

### Guidelines for Completing an Application for Associate Postgraduate Programs


Before filling in the online application:

- Get relevant application information & documents listed below handy with you.
  - They are required for evaluating your application.
  - All the documents are to be uploaded to the system.
- There is no need to send the paper documents to the University by mail at the application stage.
- Make sure that you have a credit card for making the application fee payment.
- Check the deadline for submitting application.

A. Information and Documents to Gather	
<p><b>1. Identity Document</b></p> <ul style="list-style-type: none"> <li>- Applicants in Hong Kong: Hong Kong ID card</li> <li>- Mainland students: Mainland ID card / EEP / passport</li> <li>- Other students: social security card / passport</li> </ul> <p><b>2. Transcripts and Degree Certificates</b></p> <ul style="list-style-type: none"> <li>- To cover the full tertiary education history</li> <li>- Latest transcript if the degree program is not yet completed</li> <li>- Final transcript and Degree Certificate for a completed program</li> </ul> <p><b>3. Grading Scale/System</b></p> <ul style="list-style-type: none"> <li>- To show the transcript legends/keys/grading scales; normally found at the back of the transcript or student handbook</li> </ul>	<p><b>4. Proof of English Proficiency</b></p> <ul style="list-style-type: none"> <li>- Only one of the following is needed:                     <ul style="list-style-type: none"> <li>• TOEFL/IELTS score report, if applicable</li> <li>• An official letter confirming that your bachelor's degree was awarded by an institution where the medium of instruction is English</li> </ul> </li> <li>- Not required if your first language is English</li> </ul>

Once you log into the online application platform to start completing the form,

- you will find instructions on relevant pages
- you may choose to complete sections 1.4 to 1.8 in any order
- do remember to click "Save and Continue" before you proceed to work on the next section
- be sure that you fill in all fields marked with "\*" and upload the required documents in all fields marked with "#".

B. How to Get Help?	
<p>When you need extra assistance, try the following:</p> <p>Click "Help" at the top right-hand corner of the page.</p>  <p>If trouble still persists, try to enable pop-up messages in your browser. If it still does not work, contact us at <a href="http://pg.ust.hk/enquiry">http://pg.ust.hk/enquiry</a>. To help us understand your problem, don't forget to send us a screen capture.</p>	<div style="border: 1px solid gray; padding: 5px; margin-bottom: 10px;"> <p>Current GPA / Average Mark ⓘ (if you have not yet graduated)</p> </div> <p>Look for the "encircled i" for further explanations.</p>

### C. About Your Personal Particulars

Name in English (same as in identity documents)	S <input type="text"/> G <input type="text"/>
Preferred Name	<input type="text"/>
Name in Chinese (if any)	<input type="text"/>
Date of Birth (dd/mm/yyyy) *	01 / Jan / 2001
Place of Birth *	China
Gender *	<input type="radio"/> Male <input checked="" type="radio"/> Female
I.D. Document Number * (please provide at least one of the following)	
Hong Kong I.D. Card Number, if any	<input type="text"/> ( <input type="text"/> )
Other I.D. Number and Issuing Country / Region	<input type="text"/> Please select
Passport Number and Issuing Country / Region	123456789 China
Citizenship *	China
	For applicants from Mainland China, please indicate:
	Native Place: Please select
	Residence: Please select
Need for student visa / entry permit * (Click <a href="#">here</a> for explanation)	Do you need a student visa or entry permit to study in Hong Kong? <input checked="" type="radio"/> Yes <input type="radio"/> No
	Please specify what document you will present instead.
	Please select
	If others, please specify <input type="text"/>

- Name, date of birth, place of birth: must tally with information shown in the identity document or passport.

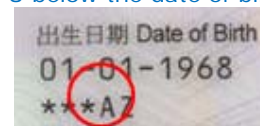
- For applicants from Mainland China:

- Native place = 祖籍
- Residence = 戶籍

#### Student visa/entry permit

- In general, you don't need a student visa/entry permit if you have one of the following:

- an HKID card showing A, R or U below the date of birth



- IANG permit
- a dependent visa

### D. About Your School / Department Choice

School / Department Choice	
Associate Postgraduate Students will be admitted to a department which will act as their major department and advise them on course selection and enrollment matters. You should first consult the <a href="#">department / program office</a> you are interested in and enter your major department in this section according to the list provided <a href="#">here</a> .	
School / Department	Associate PG - SENG
Mode of Study:	<input type="radio"/> Full-Time <input checked="" type="radio"/> Part-Time
Save	Save and Continue
<b>For Courses Offered by</b>	<b>Please select:</b>
School of Science	Associate PG - SSCI
School of Engineering	Associate PG - SENG
School of Business and Management	Associate PG - SBM
School of Humanities and Social Science	Associate PG - SHSS

- Consult the School / Program Office you are interested in before filling in this section.

- You may change the School / Department choice here any time before you complete the "submit and pay" step for this application.

**Course Selection**

Please indicate below your course selection with priority (Please contact the School/ Department for details before submitting the application).

First Choice	Course Code: <input type="text" value="CIEM"/>
	Course Title: <input type="text" value="Civil Course"/>
	Number of Credits <small>Note:</small> <input type="text" value="3"/> Enrol for Credits: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Second Choice	Course Code: <input type="text"/>
	Course Title: <input type="text"/>
	Number of Credits <small>Note:</small> <input type="text"/> Enrol for Credits: <input type="checkbox"/> Yes <input type="checkbox"/> No
Third Choice	Course Code: <input type="text"/>
	Course Title: <input type="text"/>
	Number of Credits <small>Note:</small> <input type="text"/> Enrol for Credits: <input type="checkbox"/> Yes <input type="checkbox"/> No

Note: Please note that Associate Postgraduate Student should register in no more than six credits in any one term.

**Contact Information of Schools:**

Program	Contact Information
Asso PG - SSCI	sstracy@ust.hk
Asso PG - SENG	seng@ust.hk
Asso PG - SBM	bmagnes@ust.hk
Asso PG - SHSS	yukilai@ust.hk

- Please consult the School / Program regarding the Course Code(s) and Course Title(s).

**E. About Your Education Background**

1 Qualification Pursued *	<input type="text" value="Bachelor Degree"/> If others, please specify <input type="text"/>
Awarding Institution *	<input type="text" value="The Hong Kong University of Science and Technology"/> <input type="button" value="Q"/>
Title of Award * <input type="button" value="Q"/>	<input type="text"/> (e.g. BSc in Biology)
Major Area(s) of Study *	<input type="text"/>

- Click the magnifying glass for a list of awarding institutions

Will the above program be completed before commencing study at HKUST? *	<input checked="" type="radio"/> Yes Date / Expected Date of Completion <input type="text"/> / <input type="text"/> (mm/yyyy) <input type="radio"/> No, program will not be completed before commencement of study at HKUST
Current Status *	<input type="radio"/> Attending program Current Year of Study <input type="text"/> <input checked="" type="radio"/> Graduated <input type="radio"/> Pending for Graduation <input type="radio"/> Discontinued

- Please provide a full tertiary education history.

Current GPA / Average Mark <input type="button" value="Q"/> (if you have not yet graduated)	Highest Score in the Grading Scale of Your Institution <input type="text" value="Please select"/> (e.g. for GPA 3 out of 4, 4 is the highest attainable score; for mark of 85%, 100 is the highest attainable score; select "Non-numerical" if your institution only provides alphabetical grades.) Current GPA / Average Mark <input type="text"/> at the end of Semester / Term <input type="text"/> (e.g. Fall Term 2013)
Final GPA / Average Mark (if you have completed the above program)	Highest Score in the Grading Scale of Your Institution <input type="text" value="4.3"/> (e.g. for GPA 3 out of 4, 4 is the highest attainable score; for mark of 85%, 100 is the highest attainable score; select "Non-numerical" if your institution only provides alphabetical grades.) Final GPA / Average Mark <input type="text" value="3"/>

- Check the grading system, normally at the back of the transcript

Letter Grade	Course Grade Point
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0

Classification of Award, if applicable <span style="color: red;">?</span>	<div style="border: 1px solid black; padding: 2px;">Second Class Honors</div> If others, please specify <input style="width: 100px;" type="text"/>
Partner Institution (for joint program only)	<input style="width: 100%; height: 20px;" type="text"/>

- Click "Add More" at the bottom of the page to provide the full tertiary education history.

Add More

## F. About Your English Language Proficiency

### English Language Proficiency

- I took TOEFL / IELTS.  
(Please provide the examination details below and upload the scanned score report(s) in "Step 2 : Upload Documents".)
- I plan to take TOEFL / IELTS and will provide the scores once they are available. (Please enter the planned examination date.)
- My degree was awarded / will be awarded by an institution where the medium of instruction was/is English.  
(Please provide a letter of certification issued by your institution in "Step 2 : Upload Documents" if your institution is not in a country where the official language is English.)
- My degree was awarded / will be awarded by an institution where the medium of instruction was not / is not English.
- English is my mother tongue.

Save

If you have taken the following test, please click below to provide / update the results for our reference (optional). You can also provide the planned test date and enter the test scores when they are available.  
[IELTS](#) [TOEFL-Internet Based](#) [TOEFL-Paper Based](#)

- You may select multiple items here, as appropriate.
- Click Save to lock your choice(s) before proceeding to enter TOEFL/IELTS test results.

## G. About Your Work Experience/Internship/Training, if any

1	Type	<div style="border: 1px solid black; padding: 2px;">Employment</div>
	Name of Organization	<input style="width: 100%;" type="text" value="ABC Limited"/>
	Country / Region	<div style="border: 1px solid black; padding: 2px;">China</div>
	Position Held / Course or Program attended	<input style="width: 100%;" type="text" value="Trainee"/>
	Period (mm/yyyy)	<div style="display: flex; align-items: center; gap: 5px;"> <div style="border: 1px solid black; padding: 2px;">06</div> /            <div style="border: 1px solid black; padding: 2px;">2016</div> -            <div style="border: 1px solid black; padding: 2px;">08</div> /            <div style="border: 1px solid black; padding: 2px;">2016</div> </div> <div style="display: flex; align-items: center; gap: 10px;"> <input checked="" type="radio"/> Full-time           <input type="radio"/> Part-time         </div> <div style="margin-top: 5px;"><input type="checkbox"/> Currently Employed</div>
	Job Duties / Training Areas (up to 1000 characters including spaces)	<div style="border: 1px solid black; padding: 2px; min-height: 40px;">Summer trainee</div>

- You may wish to list work experience/internship/training if such experience is helpful in assessing your application

## H. About Additional Information, if any

### Additional Information



1. Please provide below any additional information you wish the Admissions Committee to consider (optional). (up to 100 words)

- Fill in this part only if you see the need.

## I. About Your Uploading Documents



- Click the "upload" icon to upload documents currently available to you.
- Click the "calendar" to insert an expected date if the document is not yet available.

**IMPORTANT:** Do not click both of them!!

Upload	Expected Date (dd/mm/yyyy)
	

You may upload multiple documents under one document type.

- Once a document is uploaded, the file name will be shown.
- Click the magnifying glass to review an uploaded document.
- If you have uploaded a wrong document, you may remove it by clicking the trash bin, before the application is submitted.

Type of Document	Upload	Expected Date (dd/mm/yyyy)	Uploaded on (dd/mm/yyyy)	File Name
Official transcript(s) and/or degree certificate(s) #		--	28/02/2017 18:01:36	For testing.pdf (34.49 KB) 

### Upload Supporting Documents

**Please note that:**

- Accepted file types and file size limits as follows:
  - doc, docx, xls, xlsx files should be within 1 MB
  - pdf (encrypted/password protected files are not acceptable) file should be within 1 MB
  - gif, jpg files should be within 500 KB
- Your file will be converted to pdf format. Depending on the file type and size, conversion time may vary from seconds to minutes.

Document Required : Official transcript(s) and/or degree certificate(s)

### IMPORTANT

- We suggest uploading your documents using Internet Explorer (IE), Mozilla Firefox or Chrome
- To keep file within 1MB, you may have to reduce some file size by decreasing the document resolution (i.e. dpi). However, please make sure that the document can still be clearly read.

## J. About Your Application Fee Payment

### Application Fee

**Please ensure that** your credit card is valid and registered for online payment.  
(Verified by Visa: [http://www.visa.com.hk/en\\_HK/personal/security/onlineshopping\\_shtm](http://www.visa.com.hk/en_HK/personal/security/onlineshopping_shtm); MasterCard SecureCode: <http://www.mastercard.ca/securecode-sign-up.html>.)

An Acknowledgement screen will be displayed if payment is successful. Please wait until the screen is displayed before you leave the page.

Amount: **HKS 300.00**

Payment Method:

By Visa/ Master Card

- Please pay the application fee by online credit card payment using Visa/Master Card.
- Before paying, register your credit card at the Verified by Visa/ MasterCard SecureCode websites.
- The payment process will take some time, do not interrupt until you see either an acknowledgement or an error screen.

## K. About Submitting Your Application

Application No. : 61700002203

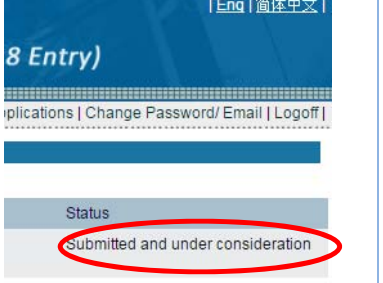
### Application Status

- Your application has been successfully submitted on 25-May-2017 09:38. Please click [here](#) for the next steps.
- If you wish to update information in your application, please select the appropriate option from the left hand side menu.

- Follow-up Items / Updates**
- Contact Information
  - Education Background
  - Public Examination Results
  - English Language Result
  - Supporting Documents

- You will see an Acknowledgement after successfully submitting your application.
- To check the data submitted, you can log in any time and click "View Application"
- A summary of the application(s) you have lodged with us is provided in the Application Summary.

## L. About Your Application Summary

	If you see the following status:	It means:
	Under preparation	Please submit the application by the closing date
	Submitted and under consideration	Your application is being reviewed by the relevant Department / Program Office
	Offer pending acceptance Deadline: dd-mmm-YYYY	An offer has been issued to you, please accept it online before the deadline specified
	Offer accepted	Please send <a href="#">official documents</a> to substantiate your offer
	Offer confirmed – pending program registration	Please watch out for the invitation for program registration sent to you by the Academic Registry