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.
- Note special deadline:
  Asian Future Leaders Scholarship Program
  ● 31 January 2021

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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, 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 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 HKUST Fok Ying Tung Graduate School through the Enquiry Form.

B. How to Get Help?

For explanations, look for e.g.

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
  - an one-way permit
  - 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.

(Note: This is the only platform that the University will issue offers to the applicant instructions given in this system. Just in case you receive an offer and are asked university)
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-reg.
- 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 MSc 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.
- Please upload files in A4 size and click to review to make sure all information on it can be clearly read.
- 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
  - Guidelines for Doctor of Business Administration Program
  - "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

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Term</th>
<th>Applied Program</th>
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<tbody>
<tr>
<td>62100300555</td>
<td>Fall/2021-22</td>
<td>Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time)</td>
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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 FYTGS to substantiate your offer before you may proceed to register as an HKUST student.
- Please refer to the FYTGS 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 FYTGS website for details on Student Visa/Entry Permit application.

Application Summary

- Troubleshooting guides:
  - Guidelines for Research PG Program
  - Guidelines for Taught PG Program
  - Guidelines for Doctor of Business Administration Program
- FAQ page at http://pg.ust.hk/faq
- To ensure that emails from IMUST about your application(s), if any, can reach you, please add @ust.hk to your e-mail contact list.

<table>
<thead>
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<th>Term</th>
<th>Applied Program</th>
<th>Offered Program</th>
<th>Status</th>
</tr>
</thead>
</table>
| U210011001515   | Fall 2021-22 | Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time) | Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time) | Offer Type: Full Time
|                 |          |                                  |                                  | Visa/Permit Required |

Student Visa/Entry Permit

The online application for student visa/entry permit will be available for the Fall entry in March 2021.

Please submit your student visa/entry permit application as soon as possible and allow sufficient time (normally at least 8 weeks) for processing. Non-local students would need to have obtained a student visa/entry permit before they may proceed to register as a student.

In case you have accepted multiple admission offers at IMUST or in institutions in Hong Kong, please note that the Immigration Department will only consider one application for pursuing a particular program in a specified institution.

Please note that IMUST is subject to regulations of the Immigration Department of the Government of the Hong Kong SAR.

The Program Office will have special arrangements to assist you with the student visa/entry permit application and you don’t need to submit such application through the online system.