Guidelines for Completing an Application for Taught Postgraduate 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.

Go to:
A. Information and Documents to Gather
B. How to Get Help?
C. About Your Personal Particulars
D. About Your Program Choice
E. About Your Education Background
F. About Public Examination Results
G. About Your English Language Proficiency
H. About Your Awards and Professional Qualifications
I. About Your Work Experience/Internship/Training, if any
J. About Additional Information
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M. About Application Fee Payment
N. About Submitting Your Application
O. About Your Application Summary
P. About Your Application Status
Q. About Accepting Admission Offer
R. About Qualification Substantiation
S. About Student Visa Application
A. Information and Documents to Gather

<table>
<thead>
<tr>
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<tbody>
<tr>
<td>- Hong Kong applicants: Hong Kong ID card</td>
<td>- Only one of the following is needed:</td>
</tr>
<tr>
<td>- Mainland applicants: Mainland ID card / EEP / passport</td>
<td>● TOEFL/IELTS score report, if available</td>
</tr>
<tr>
<td>- Other applicants: social security card / passport</td>
<td>● An official letter confirming that your bachelor’s degree (or equivalent) was awarded by an institution where the medium of instruction was English</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>2. Transcripts and Degree Certificates</th>
<th>5. Public Examination Results</th>
</tr>
</thead>
<tbody>
<tr>
<td>- To cover your full tertiary education history</td>
<td>- Required only if there is a Program-specific requirement on public examination achievements e.g. GMAT, GRE, HSK, PSC</td>
</tr>
<tr>
<td>- Latest transcript if the degree program is not yet completed</td>
<td>- GMAT and GRE are normally required by Programs in the School of Business and Management only</td>
</tr>
<tr>
<td>- Final transcript and degree certificate for a completed program</td>
<td>- HSK / PSC are required for some programs offered by the School of Humanities and Social Science</td>
</tr>
</tbody>
</table>

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

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 N). 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: 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
  - 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](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.
- 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 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 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

- Fill in this part only if you see the need.
- Note the word limit.
- **Anything beyond the word limit will be truncated.**

K. 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.

**After application submission:**
- You may check the submission status of reference reports here.
- If your referee cannot locate the invitation 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 system-generated reminders for the previous records.
L. 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.
M. About Your Application Fee Payment

- Please pay the application fee by online credit card payment using 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.

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 pages
  - 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.

Example Application Summary:

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Term</th>
<th>Applied Program</th>
</tr>
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<tbody>
<tr>
<td>620000000410</td>
<td>Fall 2020-21</td>
<td>Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time)</td>
</tr>
</tbody>
</table>

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.

P. About Your Application Status

Example Application Summary:

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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. 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 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.
S. About Student Visa Application

Student Visa/Entry Permit

- 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.