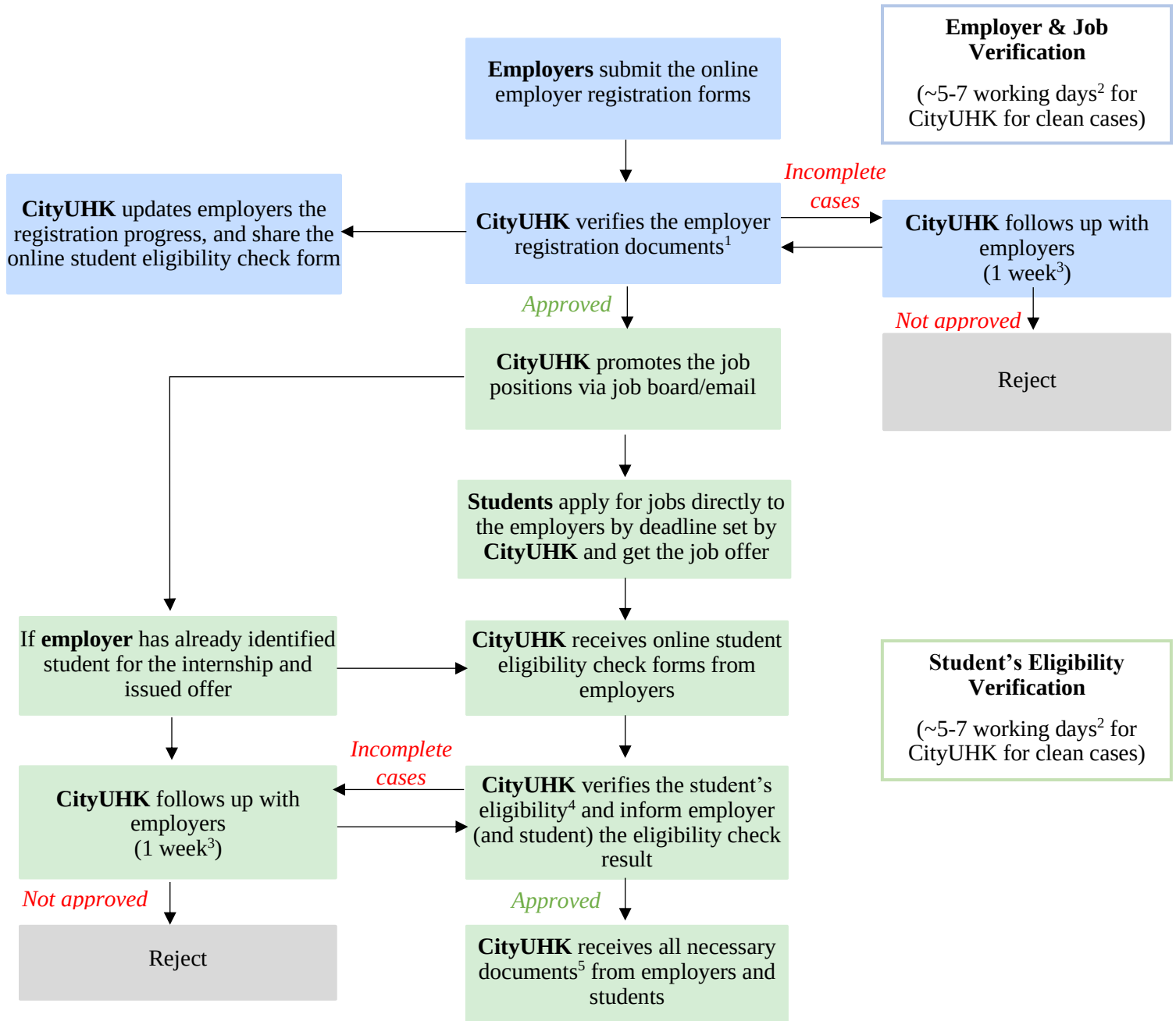


Appendix 3 – Employer Registration Workflow



Notes:

1. Verification of employer registration documents includes but not limited to checking the company's backgrounds, job titles & duties, Business Registration (BR), internship quotas etc.
2. The verification process may take longer, typically around 7-10 working days, at peak season such as summer.
3. The actual lead time required depends on the responses of concerned parties.
4. Student's eligibility check by CityUHK includes but not limited to checking student's study programme, internship quota, approved job title/ duties, the duration of internship period (not exceeding 90 days in the same Academic Years), students not taking the internship to fulfil compulsory requirement for graduation, etc.
5. Employers to provide employment contract and students to provide declaration form to CityUHK.