**Appointment flow:**

1. Appointment recommendation received from teachers;
2. Submission of relevant documents from appointee;
3. e-FCF initiation;
4. Teachers and Head to approve the e-FCF;
5. HR to process the Letter of Appointment (takes 1.5 months);
6. Letter of Appointment sent to the appointee (via email);
7. Appointee apply for visa (via online)
8. Department HR to complete the Employer part of the visa application
9. Immigration processing (takes 1 month);
10. Collection of e-Visa
11. On-board

**Appointment details:**

|  |  |
| --- | --- |
| **Appointee Name:**  | Miss/Mr/Ms/Dr/Prof Last name, First name |
| **Position offered:**  |  |
| **Salary:**  |  |
| **Mode:**  |  |
| **Period:**  |  |
| **Funding account:**  |  |

**Documents required for the appointment:**

* CV
* Passport copy
* HKID copy (if any)
* Landing Slip (if any)
* Valid Visa (if any)
* Bachelor / Master / MPhil / PhD Certificate
* EEP copy
* Student ID Card (applicable to HKU current students only)
* NOL – No Objection Letter (applicable to HKU current students only)