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 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 online application fee payment.
- Check the application deadline which varies from program to program.

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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, HSK, PSC
   - GMAT and GRE are normally required by Programs in the School of Business and Management only
   - HSK / PSC are required for some programs offered by the School of Humanities and Social Science

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 "*".

Let us know you have completed filling in the form by submitting your application. After that, you will only be able to make limited modifications (see Part Q). All other information submitted cannot be amended or deleted on-line, including files uploaded to the system. For corrections after application submission, please send your request to the Program Manager of Postgraduate Outreach and Admissions through the enquiry form.

B. How to Get Help?

For explanations, look for 📚

Current GPA / Average Mark (if you have not yet graduated)

When you need extra assistance, try the following: Click "Help" at the top right-hand corner of the page.

Application for Admission to Taught Postgraduate Programs (2019-2020 Entry)

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. 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 = 戸籍

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)

- 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 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.

- If you would like to be considered for another program after submission of an application, please submit another 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.
- In uploading the transcript, it is important to include the back page with information on grading system.
- 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:
  - Please click the relevant test and enter the proposed test date.
  - Log in again to provide the test scores when they are available.

Note:
1. Please check the program admission requirements to see if you are required to present public exam results e.g. GRE and GMAT.
2. To provide the scores of the following examinations, please click the link below.

GRE GMAT
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.
- 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 to provide the test scores when they are 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 under “Award Details” e.g. how competitive or how prestigious it is.

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.
### 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**.

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 7600 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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### K. About Your References

<table>
<thead>
<tr>
<th>Salutation</th>
<th>□ Prof □ Dr □ Mr □ Ms □ Miss □ Mrs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Name of referee in English</td>
<td>Lee Peter</td>
</tr>
<tr>
<td>Job Title and Position</td>
<td>Accounting Director</td>
</tr>
<tr>
<td>Organization / Institution and Department</td>
<td>Accounting</td>
</tr>
<tr>
<td>Referee’s Relationship with You</td>
<td>Supervisor</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:peter@accounting.com">peter@accounting.com</a></td>
</tr>
<tr>
<td>Phone Number</td>
<td>Country: [ ] Area: [ ] 24330000</td>
</tr>
</tbody>
</table>

- You may nominate 2-5 referees.
- 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.
- 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.

**Access to Reference Report**

- I waive my right to access the reference report.
- I will not waive my right to access the reference report.

After application submission:

- You may check the submission status of reference reports here.
- If your referee cannot locate the email, 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 reminder for the previous record.
L. About Uploading Documents

You may upload multiple documents under one document type.

- Click to upload documents currently available to you, OR
- If the document type is not marked “#”, 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 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
- You may upload documents which become available after submission subject to a limit of 5MB in total.
M. About Your Application Fee Payment

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

N. 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”.
O. About Your Application Summary

**Application Summary**

- Troubleshooting guides:
  - Guidelines for Research PG Programs
  - Guidelines for Taught PG Programs
  - "Help" button on the top right-hand corner of any application page
  - FAQ page at [http://pg.ust.hk/faq](http://pg.ust.hk/faq)

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.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Term</th>
<th>Applied Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>619000000032</td>
<td>Fall/2019-20</td>
<td>Master of Science (MSc) in International Management (Full-Time)</td>
</tr>
</tbody>
</table>

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

**After application submission**

- Click 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.

P. About Your Application Status

**Application Summary**

- Troubleshooting guides:
  - Guidelines for Research PG Programs
  - Guidelines for Taught PG Programs
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<td>---</td>
<td>Submitted and under consideration</td>
</tr>
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</table>

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 official documents 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.

- **Offer lapsed-failed conditions**
  - Deposit refund will be arranged if official documents are submitted to show that you were unable to fulfill the condition(s) for admission. Sorry, refund cannot be made if you did not take the required test.

- You may check the admission status in the HKUST PG Online Admissions System any time after the application submission.

- When your offer status changes, you will be notified by email. To ensure that the emails can reach you, please add pgadmit@ust.hk to your email contact list.

- Individual programs will issue offers according to their own admission schedules.
Q. About Accepting Admission Offer

If you receive an offer of admission,

- click “Accept/Decline Offer”
- follow Steps 1-3 there 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"
R. 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.

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S. 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.