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.

Go to:

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)

| My Applications | Change Password/ Email | Help | Logoff |

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 in English * (same as in identity documents)	CHAN	Ling Ling
	Family Name / Surname / Last Name	Given Names / Other Names
Preferred Name		
Name in Chinese (if any)		
Date of Birth (dd/mm/yyyy) *	01 ▾ / Jan ▾ / 1990	
Place of Birth *	Hong Kong SAR, China ▾	
Gender *	○ Male ⦿ Female	

I.D. Document Number * (please provide at least one of the following)

Hong Kong I.D. Card Number, if any	Z 123456 (1)
Other I.D. Number and Issuing Country / Region	[ ] Please select ▾
Passport Number and Issuing Country / Region	[ ] Please select ▾

Citizenship *	Hong Kong SAR, China ▾
	For applicants from Mainland China, please indicate:
	Native Place: Please select ▾
	Residence: Please select ▾
Need for student visa / entry permit * (Click here for explanation)	Do you need a student visa or entry permit to study in Hong Kong? ○ Yes ⦿ No
	Please specify what document you will present instead.
	HK Permanent ID ▾
	If others, please specify [ ]
Local / Non-local	Local

– Name, date of birth, place of birth: must tally with information shown in the identity document or passport.
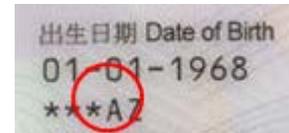
– For applicants from Mainland China:

- Native place = 祖籍
- Residence = 戶籍

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

出生日期 Date of Birth
01-01-1968
***A7

- IANG permit
- a dependent visa
- a work permit (for Part-time study only)

Phone Number *	Contact * Country 852 Area [ ] - 23588888	
	Home Country [ ] Area [ ] - [ ]	
	Mobile Country 852 - 90000000	
	☑ The University may send me SMS message(s) related to this application, where appropriate, to the mobile phone number listed above.	

– 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

Program Choice

Program Choice	Master of Science (MSc) in Accounting Mode of Study : Full-Time

[Change Program Choice]

Application No.	Term	Applied Program
61900000057 🔍	Fall/2019-20	Master of Science (MSc) in Accounting (Full-Time)

[Start new application]

– 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

Qualification Pursued *	Bachelor Degree ▼
	If others, please specify
Awarding Institution *	The Hong Kong University of Science and Technology 🔍
	Country Hong Kong SAR, China

Will the above program be completed before commencing study at HKUST? *	⦿ Yes Date / Expected Date of Completion 07 / 2015 (mm/yyyy) ◯ No, program will not be completed before commencement of study at HKUST
Current Status *	◯ Attending program Current Year of Study ⦿ Graduated ◯ Pending for Graduation ◯ Discontinued

Current GPA / Average Mark ⓘ (if you have not yet graduated)	**Highest Score in the Grading Scale of Your Institution** Please select ▼ (e.g. for GPA 3 out of 4, 4 is the highest attainable score; for mark of 85%, 100 is the highest attainable score; select "Non-numerical" if your institution only provides alphabetical grades.) Current GPA / Average Mark at the end of Semester / Term (e.g. Fall Term 2013)
Final GPA / Average Mark (if you have completed the above program)	**Highest Score in the Grading Scale of Your Institution** 4.3 ▼ (e.g. for GPA 3 out of 4, 4 is the highest attainable score; for mark of 85%, 100 is the highest attainable score; select "Non-numerical" if your institution only provides alphabetical grades.) Final GPA / Average Mark 3.9

Classification of Award, ⓘ if applicable	First Class Honors ▼ If others, please specify
Partner Institution (for joint program only)	

Add More

– 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

Letter Grade	Course Grade Point
A+	4.3
A	4.0
A-	3.7
B+	3.3
B	3.0

– 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

Public Examination Results - Graduate Management Admission Test (GMAT)

HKUST University Code for GMAT: click here for full details.

* Mandatory Fields

1	Date / Proposed Date of Test *	07 ▼ / Apr ▼ / 2015
	GMAT I.D. (12 digits)	123456123456
	Appointment No. (9 digits)	123456789
	Verbal	Score 55 % Below 66
	Quantitative	Score 55 % Below 90
	Total	Score 666 % Below 89
	Analytical Writing	Score 5 % Below 56
	Integrated Reasoning	Score 5 % Below 98

Public Examination Results

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

– 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.

G.   About Your English Language Proficiency

English Language Proficiency

☑ I took TOEFL / IELTS (Academic Module).
(Please provide the examination details below and upload the scanned score report(s) in "Step 2 : Upload Documents".)

☐ I plan to take TOEFL / IELTS (Academic Module) and will provide the scores once they are available.
(Please enter the planned examination date.)

☑ My degree was awarded / will be awarded by an institution where the medium of instruction was/is English.
(Please provide a letter of certification issued by your institution in "Step 2 : Upload Documents" if your institution is not in a country where the official language is English.)

☐ English is my mother tongue.

[Save]

To provide / update the test scores / planned exam date, please click the relevant test below:
IELTS (Academic Module) TOEFL-Internet Based TOEFL-Revised Paper-delivered TOEFL-Paper Based

– 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

Awards and Professional Qualifications

1	Level of Award	Please select ▼
		If others, please specify [ ]
	Award Details ⓘ (up to 500 characters including spaces)	[ ]
	Name of Awarding Body	[ ]
	Country	Please select ▼
	Qualification / Award	[ ]
	Basis of Award	Please select ▼
	Date / Expected Date of Award (mm/yyyy)	[ ] / [ ]

– 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

Work Experience / Internship / Training

Note:
Please list the FULL history of your experience, if any, in reverse chronological order.

1	Type	Employment ▼
	Name of Organization	Company Name
	Country / Region	Hong Kong SAR, China ▼
	Position Held / Course or Program attended	Accounting Manager
	Period ⓘ (mm/yyyy)	09 / 2015 - [ ] / [ ] ● Full-time ○ Part-time
		☑ Currently Employed
	Job Duties / Training Areas (up to 1000 characters including spaces)	Audit overseas markets

– 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.

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**.

K.   About Your References

Salutation *	○ Prof ○ Dr ● Mr ○ Ms ○ Miss ○ Mrs
Name of referee in English *	LEE (Family Name) Peter (Given Name)
Job Title and Position *	Accounting Director
Organization / Institution and Department *	Accounting
Referee's Relationship with You * ⓘ	Supervisor
Email Address ⓘ	p1@accounting.com
Phone Number	Country ( ) Area ( ) 26330000
Message to referee, if any	
Access to Reference Report *	○ I waive my right to access the reference report. ● I will not waive my right to access the reference report.

- 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.

I waive my right to access the reference report.

Status: Email sent to referee on 22/08/2018. Reference report received.

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

Status: Email sent to referee on 14/08/2018. No response from the referee yet.

Resend   Note : Total 1 Email(s) already sent to the referee.

Add More

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.

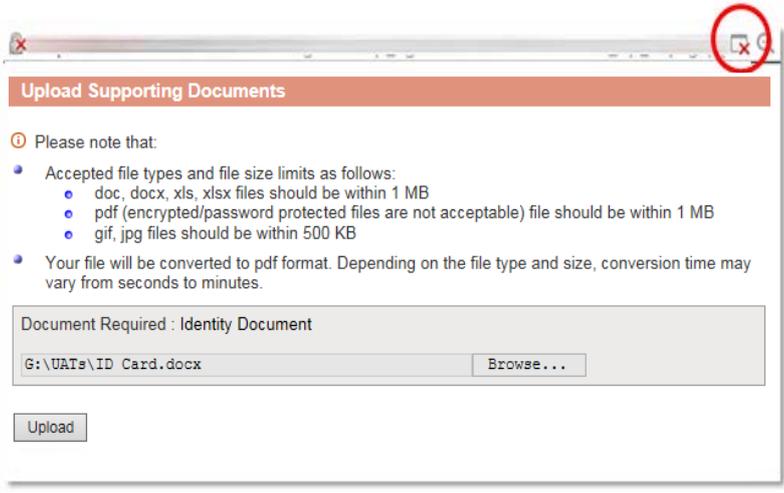## L.   About Uploading Documents

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

Application Fee

Please ensure that your credit card is valid and registered for online payment.
(Verified by Visa: http://www.visa.com.hk/en_HK/personal/security/onlineshopping.shtml; MasterCard SecureCode: http://www.mastercard.ca/securecode-sign-up.html.)

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

Amount: **HK$ 500.00**

Payment Method:

⦿   By Visa/ Master Card

[Continue]

– 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.

Unsuccessful Payment

Error :   Invalid card number, transaction cancelled.

Ref. Invoice No. :   AF61900000057_0004

Hints for On-line Application Fee Payment

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

N. About Submitting Your Application

Application No. : 61900000033

Follow-up Items / Updates
- Contact Information
- Education Background
- Public Examination Results
- English Language Result
- References
- Supporting Documents

[View Application]

Application Status

▸ Your application has been successfully submitted on 14-Aug-2018 17:15.

▸ If you wish to do the following after submitting the application, please click on the related items on the sidebar menu on the left:

- Update your contact details
- Provide newly available scores / marks
- Resend invitations to referees / add referees (if quota allows)
- Upload additional supporting documents

[Back to Application Summary]

– 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

- 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

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 e-mail contact list.

- Individual programs will issue offers according to their own admission schedules.

Q. About Accepting Admission Offer

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
- To ensure that emails from HKUST about your application(s), if any, can reach you, please add istest11@ust.hk to your e-mail contact list.

Application No.	Term	Applied Program	Offered Program	Status
61900000071 🔍	Fall/2019-20	Master of Science (MSc) in Accounting (Full-Time)	Master of Science (MSc) in Accounting (Full-Time) Offer Type: Firm Offer	Offer pending acceptance Deadline: 17 September 2018 Accept/ Decline Offer

Steps for Accepting This Admission Offer (http://pg.ust.hk/offer):

Step 1.   View Offer Letter

Step 2.   Check the box below if it is applicable to you.

☑ I confirm that by clicking "Accept Offer and Pay" below,

   (i)   I accept the admission offer listed above with details listed in the offer letter,

   (ii)   In accepting this offer, I agree to abide by the policies, rules and regulations of the University, as amended from time to time,

   (iii)   I understand that, according to the HKUST Postgraduate Regulations, I am not permitted to concurrently register for another program at this University or another tertiary institution, and

   (iv)   I am paying a non-refundable and non-transferable deposit to HKUST.

(After completing both steps 1 and 2)

Step 3.   Click "Accept Offer and Pay"

[Accept Offer and Pay]   [Decline Offer]   [Back to My Applications]

Deposit to be paid : **HK$ 80,000.00**

◉ Payment will be made by the following means:
(Please upload a proof of payment for our reference.)

Payment Amount (in HK$): [＿＿＿＿]   (as shown on your payment receipt)

Payment Date: [＿＿＿＿] 📅   (as shown on your payment receipt)

Payment Method :   ○ Bank Draft/ Cheque   ○ T/T   ○ ATM   ◉ Internet Banking   ○ Bank In
(Click here for payment instructions)

Proof of Payment :   Upload

Important : Please note that acceptance of your offer will be valid only after the University has verified the said amount.

[Continue]   [Back to My Applications]

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

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
- To ensure that emails from HKUST about your application(s), if any, can reach you, please add istest11@ust.hk to your e-mail contact list.

Application No.	Term	Applied Program	Offered Program	Status
61900000033 🔍	Fall/2019-20	Master of Science (MSc) in International Management (Full-Time)	Master of Science (MSc) in International Management (Full-Time) Offer Type: Conditional Offer	Offer accepted - pending final results and official documents View Offer Details/ Documents Required

Document Checklist (Details on document requirements: http://pg.ust.hk/doc)

Documents Required	Expected Date (dd/mm/yyyy)	Status ℹ	Remarks
● Official transcript(s) and/or degree certificate(s)			
The Hong Kong University of Science and Technology, BBA - Transcript	18/07/2019	Not yet received	View
The Hong Kong University of Science and Technology, BBA - Certificate	18/07/2019	Not yet received	
The Hong Kong University of Science and Technology, BBA - Institution Grading System	18/07/2019	Not yet received	
● Public Exam Score Report(s)			
Official Score Report of GRE	18/07/2019	Not yet received	

– 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.

S.   About Student Visa Application

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
- To ensure that emails from HKUST about your application(s), if any, can reach you, please add istest11@ust.hk to your e-mail contact list.

Application No.	Term	Applied Program	Offered Program	Status
61900000033 🔍	Fall/2019-20	Master of Science (MSc) in International Management (Full-Time)	Master of Science (MSc) in International Management (Full-Time) Offer Type: Conditional Offer	Offer accepted - pending final results and official documents View Offer Details/ Documents Required

Student Visa/ Entry Permit (http://pg.ust.hk/visa)

The online application for student visa/entry permit will be available to the Fall entry in March 2019.

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 HKUST 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.

Special note to new students of Kellogg-HKUST EMBA / HKUST EMBA / MBA / MSc GFIN programs:
Your 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.

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.

Top