

## **Information for New NET**

1. **A Checklist on “Things to Do”** : Please refer to [Annex A – Things to Do](#)
  
2. **Useful Contacts**
  - a. Centralized professional support : Professional support service is available from the NET Section of the Education Bureau. For details, please contact Mr. Toby CHU at (852) 3549 8332 or by email on [tobychu@edb.gov.hk](mailto: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](http://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/forms.htm](http://www.immd.gov.hk/ehhtml/forms.htm)
  
4. **Teacher Registration Form** : Please refer to Annex E – Teacher Registration Procedure and download the relevant Application Forms from <http://www.edb.gov.hk> -> Teachers’ Development -> Training & Qualifications -> [Teacher Registration](#)
  
5. **List of Hotels** : Please visit the web site of Hong Kong Tourism Board at [www.discoverhongkong.com/eng/trip-planner/accommodations.html](http://www.discoverhongkong.com/eng/trip-planner/accommodations.html)
  
6. **List of Property Agencies** : Please search the property agency companies at [www.gov.hk/en/residents/housing/private/rentingDomesticProperty.htm](http://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](http://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](http://www.discoverhongkong.com)

## 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 <a href="#">“Procedures on Visa Application”</a> for details.)</i>	<input type="checkbox"/> Examine your passport to confirm the expiry date is beyond September 2010 (i.e. valid for over 1 year). <input type="checkbox"/> <b>Visa for yourself:</b> 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;</i> otherwise you cannot legally start to work and be paid from the commencement date of employment. <input type="checkbox"/> <b>Visa(s) for your dependent(s), if necessary:</b> 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"/> <b>For those appointed in aided / caput schools,</b> your schools will send you a contract. Please sign and return the contract to your school. <input type="checkbox"/> <b>For those appointed in government schools,</b> 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 if necessary. Hotel information is available at the website of the Hong Kong Tourism Board : <a href="http://www.discoverhongkong.com/eng/trip-planner/accommodations.html">www.discoverhongkong.com/eng/trip-planner/accommodations.html</a> <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 recognised 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 <b>originals</b> 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"> <li><input type="checkbox"/> Degree diplomas and transcripts of your academic qualifications</li> <li><input type="checkbox"/> Degree diplomas and transcripts of your teacher training qualifications</li> <li><input type="checkbox"/> Official record/ certificates of service for your teaching experience</li> <li><input type="checkbox"/> Marriage certificate or any other document that can be used to verify change of name, if any</li> </ul> <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:  <a href="http://www.edb.gov.hk/FileManager/EN/Content_4405/ncs%200708%20list.pdf">http://www.edb.gov.hk/FileManager/EN/Content_4405/ncs%200708%20list.pdf</a> 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"/> Section 42 of the Education Ordinance stipulates that any person who teaches in a school in Hong Kong has to be either a registered teacher (RT) or a permitted teacher (PT).</p> <p><input type="checkbox"/> You and your school should submit application for teacher registration <u>as soon as the letter of appointment has been signed and prior to your assumption of duty.</u></p>

		<ul style="list-style-type: none"> <li><input type="checkbox"/> If you held only academic qualifications (i.e. has no teacher training and teacher qualification), you may apply to be a Permitted Teacher (PT) by completing a Form 10 (Application for Permission to Employ an Unregistered Teacher).</li> <li><input type="checkbox"/> If you held teacher qualification (e.g. a local Teacher’s Certificate or Post-graduate Diploma/Certificate in Education), you may apply for registration as a teacher by filing a Form 8 (Application for Registration as a Teacher) to the Teacher Registration Team.</li> <li><input type="checkbox"/> Teacher registration application forms (Form 8, Form 10 and Form 11) can be obtained from the Education Bureau’s website at <a href="http://www.edb.gov.hk">http://www.edb.gov.hk</a> -&gt; Teacher’s Development -&gt; Training &amp; Qualifications -&gt; Teacher Registration</li> <li><input type="checkbox"/> A duly completed application form (including all necessary supporting documents such as copy of Hong Kong Identity Card, photocopies of academic transcripts, certificates/diplomas and professional qualifications claimed as well as photograph(s) affixed on the application) should be endorsed by the school and sent to the Teacher Registration Team at Unit 302, 3/F, 113 Argyle Street, Mongkok, Kowloon.</li> <li><input type="checkbox"/> For further enquiry, please contact the Teacher Registration Team at: Tel: 2520 0325 or 2520 0270.</li> </ul>
3.	Application for fringe benefits	<ul style="list-style-type: none"> <li><input type="checkbox"/> NETs are entitled to passage, baggage allowance, special allowance and medical allowance provided under the NET Schemes if and only if their normal place of residence is outside Hong Kong.</li> <li><input type="checkbox"/> To determine your ‘normal place of residence’, it is necessary to assess whether your social ties are outside Hong Kong.</li> <li><input type="checkbox"/> You are required to provide supplementary information by completing PNET-Form A (Annex A) [for Primary NETs] &amp; NET-Form A (Annex A) [for Secondary NETs] attached to the latest EDB Circulars on “Payment of Fringe Benefits” (the circulars now in force for primary and secondary schools are EDB Circular No. 8/2009 &amp; 9/2009 respectively) and return the completed form, together with the attached relevant supporting documents, to the NET Administration Team (<i>Address: Rm 1321, 13/F, Wu Chung House, 213 Queen’s Road East, Wanchai, Hong Kong</i>) via your school.</li> <li><input type="checkbox"/> Complete the application forms on the following allowances and return them to the NET Administration Team via your school (payment would be made in Hong Kong dollars and takes about 4</li> </ul>

		<p>weeks to process after your school submitted the relevant forms to EDB) :</p> <ul style="list-style-type: none"> <li>➤ special allowance</li> <li>➤ reimbursement of passage/baggage allowance</li> <li>➤ reimbursement of medical insurance premium payment</li> <li>➤ advance of salary (up to 2 months' salary)</li> </ul> <p><i>[Note: The above application forms for fringe benefits are available in EDBC 8/2009 (for Primary NETs) &amp; 9/2009 (for Secondary NETs) at <a href="http://www.edb.gov.hk">http://www.edb.gov.hk</a> -&gt; Teachers' Development -&gt; Employment Related Information -&gt; Native-speaking English Teacher (NET) Scheme]</i></p> <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.)</p>
4.	Mandatory Provident Fund Scheme	<p><input type="checkbox"/> Your school will arrange to make contributions for you to a registered mandatory provident fund scheme (MPF scheme) in accordance with the provisions of the Mandatory Provident Fund Schemes Ordinance (Cap. 485) (MPFSO), unless one of the exemptions specified in the MPFSO is applicable to you.</p> <p><input type="checkbox"/> Provide sufficient evidence for MPF exemption, if necessary, to your school. You may enquire about the details from your school.</p>
5.	Hong Kong Identity Card	<p><input type="checkbox"/> Apply for a Hong Kong Identity Card with the Hong Kong Immigration Department. You may visit the Immigration Department website at <a href="http://www.immd.gov.hk">www.immd.gov.hk</a> for addresses of offices.</p> <p>General Enquiry Hotline : 28246111 or E-mail at <a href="mailto:enquiry@immd.gov.hk">enquiry@immd.gov.hk</a> 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	<p><input type="checkbox"/> Attend the induction course organized centrally for all new NETs. The induction course will be held in October 2009 (1<sup>st</sup> round) and February 2010 (2<sup>nd</sup> round) tentatively. Programme details will be sent to you via your school.</p>
7.	Review of Salary	<p><input type="checkbox"/> If you were recruited by EDB, the NET Administration Team would assess your initial salary.</p> <p><input type="checkbox"/> If you were not recruited by EDB, your school would have the</p>

		<p>responsibility to assess your salary which is paid under the Salaries Grant in accordance with the stipulations in the Codes of Aid and Guide to Salary Assessment. EDB would verify the salary assessment made by schools as soon as possible. However, due to the huge number of salary assessment cases received in particular in the commencement of each school year, it may take quite some time to complete the verification.</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> If you have further teacher experience which has not been previously assessed after the initial salary assessment, please submit it with additional documentary evidence to your school for re-assessing / adjusting your salary. Consult your school principal for details of your salary particulars.</li> <li><input type="checkbox"/> You may refer to the Code of Aid and Guide to Salary Assessment which is available at <a href="http://www.edb.gov.hk">http://www.edb.gov.hk</a> -&gt; Teachers' Development -&gt; Employment Related Information -&gt; Salary Assessment in Aided Schools</li> </ul>
8.	Retention Incentive	<ul style="list-style-type: none"> <li><input type="checkbox"/> NETs, who have served two years of continuous service and are in the third and fourth years of continuous service, are eligible to apply for receiving a retention incentive at 5% of current base salary, on top of their current base salary for the third and fourth years of service. The incentive is not payable for the first two years' of continuous service. NETs, who have served four years of continuous service and are in the fifth year of service onwards, are eligible to apply for a retention incentive at 10% of current base salary, on top of their current base salary for the fifth year of service onwards.</li> </ul>

### Useful Contacts

<b>Consulate-General</b>	<b>Tel. No. (852)</b>	<b>Web Site</b>	<b>E-mail Address</b>
Australia Consulate	2827 8881 (Gen)	<a href="http://www.hongkong.china.embassy.gov.au">http://www.hongkong.china.embassy.gov.au</a>	<a href="mailto:enquiries.hongkong@dfat.gov.au">enquiries.hongkong@dfat.gov.au</a>
British Consulate	2901 3000 (Gen)	<a href="http://ukinhongkong.fco.gov.uk/">http://ukinhongkong.fco.gov.uk/</a>	N/A
Consulate General of Canada in Hong Kong	2719 4700	<a href="http://geo.international.gc.ca/asia/hongkong/">http://geo.international.gc.ca/asia/hongkong/</a>	<a href="mailto:hkong@international.gc.ca">hkong@international.gc.ca</a>
New Zealand Consulate-General Hong Kong	25255044	<a href="http://www.nzembassy.com/hongkong">www.nzembassy.com/hongkong</a>	<a href="mailto:nzcgkg@biznetvigator.com">nzcgkg@biznetvigator.com</a>
Consulate General of the United States-Hong Kong & Macau	25412211 (Non Visa inquiry)	<a href="http://hongkong.usconsulate.gov/">http://hongkong.usconsulate.gov/</a>	<a href="mailto:information_resource_center_hk@yahoo.com">information_resource_center_hk@yahoo.com</a>

<b>Chamber of Commerce</b>	<b>Tel. No. (852)</b>	<b>Web Site</b>	<b>E-mail Address</b>
Australian Chamber of Commerce in Hong Kong	2522 5054	<a href="http://www.austcham.com.hk">www.austcham.com.hk</a>	<a href="mailto:austcham@austcham.com.hk">austcham@austcham.com.hk</a>
Canadian Chamber of Commerce	2110 8700	<a href="http://www.cancham.org/asp/home.asp">www.cancham.org/asp/home.asp</a>	N/A
New Zealand Hong Kong Business Association	N/A	<a href="http://www.hongkong.org.nz">www.hongkong.org.nz</a>	<a href="mailto:hk@hongkong.org.nz">hk@hongkong.org.nz</a>
British Chamber of Commerce in Hong Kong	2824 2211	<a href="http://www.britcham.com">www.britcham.com</a>	<a href="mailto:info@britcham.com">info@britcham.com</a>
American Chamber of Commerce in Hong Kong	2530 6900	<a href="http://www.amcham.org.hk">www.amcham.org.hk</a>	<a href="mailto:amcham@amcham.org.hk">amcham@amcham.org.hk</a>

<b>Other Educational Institutions</b>	<b>Tel. No. (852)</b>	<b>Web Site</b>	<b>E-mail Address</b>
The British Council	2913 5100	<a href="http://www.britishcouncil.org/hongkong">www.britishcouncil.org/hongkong</a>	<a href="mailto:enquiries@britishcouncil.org.hk">enquiries@britishcouncil.org.hk</a>

<b>Other Institution</b>	<b>Tel. No. (852)</b>	<b>Web Site</b>	<b>E-mail Address</b>
Hong Kong Tourism Board	28076543	<a href="http://www.discoverhongkong.com">www.discoverhongkong.com</a>	N/A
Hong Kong Council for Accreditation of Academic & Vocational Qualifications	3658 0000	<a href="http://www.hkcaavq.edu.hk/en/main.asp">http://www.hkcaavq.edu.hk/en/main.asp</a>	<a href="mailto:info@hkcaavq.edu.hk">info@hkcaavq.edu.hk</a>

**Education Bureau**  
**Regional Education Offices**

<b>Hong Kong Regional Education Office</b>		
<b>Address</b>	<b>Enquiry</b>	<b>Fax</b>
53rd Floor, Hopewell Centre, 183 Queen's Road East, Wanchai, HK	2863 4646	2865 0658
<b>District School Development Sections</b>	<b>Enquiry</b>	<b>Fax</b>
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

<b>Kowloon Regional Education Office</b>		
<b>Address</b>	<b>Enquiry</b>	<b>Fax</b>
Podium-1/F, East Block, Education Bureau Kowloon Tong Education Services Centre, 19 Suffolk Road, Kowloon Tong, Kowloon	3698 4108	2770 2012
<b>District School Development Sections</b>	<b>Enquiry</b>	<b>Fax</b>
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

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

<b>NT West Regional Education Office</b>		
<b>Address</b>	<b>Enquiry</b>	<b>Fax</b>
19th Floor, Chinachem Tsuen Wan Plaza, 457 Castle Peak Road, Tsuen Wan, NT	2437 7272	2416 2750
<b>District School Development Sections</b>	<b>Enquiry</b>	<b>Fax</b>
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.
- *Enquiry no. 2294 2096 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 997. Applicant should complete Part A of application form, while part B of the form should be completed by the sponsor.

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/ehtml/forms.htm](http://www.immd.gov.hk/ehtml/forms.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/ehtml/faq\\_hkv.htm](http://www.immd.gov.hk/ehtml/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.***

## **Teacher Registration**

### **1. Provision in the Education Ordinance**

Section 42 of the Education Ordinance stipulates that any person (including NET) who teaches in a school has to be either a registered teacher or a permitted teacher. Under Section 87 of the Education Ordinance, it is an offence for any person who is not a registered or permitted teacher to teach in a school and the person who employs or permits him/her to teach is also guilty of an offence. Hence, school and NET concerned should submit application for teacher registration as soon as the appointment has been confirmed and prior to the NET's assumption of duty.

### **2. Teacher Registration procedures**

#### **Permitted Teacher (PT)**

A person who holds only academic qualifications (i.e. has no teacher training and teacher qualification) may apply to be a PT by completing a Form 10 (Application for Permission to Employ an Unregistered Teacher).

The minimum academic qualification required of a PT teaching in a primary/secondary school is an associate degree, a higher diploma or equivalent.

#### **Registered Teacher (RT)**

A person who holds teacher qualification (e.g. a local Teacher's Certificate or Post-graduate Diploma/Certificate in Education) and is a Hong Kong citizen (for non-Hong Kong citizen, a valid employment visa from the Hong Kong SAR Government and documentary proof of teacher employment are required) may apply for registration as a teacher by filing a Form 8 (Application for Registration as a Teacher) to the Teacher Registration Team of this Bureau.

#### **Application Procedures**

Teacher registration application forms (Form 8, Form 10 and Form 11) can be obtained from:

1. Teacher Registration Team  
Education Bureau  
Unit 302, 3/F, 113 Argyle Street, Mongkok, Kowloon;
2. Regional Education Offices of the Education Bureau;
3. District Offices of the Home Affairs Department; or
4. Education Bureau's website at <http://www.edb.gov.hk> -> Teachers' Development -> Training & Qualifications -> Teacher Registration:
  - a. for PT application form:
    - First Application –  
Form 10 – Application for Permission to Employ an Unregistered Teacher
    - Subsequent Application –  
Form 11 – Application for Permission to Employ an Unregistered Teacher Who has Previously been Employed as a Permitted Teacher
  - b. for RT application form:  
Form 8 – Application for Registration as a Teacher

A duly completed application form (including all necessary supporting documents such as copy of Hong Kong Identity Card, photocopies of academic transcripts, certificates/diplomas and professional qualifications claimed as well as photograph(s) affixed on the application) should be sent to the Teacher Registration Team (address stated above). If the applicant possesses non-local qualifications, copy of qualifications assessment report issued by the Hong Kong Council for Accreditation of Academic and Vocational Qualifications (HKCAAVQ) or other relevant qualifications assessment document(s) is/are required. For more information, please contact HKCAAVQ at 3658 0000 or visit their website at <http://www.hkcaavq.edu.hk>. Please also refer to Education Bureau Circular No. 1/2005 concerning assessment of non-local qualifications.

On receiving the application, the Teacher Registration Team may require the applicant to attend an interview for verification of identity documents and qualifications claimed.

Schools should follow the procedures stipulated in Education Bureau Circular No. 11/2007 and the School Administration Guide (available at: <http://www.edb.gov.hk> -> School Administration -> Regulations -> School Administration Guide) when submitting applications.

For further enquiry, please contact the Teacher Registration Team at 2520 0325 or 2520 0270.