



THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY

ADMISSION AS A VISITING POSTGRADUATE STUDENT 2015/16

NOTES FOR APPLICANTS

1. Background

Postgraduate students from institutions outside Hong Kong who wish to study at HKUST may apply for admission to the University as Visiting Postgraduate (PG) Students to take taught postgraduate courses. Except for MBA students, Visiting PG Students are enrolled on courses offered by their major departments, rather than on specific degree programs at HKUST. Upon the completion of the visiting period, students do not receive any degree or diploma awarded by the University.

2. Eligibility

An applicant applying to be a Visiting PG Student at HKUST should:

- currently be a registered **postgraduate** student at a recognized tertiary institution outside Hong Kong;
- have an educational background deemed satisfactory by the major department which is willing to admit him/her as a Visiting PG Student; and
- have gained the agreement in advance from the home institution to register at HKUST as a Visiting PG Student.

3. Application Procedures

Interested persons are recommended to first consult the relevant department/program office at HKUST on course selection and enrollment matters before submitting an application.

The following application materials should be submitted to the Postgraduate Outreach and Admissions Team (PGOA) before the application deadline of the Term concerned for the consideration of the relevant department. Please note that all documents submitted will NOT be returned:

- i. Application Form;
- ii. Institutional Support Form;
- iii. Official transcript and testimonial of current study;
- iv. Copies of the relevant course outlines that the applicant has completed and/or is currently enrolled on;
- v. Copy of proof of English Language proficiency, if any;
- vi. Photocopy of the travel/identity document containing personal particulars; and
- vii. Application fee.

Application deadline: Fall Term (commences in September 2015):	31 May 2015
Spring Term (commences in February 2016):	31 October 2015
Summer Term (commences in June 2016):	31 October 2015

4. Fees and Payment Method

The fees listed here are NOT refundable or transferable.

- Application Fee: HK\$300/US\$40; to be paid by Credit card by completing the *Application Fee Payment by Credit Card Form*.
- Tuition Fee: HK\$4,000 per credit (except for the MBA program)
Visiting PG Students on the MBA program will, in addition to the tuition fee, also need to pay a special charge to cover the cost of miscellaneous activities. Details can be obtained from the MBA program website.
- Visa Application Fee: HK\$550 to be paid by credit card via the online Visa Application System. The fee includes the student visa/entry permit application fee and the cost for forwarding the student visa/entry permit label.

5. Registration

- Visiting PG Students normally enroll for one regular term only, subject to approval, they can enroll for a maximum of two regular terms. Visiting PG Students who wish to continue their studies at HKUST for a second term will need to seek approval from their major department in advance by submitting a written request to the Academic Records and Registration Office before the end of their first term of study. At the same time, an application for extension of the student visa/entry permit granted by the Hong Kong Immigration Department is required.
- Except for MBA students, Visiting PG Students are enrolled on courses rather than on specific degree program at HKUST. Students will be admitted to a major department which will advise them on course selection and enrollment matters.
- Visiting PG Students will register as full-time students of the University. They are subjected to the same academic regulations of the University, like all other regular students; and shall have access to all on-campus educational, sports and recreational facilities enjoyed by regular students of the University.
- Requests from Visiting PG Students for coursework completed elsewhere to be given advanced standing will not be considered.
- At the end of the visiting period, an academic transcript reporting the student's courses completed at HKUST will be issued to the student and a copy will be sent to their home institution for record.

6. Financial Assistance

Visiting PG Students are not entitled to any financial assistance from the University or HKSAR Government makes available to its regular students. It is important for Visiting PG Students to ensure that they have adequate financial support while they are in Hong Kong.

7. Visa and Insurance Requirements

- Non-local Visiting PG Students must have obtained the student visa/entry permit prior to the commencement of their study periods at HKUST.
- It is the responsibility of individual students to make the appropriate arrangements to obtain a student visa/entry permit before coming to Hong Kong. Applicants should note that the entire application process may take about two months. For more details, please refer to the website at <http://pg.ust.hk/cgj-bin/pg/eng/visa>.
- The University requires all non-local Visiting PG Students to have subscribed to the HKUST Compulsory Travel Insurance Plan before coming to HKUST. Please check out the details at http://sfao.ust.hk/insurance/info_nontravel.html.
- There are various insurance plans for students of different status to provide protection for illness, accidents and travel. Visiting PG Students are advised to visit the website of Scholarships & Financial Aid Office at <http://sfao.ust.hk/insurance/info.html> for more information on medical services, health care and insurance coverage.
- Visiting PG Students are also advised to review their needs and make their own arrangements for additional medical and health care coverage as appropriate.

8. Accommodation

Visiting PG Students are not entitled to any on-campus accommodations. While students would have to make their own housing arrangements off-campus before arrival, the Off-Campus Housing Section of Student Housing & Residential Life Office (SHRLO) provides general assistance for students who are looking for off-campus accommodation. More information is available at <http://shrlo.ust.hk/eng/detail.php?catid=3&sid=21>. For further enquiries, students may contact SHRLO by email at shrloinfo@ust.hk.

9. Enquiries

Email: gradmit@ust.hk

Tel: (852) 2623-1120

Website: <http://pg.ust.hk/visiting>

Address: Postgraduate Outreach and Admissions Team
Office of Postgraduate Studies
Room 6418, Lift 25-26, Academic Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon
Hong Kong

10. How to Complete the Application Form

- i. The application form should be completed in **English** with black ink.
- ii. All substantiating documents should be enclosed with the application form. If necessary, applicant may append his/her CV or additional sheets.
- iii. **Department/Courses Applied For**

Visiting Postgraduate Students will be admitted to a department which will act as their major department and advise them on course selection and enrollment matters. Please refer to the webpage at <http://pg.ust.hk/programs> for a list of the University's departments.

- iv. **Native Place (祖籍) and Residence Codes (戶籍) for People's Republic of China nationals**

Nationals of the People's Republic of China should insert the appropriate Native Place and Residence Codes to be chosen from the list below.

People's Republic of China's Provinces, Municipalities and Autonomous Regions

Province / Municipality / Autonomous Region	省 / 直轄市 / 自治區
Anhui	安徽
Beijing	北京
Chongqing	重慶
Fujian	福建
Gansu	甘肅
Guangdong	廣東
Guangxi Zhuangzu	廣西壯族
Guizhou	貴州
Hainan	海南
Hebei	河北
Heilongjiang	黑龍江
Henan	河南
Hubei	湖北
Hunan	湖南
Jiangsu	江蘇
Jiangxi	江西

Province / Municipality / Autonomous Region	省 / 直轄市 / 自治區
Jilin	吉林
Liaoning	遼寧
Nei Menggu	內蒙古
Ningxia Huizu	寧夏回族
Qinghai	青海
Shaanxi	陝西
Shandong	山東
Shanghai	上海
Shanxi	山西
Sichuan	四川
Tianjin	天津
Xinjiang Uygur	新疆維吾爾
Xizang	西藏
Yunnan	雲南
Zhejiang	浙江

- v. **Application should be sent to:**

Address: Postgraduate Outreach and Admissions Team
Office of Postgraduate Studies
Room 6418, Lift 25-26, Academic Building
The Hong Kong University of Science and Technology
Clear Water Bay, Kowloon
Hong Kong

- vi. **Privacy Policy Statement**

For data collected from or generated by applicants during their application to postgraduate studies at HKUST, the University pledges to meet the standard of personal data privacy protection, in complying with the requirements of the Personal Data (Privacy) Ordinance. Data collected will be kept confidential, and they may be transferred to departments/administrative offices within HKUST for processing and use. For further details on the University's Privacy Policy, please visit: <http://pg.ust.hk/cgi-bin/pg/eng/apply>.