

THE UNIVERSITY OF HONG KONG

Checklist for New Staff

A. (For new staff from overseas) Prior to your arrival

- Complete and return the Visa Application Form (Form ID 990(A)), and submit the necessary documents (e.g. copies of documents certifying all university, postgraduate and/or professional qualifications claimed, and copies of documents concerning your dependants, if appropriate, i.e. your marriage certificate and the birth certificate of each of your dependent children) to the Human Resource Section for applying for the employment visa and/or dependent visa(s) (if appropriate) on your behalf. A checklist of the required documents is available at the Guidebook for Entry for Employment as Professionals in Hong Kong ([http://www.immd.gov.hk/pdforms/ID\(E\)991.pdf](http://www.immd.gov.hk/pdforms/ID(E)991.pdf)).
- Upon receipt of the visa label, attach your visa label in your passport and show it to the Immigration Office at the customs upon your arrival in Hong Kong.

B. (For all new staff) Prior to your assumption of duty

- For an appointment of more than 6 months, complete and return the “University Health Service Health Assessment Form” for medical assessment (which is enclosed with your Letter of Appointment).
- If housing benefits are provided to you as stated in your Letter of Appointment, complete and return the “Statement on Housing and Housing Related Benefits Received (doc. 321/304)”, and complete the “Family Particulars Form (doc. 322/595 amended)” (enclosed with your Letter of Appointment) if you wish to opt for University-arranged accommodation. The forms should be returned to the Personnel Unit, Human Resource Section of the Registry.

C. Upon your assumption of duty

Applicable to new staff from overseas:

- Open a local bank account for salary payment purpose (Information about banks on or near the campus is available at <http://www.hr.hku.hk/apptunit/hkulife.html#banks>).
- If you are permitted to stay in Hong Kong for more than 180 days, apply for a Hong Kong Identity Card within 30 days of your arrival, from the Hong Kong Immigration Department.

Applicable to all new staff:

- Apply for a HKU Portal account. Details can be found on the document “Instructions on Computer Account Application” which is enclosed with your Letter of Appointment.
- Show your Hong Kong Identity Card and/or travel document with the visa stamp to your Department, which will arrange to send a certified true copy to the Human Resource Section for formal record.
- Fill in the electronic Personal and Family Data Form by using your HKU Portal account (Login HKU Portal > My Page > Self Service > Human Resources > Personal and Family Data Form).
- For full-time appointees, upload a photograph via the “Personal and Family Data Form” to the Human Resource Section for preparation of your staff card. Details of the photo requirement can be found in your Letter of Appointment. You will be notified by e-mail when your staff card is ready for collection. Enquiries can be directed to Ms. Jenny Lee (tel: 2859 2292; e-mail: jksleea@hku.hk).
- If you are not issued with a staff card, you may apply for a Facility Access Card (FAC) at the registration counter of the Main Library for gaining access to the Libraries. Your spouse and dependents, if their information is registered with the Personnel Unit, may also apply for a FAC to use library services. Details are available at http://lib.hku.hk/mainlib/borrowing/registration_counter.html.
- If you are eligible for passages as stated in your Letter of Appointment, submit reimbursement claim of your passage/baggage costs to the Payroll Unit of the Finance and Enterprises Office (FEO). Enquiries can be directed to the FEO at feo-benefit@hku.hk or 3921 2585.
- (Optional and if eligible) Apply for the Staff Contributory Top-up Medical Insurance Plan. Please refer to the covering letter of your Letter of Appointment. Enquiries can be directed to the insurance companies, the contact information of which is available in an on-line circular.
- (Optional and if eligible) Apply for a parking permit if necessary (<https://www.estates.hku.hk/our-services/facility-management/parking>).
- (Optional and if eligible) Apply for sports membership if you wish to use the sports facilities operated by the Centre for Sports and Exercise (http://www.ihp.hku.hk/index.php?option=com_content&view=article&id=404&Itemid=284).

More details are available at the HR website (Useful Information for New Staff) at http://www.hr.hku.hk/apptunit/Useful_Information.html.

Appointments Unit, Human Resource Section, Registry

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