Guidelines for Completing an Application for Taught 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.
- Contact 2-5 suitable persons to be your referees and make sure that they accept your invitation.
- Make sure that you have a credit card for making the application fee payment.
- Check the application deadline which varies from program to program.

A. Information and Documents to Gather

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

2. Transcripts and Degree Certificates
   - To cover the 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 was awarded by an institution where the medium of instruction is 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
   - GMAT and GRE are normally required by Programs in the School of Business and Management only

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 from sections 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 "*".
B. How to Get Help?

When you need extra assistance, try the following:

Click "Help" at the top right-hand corner of the page.

If trouble still persists, try to enable pop-up messages in your browser. If it still does not work, write to us through the Enquiry Form at [http://pg.ust.hk/enquiry](http://pg.ust.hk/enquiry). To help us understand your problem, don’t forget to attach a screen capture.

C. About Your Personal Particulars

- 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 = 户籍

**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
  - a work permit (for Part-time study only)

D. About Your Program Choice

- Programs will no longer be available for you to choose after the respective application deadlines.

- You may change the program choice here any time before you complete the “submit and pay” step for this application.
E. About Your Education Background

- Click the magnifying glass for a list of awarding institutions.
- You may submit an application even if you have not yet completed your Bachelor’s degree.
- Please provide a full tertiary education history including programs which had been discontinued.
- Check the grading system, normally at the back of the transcript.
- Click "Add More" at the bottom of the page to provide the 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:
  - enter the date of test
  - log in again to provide the test scores when they are 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.

Please note that MA GCS and MA ILE offered by the School of Humanities and Social Science have a higher requirement on English Proficiency.

<table>
<thead>
<tr>
<th>English Language Proficiency</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. I took TOEFL / IELTS (Academic Module) (Please provide the examination details below and upload the scanned score report(s) in Step 2 - Uploaded Documents.)</td>
</tr>
<tr>
<td>2. I plan to take TOEFL / IELTS (Academic Module) and will provide the scores once they are available. (Please enter the planned examination date.)</td>
</tr>
<tr>
<td>3. My degree was awarded / will be awarded by an institution where the medium of instruction was in English (Please provide a letter of certification issued by your institution in Step 2 - Uploaded Documents) if your institution is not in a country where the official language is English.)</td>
</tr>
<tr>
<td>4. English is my mother tongue</td>
</tr>
</tbody>
</table>

Save

### 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 under “Award Details” e.g. how competitive or how prestigious it is.

<table>
<thead>
<tr>
<th>Awards and Professional Qualifications</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Level of Award</strong></td>
</tr>
<tr>
<td><strong>Award Details</strong> (Up to 500 characters including spaces)</td>
</tr>
<tr>
<td><strong>Name of Awarding Body</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Qualification / Award</strong></td>
</tr>
<tr>
<td><strong>Basis of Award</strong></td>
</tr>
<tr>
<td><strong>Date / Expected Date of Award (mm/yyyy)</strong></td>
</tr>
</tbody>
</table>

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

- Please list work experience/ internship/training which is helpful in assessing your strength, capacity and suitability for pursuing the program.

<table>
<thead>
<tr>
<th>Work Experience / Internship / Training</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Type</strong></td>
</tr>
<tr>
<td><strong>Name of Organization</strong></td>
</tr>
<tr>
<td><strong>Country</strong></td>
</tr>
<tr>
<td><strong>Position Held / Course or Program attended</strong></td>
</tr>
<tr>
<td><strong>Period</strong> (mm/yyyy)</td>
</tr>
<tr>
<td><strong>Currently Employed</strong></td>
</tr>
<tr>
<td><strong>Job Duties / Training Areas (up to 1000 characters including spaces)</strong></td>
</tr>
</tbody>
</table>
J. About Personal Statement/C.V./Additional Information

**Personal Statement / C.V.**
You are advised to check with program office concerned if you are required to submit a personal statement or C.V. If you wish to include a personal statement / C.V. in this application, please upload the document in Step 2: Upload Documents.

**Additional Information**
You may provide further information in support of your application (e.g. availability for interview, and supplementary information about your background that you would like the selection committee to take into account). You can input up to 7500 characters (including spaces) below and/or upload additional documents in “Step 2: Upload Documents.”

- Fill in this part only if you see the need.
- Note the word limit for each.
- SORRY, anything beyond the word limit will be truncated.

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N. About Your References

Salutation *

Name of referee in English *

Job Title and Position *

Organization / Institution and Department *

Referee’s Relationship with You *

Email Address *

Phone Number

Message to referees, if any

Access to Reference Report *

- Please seek prior consent from the proposed referees before you put in their names and contact details.
- Please provide the official email address (e.g. university email) instead of the personal email address.

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O. About Your Uploading Documents

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.

- 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!!
O. About Your Uploading Documents (continued)

**IMPORTANT**
- As there will be pop-up dialogue box, it is important that you disable the pop-up blocker of your browser.
- We suggest uploading your documents using Internet Explorer (IE), Mozilla Firefox and 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.

P. About Your Application Fee Payment

**Application Fee**


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

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

Q. About Submitting Your Application

**Submit and Pay - Acknowledgement**

- 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.
### R. About Your Application Summary

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</td>
<td>An offer has been issued to you, please accept it online before the deadline specified</td>
</tr>
<tr>
<td>Deadline: dd-mmm-yyyy</td>
<td></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>
</tbody>
</table>