

Application Procedures for Summer Internships/Training Places of the HKSAR Government 2025

The Post-Secondary Student Summer Internship Programme 2025 provides internship placement opportunities for students **who are permanent residents** of the Hong Kong Special Administrative Region of the People's Republic of China and enrolled in full-time programmes offered by post-secondary institutions in or outside the Hong Kong Special Administrative Region.

Bureaux/departments would advertise their internship placement opportunities (where applicable) on their respective departmental websites and CSB's website.

In addition, Bureaux/departments may make arrangement with individual post-secondary institutions to nominate students for the Programme.

Students interested in placement opportunities can find more information on the following platforms:

- Job Notices available at:
JobPlus – AIMS >> Student Services Menu >> JobPlus Vacancies >> Search for Summer Job/Internship
- Instagram Updates: Follow us on Instagram @cityuclc for weekly recaps and highlights of available Summer Internships/Training Places with the HKSAR Government for 2025.

To safeguard personal data privacy, students are reminded not to submit their personal data through other channels.

1. Direct Application

Students should check the application documents required by the government departments/divisions posted on the website of Civil Service Bureau:
<https://www.csb.gov.hk/english/recruit/7.html#>

Please send the completed form *direct* to the government department concerned.

2. Referral by Career and Leadership Centre

- All eligible students when consider applying for summer internships should take into account their study plans and availability. Academic study for graduation should come first.
- Please refer to the job postings in JobPlus and observe the application deadline set by CLC. Kindly note that for internship positions to be referred by CLC, we will designate a specific job reference number (e.g. S0001_ZC) and the **application deadline will be set on 3 working days (excluding Saturday and Sunday) prior to the deadline set by the government departments** for nomination purpose.
- **Applications will only be accepted by CLC after that specific job notice has been posted up on the JobPlus platform in AIMS.** Student are advised to:
 - Check carefully from the job notice whether you could meet the job requirements (i.e. eligible courses, computer skills, year of study, etc).

- Application form can be downloaded from JobPlus Vacancies in AIMS (different government departments may use different forms, please refer to respective job advertisement postings)
- Please make sure you use the correct application form and **quote the respective job reference number (e.g. S0001 ZC) and write down your Student ID number on the top right-hand corner** of the form to facilitate processing of your application.
- Complete the application form properly. Avoid abbreviations and codes.
- Submit the completed application form and required documents (if necessary) in *soft copy* to Career and Leadership Centre before 5:00 pm of the application deadline set by CLC via email <CLC.CareerCentre@cityu.edu.hk>. Only soft copy is required. Hard copies putting in the collection box outside SDS Service Counter may not be received and/or considered.
- *Late submission will not be considered.*
- **If you do not hear from us within 2 weeks of the application closing date, you may assume that your application has been unsuccessful**

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