided by USETOs;
- (2) ask the participating Hong Kong Institutions to ensure that their students pay attention to the details of the internship opportunities (e.g. job nature, paid or non-paid, etc) when applying;
- (3) remind the participating Hong Kong Institutions that –
 - (a) only eligible students under the Program should be nominated;
 - (b) a maximum of two students can be nominated for each internship opportunity⁵; and
 - (c) each eligible student should not be nominated for more than one internship opportunity under the Program;
- (4) upon receiving the nominations from the participating Hong Kong Institutions, confirm that the nomination criteria are complied with (especially bullet (3) above) and the requirements set by Host Organizations are met, and prepare a summary of the nominations received for each internship placement for passing to USETOs;
- (5) upon notification of the placement outcome by the student interns, prepare a summary of all the placements under the Program (by using the form at **Annex C**), and share it with the USETOs and Hong Kong Institutions; and
- (6) provide a contact person to handle potential enquiries from the participating Hong Kong Institutions and applicants regarding the Program and visa application.

⁵ That is, with the eight universities to be invited, there may be a maximum of 16 nominations for each internship opportunity.

Roles of Student Interns

By participating in the Program, student interns pledge, with the assistance of the participating Hong Kong Institution as appropriate, to:

- (1) pay due attention to whether the internship is paid or unpaid in submitting their application;
- (2) upon acceptance of an internship offer, inform the HKAC of successful placement under the Program by filling in the form at **Annex C**. In the event that an offer is made but is not accepted, please also provide the reasons in the form at **Annex C**;
- (3) seek the US Consulate General's advice on the appropriate type of visa required for the placement with all relevant information and documents, apply for the type of visa as directed by the US Consulate General and cover the cost of the visa as well as the application process. When in doubt, candidates should clarify with the US Consulate General and seek the assistance and advice of their respective Hong Kong Institution. According to the US Department of State, a J-1 Visa has to be obtained by individuals to participate in work-and study-based exchange visitor programs. A list of the Designated Sponsor Organizations approved by the US Department of State can be found in this link – <https://j1visa.state.gov/participants/how-to-apply/sponsor-search/?program=Intern>);
- (4) make their own funding arrangement for the participation in the Program, including any financial support that may be available through their respective Hong Kong Institution;
- (5) make their own arrangements, with assistance from their respective Hong Kong Institution as appropriate, for all logistical matters in connection with the internship, including but not limited to visa application, purchase of air tickets and relevant insurance covering the internship period, booking of accommodation, etc.; and
- (6) share their internship experience using 200 – 250 words (in English), plus one photo (with their faces) taken during the internship, which may be used by the USETOs in its future publicity work.

Roles of Host Organizations

By participating in the Program, a Host Organization pledges to:

- (1) provide suitable internship opportunit(ies) in the US for student intern(s) under the Program. Student interns cannot work in unskilled or casual labor positions, in positions that require or involve childcare or elderly care or in any kind of position that involves medical patient care or contact. Nor can interns work in positions that require more than 20 percent clerical or office support work;
- (2) assist with the visa application process, including the provision of information such as Employer Identification Number (“EIN”), verified telephone number, address, brochures, website, etc., and proof of Worker’s Compensation Insurance Policy. In case a J1 exchange visa is required, the program sponsor may conduct site visits to Host Organizations;
- (3) in case a J1 exchange visa is required for the student intern, fulfill the conditions as an employer under the Exchange Visitor Program of the US Department of State –
 - (a) sign a completed Form DS–7002 – Training/Internship Placement Plan (“T/IPP”) to verify that all placements are appropriate and consistent with the objectives of the internship programs. All parties involved in internship programs should recognize that interns are seeking entry-level training and experience. Accordingly, all placements must be commensurate with the skills and experience level of the individual intern;
 - (b) notify relevant program sponsor promptly of any concerns about, changes in or deviations from T/IPPs during training and internship programs and contact the program sponsor immediately in the event of any emergency involving trainees or interns;
 - (c) abide by all federal, state and local occupational health and safety laws;
 - (d) abide by all program rules and regulations set forth by the program sponsors, including the completion of all mandatory program evaluations;
 - (e) have sufficient resources, plant, equipment and trained personnel available;
 - (f) provide continuous on-site supervision and mentoring by

- experienced and knowledgeable staff; and
- (g) ensure that interns obtain skills, knowledge, and competencies through structured and guided activities such as classroom training, seminars, rotation through several departments, on-the-job training, attendance at conferences and similar learning activities, as appropriate in specific circumstances;
- (4) provide a reasonably safe work environment; and
 - (5) provide the necessary support to the student intern(s) in case of an emergency.

The Host Organization also agrees to follow the two simple steps in the implementation of the Program:

- Step 1: Advise the USETOs on its requirements on the internship, e.g. number of internship opportunities provided by filling in the job description form at **Annex D**; and
- Step 2: Upon receipt of information on nominated students from the Hong Kong Institutions, select the students and inform the Hong Kong Institutions and USETOs of the result according to the implementation timetable.

For more details, please also refer to the section on “Implementation Timetable”.

**Hong Kong Economic and Trade Offices in the United States
December 2016**

**Application for 2017 Internship in the United States
for University Students of Hong Kong Program**

Date: _____

Internship Applied

Name of Host Organization: _____

Position applied: _____

Student's Information

Name: _____

Nationality: _____

Hong Kong Permanent Resident: Yes / No (*delete as appropriate*)

Institution: _____

Faculty: _____

Year of Study: _____

Age: _____

Sex: _____

Email/Telephone no.: _____

(CV: Attached)

Note: Please return completed form to Ms. Pauline Lau of HKAC (Email: paulinelau@cuhk.edu.hk; Phone: 3943-8748).

**2017 Internship in the United States
for University Students of Hong Kong Program
Acknowledgement of USETOs – Standard Content**

Participating Hong Kong Institutions are required to acknowledge the Hong Kong Economic and Trade Offices in the United States in all publicity materials in connection with the promotion of the “2017 Internship in the United States for University Students of Hong Kong” Program within and outside of the institutions. A standard acknowledgement is provided for reference:

*“[Name of Hong Kong Institution] would like to thank the Hong Kong Economic and Trade Offices in the United States of the Government of HKSAR, for referring internship opportunities in the United States to our students under the **2017 Internship in the United States for University Students of Hong Kong Program**. For more details, please visit the websites of the Hong Kong Economic and Trade Offices in the United States: <http://www.hketousa.gov.hk/>”*

Annex C

**Placement of Students under
2017 Internship in the United States for University Students
of Hong Kong Program**

Date: _____

Name of Hong Kong Institution: _____

Successful Placement(s):

Student's Full Name & Student Number	Host Organization (City, Country)	Period of Internship (mm/dd – mm/dd)	Nature of Work Assigned (e.g. Public Relations, Research)	Reasons if an internship offer is not accepted

Note: Please return completed form to Ms. Pauline Lau of HKAC (Email: paulinelau@cuhk.edu.hk; Phone: 3943-8748).

**Offer of Internship Opportunities
under the 2017 Internship in the United States
for University Students of Hong Kong Program**

A. Information of the Host Organization

Name of Host Organization:

Contact person and job title:

Company address:

E-mail address:

Website:

Tel:

Fax:

Nature of Business:

- Agriculture, forestry and fishing
- Arts and culture
- Construction and building trades
- Education, social sciences, library science, counseling and social services
- Health related occupations
- Hospitality and tourism
- Information media and communications
- Management, business, commerce and finance
- Public administration and law
- The sciences, engineering, architecture, mathematics and industrial occupations

B. Internship arrangement

Internship title/position:

Number of interns to be accepted:

Internship city and country:

Duration of internship:

Job Specifications:

-
-
-
-
-
-
-

Requirements on the interns:

(e.g. field and year of study of student, computer knowledge and relevant skills)

-
-
-
-
-
-
-

Working hours:

Please tick the corresponding box(es) and specify the details if your organization would provide any of the following which are **optional** under the Program –

<input type="checkbox"/> Accommodation		<input type="checkbox"/> Transportation	
<input type="checkbox"/> Wages/Salary		<input type="checkbox"/> Others (e.g. meal)	

*Note: Please return completed form to Miss Gillian Lam by email
(gillian_lam@hketowashington.gov.hk)*

- Thank You! -