Guidelines for Completing an Online PhD/MPhil Application

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.

Note special deadlines:
- **Hong Kong PhD Fellowship**
  - Initial application to RGC: 1 December 2018
  - Application for HKUST admission: 4 December 2018.
- **Asian Future Leaders Scholarship Program**
  - 28 February 2019

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### Information and Documents to Gather

<table>
<thead>
<tr>
<th>Section</th>
<th>Description</th>
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</table>
| **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  
- Generally 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 transfer them to the system by "cut and paste":  
  - 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 MPhil/PhD programs in (i) Humanities or (ii) Social Science  
- Please upload in Step 2  
- Please check specific requirements in the respective guideline:  
  - Guideline for MPhil/PhD in Humanities applicants  
  - Guideline for MPhil/PhD in Social Science applicants |

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

When you need extra assistance, try the following:

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

<table>
<thead>
<tr>
<th>Name in English (same as in identity documents)</th>
<th>Contact</th>
<th>Country</th>
<th>Area</th>
</tr>
</thead>
<tbody>
<tr>
<td>Family Name / Surname / Last Name</td>
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<tr>
<td>Given Names / Other Names</td>
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<tr>
<td>If applicable, please provide at least one of the following</td>
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<td>Hong Kong ID Card Number</td>
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<tr>
<td>Other I.D. Number and Issuing Country / Region</td>
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<td>Citizenship</td>
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<td>In general, you don't need a student visa/entry permit if you have one of the following:</td>
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<td>an HKID card showing A, R or U below the date of birth</td>
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<td>IANG permit</td>
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<td>a dependent visa</td>
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<td>a work permit (for Part-time study only)</td>
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<td>You must provide a valid mobile phone number (with country code, e.g., 852 for Hong Kong) if you wish to receive SMS messages.</td>
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</table>
D. About Your Program Choice

- Programs will no longer be available for selection after the respective application deadlines.
- You may change the program choice here any time before you complete the “submit and pay” step.
- If you would like to be considered for another program after submission of an application, please submit another application.

E. About Your Education Background

- Please provide a 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, 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 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.
- 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 Extra Curricular Activities/Volunteer Work

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

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 and helpful in assessing your academic strength/research capacity.

K. About Your Publications, if any

- Please list publications that you have, if any, including those to be published.
- The URL hyperlink to the website showing details of the publication would be most helpful to the review committee.
L. About Your Research Proposal and Vision Statement

- Note the word limit for each of these entries.
- SORRY, 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 before you put in your referees’ names and contact details.
- Please provide official email address (e.g. university email) instead of 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.

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

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.

Add More
O. 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.

**Upload Supporting Documents**

Note:
1. Please upload scanned copies of supporting documents received and accepted the offer.
2. The maximum upload size is 5.00 MB for all your documents (i.e. dpi) while keeping the documents clearly readable.
3. Please ensure you allow pop-ups (if you need help, browser) 
   * mandatory

Total Upload Size Used: 0.00 MB (Max. 5.00 MB)
P. About Your Application Fee Payment

- Please pay 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.

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".

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 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 No.</th>
<th>Term</th>
<th>Applied Program</th>
<th>Offered Program</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>S191000000001</td>
<td>Fall 2019-20</td>
<td>Doctor of Philosophy (PhD) in Computer</td>
<td>Full-time</td>
<td>Submitted and under</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Science and Engineering</td>
<td></td>
<td>consideration</td>
</tr>
</tbody>
</table>

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>
<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. Sorry, 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 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”
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 web site 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

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 web site for details on Student Visa/Entry Permit application.