Guidelines for Completing an Application for PhD/MPhil Programs

Before filling in the online application:

- Get relevant application information & documents listed in section A 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 paper documents to the University by mail at the application stage.
- Contact 2-5 suitable persons to be your referees and make sure that they accept your invitation.
- Make sure you have a credit card for making online application fee payment.
- Check the application deadline which varies from program to program.
- Note special deadlines: [Hong Kong PhD Fellowship]
  - Initial application to RGC: 2 December 2019 (12nn, GMT+8)
  - Application for HKUST admission: 2 December 2019 (11:59pm, GMT+8)

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A. Information and Documents to Gather

1. Identity Document
   - Hong Kong applicants: Hong Kong ID card
   - Mainland applicants:
     Mainland ID card / EEP / passport
   - Other applicants:
     social security card / passport

2. Transcripts and Degree Certificates
   - To cover your full tertiary education history
   - Latest transcript if the degree program is not yet completed
   - Final transcript and degree certificate for a completed program

3. Grading Scale/System
   - To show the transcript legends/keys/grading scales; normally found at the back of the transcript or student handbook

4. Proof of English Proficiency
   - Only one of the following is needed:
     • TOEFL/IELTS score report, if available
     • An official letter confirming that your bachelor’s degree (or equivalent) was awarded by an institution where the medium of instruction was English
   - Not required if your first language is English

5. Public Examination Results
   - Required only if there is a program-specific requirement on public examination achievements e.g. GMAT, GRE
   - In general, only research programs in the School of Business and Management require GMAT/GRE

6. Proposed Research Plan and Past Research Experience
   - You may wish to first prepare the following with a text editor (e.g. notepad) and then copy the content to your application:
     • your experience and participation in research projects
     • your proposed research topic and plan for research

7. Additional Research Proposal in Specified Format
   - Only for applicants of specific MPhil/PhD programs. Please check the respective requirements as follows:
     (i) Humanities
     (ii) Social Science
     (iii) Individualized Interdisciplinary Program (Research Area)
   - Please upload the required document(s) in Step 2

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 step 1.4 onwards 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 “*
- be sure that you upload all the required document(s) marked with “#“.

Let us know you have completed the application form by submitting your application. After successful submission, you will only be allowed to make limited modifications (see Part Q). All other information submitted cannot be amended or deleted online, including files uploaded to the system. For corrections after application submission, please send your request to the Office of Postgraduate Studies through the Enquiry Form.
B. How to Get Help?

For explanations, look for e.g. Current GPA / Average Mark (if you have not yet graduated)

If you encounter problems, try looking for solutions by clicking "Help" at the top right-hand corner of the page.

If the problems persist, try disabling pop-up blocker in your browser. If it does not help with your problems, please write to us via the Enquiry Form with screen capture(s) to facilitate our responses.

C. About Your Personal Particulars

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

- For applicants from Mainland China, you are required to provide:
  
  - Name in Chinese
  - 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
  - a visa under IANG
  - a dependent visa
  - a work permit (for Part-time studies only)

- You must provide a valid mobile phone number (with country code, e.g. 852 for Hong Kong) if you wish to receive SMS messages.
D. About Your Program Choice

- Programs will no longer be selectable after the respective application deadlines.
- You may change the program choice in step 1.3 any time before you complete the “Submit and Pay” procedure for your application.
- If you would like to be considered for another program after submitting your application, please submit a new application.

E. About Your Education Background

- Please provide your full tertiary education history including programs which had been discontinued.
- Click for a list of awarding institutions.
- You may submit an application even if you have not yet completed your Bachelor’s degree.
- Check the grading system, which is normally available at the back of the transcript.
- When uploading the transcript, it is important to include the page with the grading system.
- Click “Add More” at the bottom of the page to provide your full tertiary education history.
F. About Public Examination Results

- Not all programs require GMAT/GRE scores.
- Please check the Program-specific requirements at http://pg.ust.hk/adm-req.
- If GMAT/GRE scores are required but they are not yet available:
  - Please click the relevant test and enter the proposed test date
  - Log in again to provide the test scores when they become available.

G. About Your English Language Proficiency

- You may select multiple items here, as appropriate.
- Click "Save" to lock your choice(s) before proceeding to enter TOEFL/IELTS test results.
- If IELTS/TOEFL scores are required but they are not yet available:
  - Please click the relevant test and enter the proposed test date
  - Log in again to provide the test scores when they become available.

H. About Your Awards and Professional Qualifications

- We would be pleased to know about any awards and professional qualifications that you hold.
- Tell us more about the award/professional qualification in "Details of the Award" (e.g. how competitive or how prestigious it is).
### I. About Your Extra Curricular Activities/Volunteer Work

- If you are not applying for the Hong Kong PhD Fellowship (HKPFS), you may choose to skip this part.

<table>
<thead>
<tr>
<th>Type</th>
<th>Please select ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td></td>
</tr>
<tr>
<td>Nature of Business (e.g. promoting environmental protection)</td>
<td></td>
</tr>
<tr>
<td>Position Held</td>
<td></td>
</tr>
<tr>
<td>Participation Period (dd/mm/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>Major Responsibilities / engagements (up to 750 characters including spaces)</td>
<td></td>
</tr>
</tbody>
</table>

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

- You may wish to list work experience/internship/training if such experience is
  - relevant to your proposed research
  - helpful in assessing your academic strength/research capacity

<table>
<thead>
<tr>
<th>Type</th>
<th>Employment ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of Organization</td>
<td>ABC Computer Company</td>
</tr>
<tr>
<td>Country/Region</td>
<td>Hong Kong Sån, China ▼</td>
</tr>
<tr>
<td>Position Held</td>
<td>Assistant Manager</td>
</tr>
<tr>
<td>Period (dd/mm/yyyy)</td>
<td>02/02/2014 - 12/02/2014</td>
</tr>
<tr>
<td>Full-time</td>
<td>Part-time</td>
</tr>
<tr>
<td>Job Duties/Training Areas (up to 1000 characters including spaces)</td>
<td>Software Engineering Design and Analysis of Computer Architectures</td>
</tr>
</tbody>
</table>

### K. About Your Publications, if any

- Please list publications that you have, if any, including those to be published.

- The URL to the website showing details of the publication would be most helpful to the review committee.

<table>
<thead>
<tr>
<th>Publication Type</th>
<th>Please select ▼</th>
</tr>
</thead>
<tbody>
<tr>
<td>Title of Publication</td>
<td></td>
</tr>
<tr>
<td>Journal/Conference Name/Publisher</td>
<td></td>
</tr>
<tr>
<td>Author(s)</td>
<td></td>
</tr>
<tr>
<td>Publication Details (such as Digital Object Identifier (DOI), International Standard Serial Number (ISSN), Pubmed Identifier (PMID) and International Standard Book Number (ISBN). If available, please provide full citation (up to 700 characters including spaces))</td>
<td></td>
</tr>
<tr>
<td>URL</td>
<td></td>
</tr>
<tr>
<td>Published Date/Accepted Date (dd/mm/yyyy)</td>
<td></td>
</tr>
<tr>
<td>Peer-reviewed</td>
<td>Yes</td>
</tr>
<tr>
<td>Publication Status</td>
<td>Please select ▼</td>
</tr>
</tbody>
</table>
L. About Your Research Proposal and Vision Statement

- Note the word limit.
- Anything beyond the word limit will be truncated.

M. About Additional Information

- This section is mandatory for HKPFS applicants.
- Other applicants please fill in this part only if you see the need.
- Note the word limit.
N. About Your References

- You may nominate 2-5 referees.
- Please seek prior consent from the proposed referees before you input the referee details.
- Please provide official email address (e.g., university email) instead of personal email address.
- You can invite your referees for reference report before application submission by clicking "Save and Send Invitation". Invitation(s) will be sent to any newly added referees automatically after this indication.
- If you click "Save and Continue", the University will send email invitations to your referees once you have submitted your application. It is helpful that you keep your referees posted accordingly.

Priority
- Only reference reports accorded priorities 1 and 2 will be forwarded to the Hong Kong Research Grants Council for consideration of HKPFS.

After application submission:
- You may check the submission status of reference reports here.
- If your referee cannot locate the invitation, click "Resend" to send another invitation to him/her.
- To change your referee’s email address, click "Add More" to create a new entry with the new email address. Please ignore the system-generated reminders for the previous records.

<table>
<thead>
<tr>
<th>Salutation *</th>
<th>Prof</th>
<th>Dr</th>
<th>Mr</th>
<th>Ms</th>
<th>Miss</th>
<th>Mrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of referee in English *</td>
<td>CHAN</td>
<td>John</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Job Title and Position *</td>
<td>Professor of Engineering</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Organization / Institution and Department *</td>
<td>Engineering Department</td>
<td></td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Referee’s Relationship with You *</td>
<td>Supervisor</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Email Address *</td>
<td>johnteching.hk</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Country ( )Area ( ) 23220000</td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

I waive my right to access the reference report.

Status: Email sent to referee on 12/08/2019. No response from the referee yet.

Add More

| I waive my right to access the reference report. |
| Priority (for HKPFS application only) ( ) : -- |
| Status: Email sent to referee on 12/08/2019. Reference report received. |

Save | Save and Continue | Save and Send Invitation
### O. About Uploading Documents

You may upload multiple documents under one document type.

- Click 🔄 to upload documents currently available, OR
- If the document type is not marked with “#”, click 🗓️ to insert an expected date for documents not yet available.

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

- Once a document is uploaded, the file name will be shown.
- Click 📋 to review an uploaded document.
- You may remove an uploaded document by clicking 🚫 before the application is submitted.

**IMPORTANT**

- Disable the pop-up blocker of your browser to show pop-up dialogue box!
- We suggest uploading your documents using Internet Explorer (IE), Mozilla Firefox and Google Chrome
- Size of each file max 1MB,  
  - you may have to reduce some file size by decreasing the document resolution (i.e. dpi)  
  - please make sure that the document can still be clearly read.

### After application submission:

- After application submission, the upload quota will be adjusted to 5.00 MB. You may upload documents which become available after submission subject to a limit of 5MB in total.

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**Upload Supporting Documents**

**Note:**

1. Please upload scanned copies of supporting documents and accept the offer.  
2. The maximum upload size is 5.00 MB for all your documents (i.e. dpi) while keeping the document clear.
3. Please ensure you allow pop-ups (if you need help, browser).

```
# document(s) required to be uploaded before application mandatory
Total Upload Size Used: 0.40 MB (Max. 5.00 MB)
```
P. About Your Application Fee Payment

Please ensure that your credit card is valid and registered for online payment. Please pay the application fee by online credit card payment using Visa/Master Card.

- **Payment Method:**
  - By Visa/Master Card

- The payment process will take some time, do not interrupt until you see either an acknowledgement or an error screen.

- If your application fee payment was unsuccessful, please check the hints provided and try again.

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Q. About Submitting Your Application

- It is advisable that you submit your application well before the deadline to avoid last minute hiccups.

- 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”.

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R. About Your Application Summary

- A summary of the application(s) you have lodged with us is provided in the Application Summary.

**After application submission:**

- Click **Q** to view your application.

- Click your application number to update contact information or provide information not yet available by application submission.

- If you wish to change the login password or contact email, click “Change Password/ Email” at the top right-hand corner of the page.
S. About Your Application Status

<table>
<thead>
<tr>
<th>Application Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Troubleshooting guides:</td>
</tr>
<tr>
<td>• Guidelines for Research PhD Programs</td>
</tr>
<tr>
<td>• Guidelines for Taught PhD Programs</td>
</tr>
<tr>
<td>• &quot;Help&quot; button on the top right-hand corner of any application pages</td>
</tr>
</tbody>
</table>
| • FAQ page at [http://pg.ust.hk/]

To ensure that emails from HKUST about your application(s), if any, can reach you, please add [pgadmit@ust.hk] to your email contact list.

If you see the following status:

<table>
<thead>
<tr>
<th>Status</th>
<th>It means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under preparation</td>
<td>Please submit the application by the closing date</td>
</tr>
<tr>
<td>Submitted and under consideration</td>
<td>Your application is being reviewed by the relevant Department / Program Office</td>
</tr>
<tr>
<td>Offer pending acceptance Deadline: dd-mmm-yyyy</td>
<td>An offer has been issued to you, please accept it online before the deadline specified</td>
</tr>
<tr>
<td>Offer accepted</td>
<td>Please send official documents to substantiate your offer</td>
</tr>
<tr>
<td>Offer confirmed - pending program registration</td>
<td>Please watch out for the invitation for program registration sent to you by the Academic Registry</td>
</tr>
<tr>
<td>Offer lapsed - failed conditions</td>
<td>Deposit refund will be arranged if official documents are submitted to show that you were unable to fulfill the condition(s) for admission. Refund cannot be made if you did not take the required test.</td>
</tr>
</tbody>
</table>

T. About Accepting Admission Offer

If you receive an offer of admission,

- click "Accept/Decline Offer"
- follow Steps 1-3 to accept the offer
- Follow the payment instructions to pay the deposit
- Click "Continue" to process the payment
- Make sure that the Status in the "Application Summary" is updated to "Offer Accepted".

Steps for Accepting Admission Offer [http://pg.ust.hk/]

1. Click the "Accept Offer and Pay" button.
2. Confirm that by clicking "Accept Offer and Pay" below:
   - I accept the admission offer listed above with details listed in the offer letter.
   - I understand that the content of the offer letter is final and binding.
   - I accept the terms and conditions of the University.

Deposit to be paid: HK$ 5,000.00

Pay online by using VISA/MasterCard

Please ensure that your credit card is valid and registered for online payment.


[Click "Continue"]
U. About Qualification Substantiation

You are required to send all documents listed in the Document Checklist to PGSO to substantiate your offer before you may proceed to register as an HKUST student.

- Please refer to the PGSO website for document requirements.
- Updated document receipt status is shown under “Status” the Document Checklist section. Check under “Remarks” if you need to take follow up actions.

V. About Student Visa Application

- It is important that non-local students follow instructions given and apply for the student visa/entry permit early. It is the responsibility of the students to obtain the visa/permit in time for program commencement.
- Please refer to the PGSO website for details on Student Visa/Entry Permit application.