

Information for New NET

1. **A Checklist on “Things to Do”** : Please refer to [Annex A – Things to Do](#)

2. **Useful Contacts**
 - a. Mentors : Mentors from the NET Section of Education Bureau are available. For details, please contact Mr. Toby CHU at (852) 3549 8332 or by email on tobychu@edb.gov.hk.
 - b. General Information : Please refer to [Annex B – Useful Contacts](#)
 - c. Regional Education Offices : Please refer to [Annex C – Regional Education Offices](#)
 - d. Native English Speaking Teachers’ Association (NESTA): www.nesta.com.hk

3. **Procedures on Visa Application** : Please refer to [Annex D – Visa Application Procedure](#) for NETs and download the Visa Application Form from www.immd.gov.hk/ehhtml/evfhk.htm

4. **Teacher Registration Form** (i.e. Form 10 – Application for Permission to Employ an Unregistered Teacher) : Please download the form from www.edb.gov.hk/UtilityManager/publicform/upload/edb88-form10.pdf

5. **List of Hotels** : Please visit the web site of Hong Kong Tourism Board at www.discoverhongkong.com/eng/mustknow/accommodation/index.jhtml

6. **List of Property Agencies** : Please search the property agency companies at www.gov.hk/en/residents/housing/private/rentingDomesticProperty.htm

7. **List of Medical Insurance Companies** : Please visit the web site of Office of the Commissioner of Insurance at www.oci.gov.hk/download/ins.pdf

8. **Hong Kong Visitor’s Information** : Please visit the web site of Hong Kong Tourism Board at www.discoverhongkong.com/eng/index.jsp

THINGS TO DO

Checklist for newly appointed NETs

A. BEFORE COMING TO HONG KONG

	<i>Item</i>	<i>Procedure</i>
1.	Employment Visa Application <i>(Please refer to the “Procedures on Visa Application” for details.)</i>	<input type="checkbox"/> Examine your passport to confirm the expiry date is beyond September 2009 (i.e. valid for over 1 year). <input type="checkbox"/> Visa for yourself: Forward the completed application form for employment visa with appropriate supporting documents to your school (if you work for an Aided School) / the Appointments & Personnel (AP) Section (if you work for a Government School) <u>before arrival</u> . <i>You must obtain the employment visa before the commencement date of employment; otherwise you cannot legally start to work and be paid from the commencement date of employment.</i> <input type="checkbox"/> Visa(s) for your dependent(s), if necessary: Forward the completed application form for dependent visa with appropriate supporting documents for your dependents <u>before arrival</u> , to your school/AP Section. <input type="checkbox"/> Generally speaking, it may take about 4 weeks for employment visa application (from the date of submission of employment visa application to the date of issuance) per Immigration Department application procedures.
2.	Official Employment Contract	<input type="checkbox"/> For those appointed in aided / caput schools, your schools will send you a contract. Please sign and return the contract to your school. <input type="checkbox"/> For those appointed in government schools, the AP Section of the Education Bureau (EDB) will send you a contract. Please sign and return the contract to the AP Section.
3.	Arrangements for passage and temporary accommodation in Hong Kong	<input type="checkbox"/> Book air tickets and make the necessary arrangement to come to Hong Kong. Passage and baggage allowances would only be reimbursed upon application and production of receipts and used tickets. <input type="checkbox"/> Reservation a room at a hotel. You may consult your school and/or the mentors if necessary. Hotel information is available at the website of the Hong Kong Tourism Board : www.discoverhongkong.com/eng/mustknow/accommodation/index.jhtml <input type="checkbox"/> Bring along sufficient money for paying deposits and rent for renting an apartment (approximately equivalent to the rent for 3 months), school fees for your children and other expenses at least for the first month in Hong Kong.
4.	Medical certificate	<input type="checkbox"/> Send a copy of a recent medical certificate issued by a recognized medical

		<p>practitioner in Hong Kong or your home country, including a satisfactory chest X-ray report, certifying that you are “medically fit to teach” to the school/AP Section.</p> <p><i>(Note : Original certificate and chest x-ray report are required when you arrive in Hong Kong. The cost should be borne by you.)</i></p>
5.	Official documents for salary assessment	<p>Bring along the originals of the following documents when you come to Hong Kong, and present them to your school principal/the AP Section when requested:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Degree diplomas and transcripts of your academic qualifications <input type="checkbox"/> Degree diplomas and transcripts of your teacher training qualifications <input type="checkbox"/> Official record/ certificates of service for your teaching experience <input type="checkbox"/> Marriage certificate or any other document that can be used to verify change of name, if any <p>If you rejoin the NET Scheme with a break in service, the salary, the retention incentive and the conditions of service to be offered are subject to the prevailing conditions at the time the offer of appointment is made.</p>
6.	Medical insurance	<p><input type="checkbox"/> Check if your insurance policy covers your stay in Hong Kong. If not, you may approach an insurance agency (list enclosed) in Hong Kong before or after your arrival.</p>
7.	Education for children	<p><input type="checkbox"/> Make necessary arrangements for the education of your children in Hong Kong.</p> <p><input type="checkbox"/> Seek advice from your school if necessary.</p> <p><input type="checkbox"/> Please refer to the EDB website: http://www.edb.gov.hk/FileManager/EN/Content_4405/ncs%200708%201ist.pdf for details</p>

B. AFTER ARRIVAL IN HONG KONG

	<i>Item</i>	<i>Procedure</i>
1.	Accommodation	<p><input type="checkbox"/> Approach any property agency near your school or any one of your choice.</p> <p><input type="checkbox"/> Seek advice and assistance from your school or the mentors, if necessary.</p>
2.	Teacher registration	<p><input type="checkbox"/> Apply for registration as a teacher in Hong Kong through your school when you report for duty with the attached Form 10 and the chest X-ray report mentioned in Section A above.</p> <p><input type="checkbox"/> Please download the Application Form (Form 10) from http://www.edb.gov.hk/UtilityManager/publicform/upload/edb88-for</p>

		m10.pdf
3.	Application for fringe benefits	<input type="checkbox"/> Obtain application forms on the following allowances from your school after arrival (payment would be in Hong Kong dollars) : <ul style="list-style-type: none"> ➤ special allowance ➤ reimbursement of passage/baggage allowance ➤ reimbursement of medical insurance premium payment ➤ advance of salary (up to 2 months' salary) <p><i>(Note: You may obtain the forms from NET Administration Team of EDB via your schools)</i></p> <input type="checkbox"/> You are required to inform your school and the EDB if there are changes in your personal or family particulars (e.g. the status of permanent resident in the Hong Kong Special Administrative Region (HKSAR), marital status, etc.)
4.	Mandatory Provident Fund Scheme	<input type="checkbox"/> Provide sufficient evidence for MPF exemption, if necessary, to your school. You may enquire about the details from your school.
5.	Hong Kong Identity Card	<input type="checkbox"/> Apply for a Hong Kong Identity Card with the Hong Kong Immigration Department. You may visit the Immigration Department website at www.immd.gov.hk for addresses of offices. <p>General Enquiry Hotline : 28246111 or E-mail at enquiry@immd.gov.hk Telephone Booking : (852) 2598 0888</p> <p><i>(Note: All persons intending to stay in Hong Kong for more than 180 days are required to apply for an Identity Card within 30 days of arrival.)</i></p>
6.	Induction Course	<input type="checkbox"/> Attend the induction course organized centrally for all new NETs. Programme details will be sent to you via your school.
7.	Review of Salary	<input type="checkbox"/> Provide your school with additional documentary evidence on teaching experience for re-assessing / adjusting your salary. Consult your school principal for details of your salary particulars.
8.	Retention Incentive	<input type="checkbox"/> The retention incentive, 5% OR 10 % of basic salary will be provided to eligible NETs for the satisfactory completion of the third and fourth year OR the fifth year of continuous service onwards in Hong Kong respectively. The retention incentive is not payable for the first two years' of continuous service.

Useful Contacts

Consulate-General	Tel. No. (852)	Web Site	E-mail Address
Australia Consulate	28278881 (Gen)	www.australia.org.hk	acghkadm@biznetvigator.com
British Consulate	29013000 (Gen)	www.britishconsulate.org.hk	consular@bcg.org.hk
Consulate General of Canada in Hong Kong	28677348	geo.international.gc.ca/asia/hongkong/	canadaconsul.hkong@international.gc.ca
New Zealand Consulate-General Hong Kong SAR	25255044	www.nzembassy.com/home.cfm?c=15	nzcgkhg@biznetvigator.com
Consulate General of the United States-Hong Kong & Macau	28412211 (Gen)	http://hongkong.usconsulate.gov/	questions@hongkongacs.com

Chamber of Commerce	Tel. No. (852)	Web Site	E-mail Address
Australian Chamber of Commerce in Hong Kong	25225054	www.austcham.com.hk	austcham@austcham.com.hk
Canadian Chamber of Commerce	21108700	www.cancham.org/asp/home.asp	N/A
New Zealand Hong Kong Business Association	N/A	www.hknzba.co.nz	hknzba@clear.net.nz
British Chamber of Commerce in Hong Kong	28242211	www.britcham.com	info@britcham.com
American Chamber of Commerce in Hong Kong	25306900	www.amcham.org.hk	amcham@amcham.org.hk

Other Educational Institutions	Tel. No. (852)	Web Site	E-mail Address
The British Council	29135100	www.britishcouncil.org/hongkong	enquiries@britishcouncil.org.hk

Other Institution	Tel. No. (852)	Web Site	E-mail Address
Hong Kong Tourism Board	28076543	www.hkta.org/eng/index.jsp	info@discoverhongkong.com

Education Bureau
Regional Education Offices

Hong Kong Regional Education Office		
Address	Enquiry	Fax
53rd Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, HK	2863 4646	2865 0658
District School Development Sections	Enquiry	Fax
Central & Western District	2863 4678	2543 3051
Southern District	2863 4664	2865 0491
Wan Chai District	2863 4626	2572 0800
Islands District	2863 4634	2865 1458
Hong Kong East District	2863 4649	2865 1432

Kowloon Regional Education Office		
Address	Enquiry	Fax
Podium-1/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon	3698 4108	2770 2012
District School Development Sections	Enquiry	Fax
Kowloon City District	3698 4141	2715 6249
Sham Shui Po District	3698 4196	2720 9699
Sai Kung District	3698 4206	2783 0354
Kwun Tong District	3698 4178	2783 7521
Wong Tai Sin District	3698 4219	2782 6043
Yau Tsim & Mong Kok District	3698 4163	2781 0206

NT East Regional Education Office		
Address	Enquiry	Fax
22nd Floor, Landmark North, 39 Lung Sum Avenue, Sheung Shui, NT	2639 4876	2672 0357
District School Development Sections	Enquiry	Fax
Tai Po District	2639 4856	2672 3747
North District	2639 4858	2676 0011
Sha Tin District	2639 4857	2602 2214

NT West Regional Education Office		
Address	Enquiry	Fax
19th Floor, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, NT	2437 7272	2416 2750
District School Development Sections	Enquiry	Fax
Kwai Chung & Tsing Yi District	2437 5433	2480 3614
Tsuen Wan District	2437 5457	2498 1923
Tuen Mun District	2437 5483	2416 5710
Yuen Long District	2437 7217	2416 3240

Visa Application Procedure for NETs

(A) Application for Employment Visa

(1) Application before arrival in Hong Kong

Forms to be completed

- Form ID990A (duly completed by the NET and accompanying dependants, if applicable)
- Form ID990B (duly completed and signed by the school as the sponsor of the NET if the school is an aided school OR by Appointments & Personnel Section of EDB as the sponsor of the NET if the school is a government school)

Documents required

- Copy of referral letter from EDB (applicable only to NETs deployed by EDB)
- NET's full resume/curriculum vitae/application form
- Proof of qualifications and teaching experience of the NET
- Copy of the NET's passport
- Evidence of the NET's past residence in Hong Kong, if any
- Copy of contract signed by both the NET and the school (or Appointments & Personnel Section of EDB if appointed at a government school)
- The personal particulars (such as HK I/C number) of the outgoing NET if the new NET is a replacement

Procedure

- NET should return the completed ID990A and the signed contract to the school/the Appointments & Personnel Section of EDB.
- The school/The Appointments & Personnel Section of EDB should send the application forms with the above documents in an envelope **by hand** to Receipt and Despatch Unit, Immigration Department, 2/F, Immigration Tower, 7 Gloucester Road, Wan Chai, Hong Kong.
- Mark on the envelope "Application for employment visa for NET"
- The normal processing time is about 4 weeks.
- The school should obtain the Employment Visa on behalf of the NET upon notification from the Immigration Department, and post the Employment Visa to the NET.
- The NET should present it and his/her passport to the Immigration Officer at the Hong Kong airport for validation.
- *For enquiries, contact Ms CHU Yuk Lan at Tel. no. 2294 2089 or Fax. no. 21366334.*

(2) Application for change of employer (for NETs changing to another school in Hong Kong) and renewal (for NETs who require to renew their employment visas)

Forms to be completed

- Form ID91 (duly completed by the NET)
- Form ID990B (duly completed and signed by the school if appointed at an

aided school OR by the Appointments & Personnel Section of EDB if appointed at a government school)

Documents required

- Original passport
- Hong Kong Identity Card
- Original and copy of new employment letter
- Letter issued by the school certifying their employment relationship (only for those require to renew their employment visas)

Procedure

- The NET should apply **in person** with the above-mentioned forms and documents at Extension Section, 5/F., Immigration Tower, 7 Gloucester Road, Wanchai.
- *Enquiry no. 2829 3123.*

(B) Application for Dependent Visa (for unaccompanied dependents)

Forms to be completed

- Form ID(E)936A, I, L (duly completed by each dependent; please make photocopies if necessary)
- Form ID(E)936B (duly completed and signed by the NET as the sponsor of the dependent)

Documents required

- Copy of the dependent's passport
- Copy of the NET's passport
- Proof of the NET's financial standing including bank statements, savings accounts passbook, tax receipts and employment certificates for the past two years
- Proof of the dependent's financial standing
- Proof of relationship, such as marriage certificate, birth certificates, family photographs
- Evidence of the NET's accommodation in home country, e.g. rental receipts
- Evidence of the dependent's past residence in Hong Kong, if any

Procedure

- If the NET's dependent(s) will arrive in Hong Kong later, the application for Dependent Visa should be submitted separately at a later stage, to Entry Visa (Other Services) Section, Immigration Department at 7/F Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong.
- For those who need to renew their dependent visas, please refer to (A)(2).

Note

- Effective from 1 July 2003, the new policy on entry of dependents has taken place:
 - (a) The age limit for unmarried dependent children applying to enter Hong Kong for residence as dependants would be lowered from under the age of 21 to under the age of 18;

- Effective from 15 May 2006, the new policy on entry of dependents has taken place:
 - (b) Dependents of persons admitted for employment (as professionals, investors or for training) or as capital investment entrants are not prohibited from taking up employment.

Note:

(A) Application forms can be obtained from the Immigration Department on 2/F., Immigration Tower, 7 Gloucester Road, Wanchai, Hong Kong or downloaded from the web site:

www.immd.gov.hk/ehhtml/evfhk.htm

(B) For information on change in policy of dependent visa application, please feel free to visit the FAQ of the above web site (Q5 to Q8):

www.immd.gov.hk/ehhtml/faq_hkv.htm

(C) The Employment and Dependent Visas normally will be issued for one year and required to renew one month before the date of expiry.