

# Application for Admission to Taught Postgraduate Programs (2021-2022 Entry)

# **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:

  <u>Asian Future Leaders</u>

  <u>Scholarship Program</u>
  - 31 January 2021

### Go to:

- A. Information and Documents to Gather
- B. How to Get Help?
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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 <a href="Enquiry Form">Enquiry Form</a>.

### B. How to Get Help?

For explanations, look for Current GPA / Average Mar (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.

Application for Admission to Taught Postgraduate Programs (2021-2022 Entry)

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

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.

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### **About Your Personal Particulars** Name in English \* (same as in identity Ling Ling Family Name / Surname / Last Name Given Names / Other Names Preferred Name Name in Chinese (if any) Date of Birth (dd/mm/yyyy) 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

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.

Do you need a student visa or entry permit to

Please specify what document you will present instead.

study in Hong Kong?

HK Permanent ID

If others, please specify

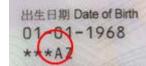
Local

Yes No

- 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: 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



- a visa under IANG
- a dependent visa
- an one-way permit
- a work permit (for Parttime 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

Need for student visa / entry permit

( Click here for explanation

Local / Non-local



Application No.	Term	Applied Program
<u>62100000598</u> Q	Fall/2021-22	Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time)

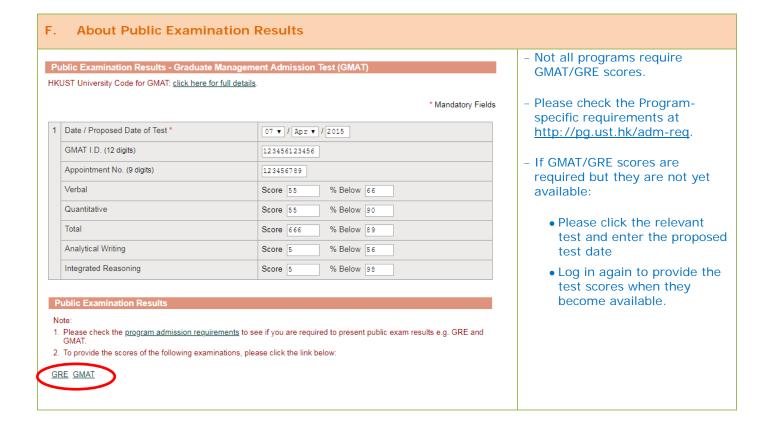
(Note: This is the only platform that the University will issue offers to the applican instructions given in this system. Just in case you receive an offer and are asked university.)

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- 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.

### **About Your Education Background** Qualification Pursued \* Bachelor Degree Please provide your full tertiary education history including If others, please specify programs which had been Q Awarding Institution \* The Hong Kong University of Science and Technology discontinued. Country Hong Kong SAR, China - Click q for a list of awarding Will the above program be Yes Date / Expected Date of Completion 07 / 2015 (mm/yyyy) completed before commencing study at HKUST? \* institutions. O No, program will not be completed before commencement of study at HKUST Current Status 3 Attending program Current Year of Study - You may submit an application Graduated even if you have not yet O Pending for Graduation completed your Bachelor's Discontinued degree. Current GPA / Average Mark (if you have not yet graduated) in the Grading Scale of Your Institution Please select V (e.g. for GPA 2 ant 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 - Check the grading system, which is normally available at grades.) the back of the transcript. Current GPA / Average Mark Letter Grade 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 A 4.3 A-8+ (e.g. for A 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 В grades.) Final GPA / Average Mark 3.9 - When uploading the transcript, it is important to include the Classification of Award, (1) First Class Honors page with the grading system. if applicable If others, please specify - Click "Add More" at the bottom Partner Institution of the page to provide your full (for joint program only) tertiary education history. Add More



4.3

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### 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:

JELTS (Academic Module) TOEFL-Internet Based TOEFL-Revised Paper-delivered TOEFL-Paper Based Other

- 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

A	wards and Professional Qualif	fications
1	Level of Award	Please select ▼
		If others, please specify
	Award Name / Title 0	
	Name of Awarding Body	
	Country / Region	Please select ▼
	Details of the Award (1) (up to 500 characters including spaces)	
	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 in "Details of the Award" (e.g. how competitive or how prestigious it is).

# I. About Your Work Experience/Internship/Training, if any

14	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 -			
	Job Duties / Training Areas (up to 1000 characters including spaces)	Audit overseas markets			

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 Please list work experience/ internship/ training which is helpful in assessing your strength, capacity and suitability for pursuing the program.

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# 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 supplications in support of your application (e.g. availability for interview, and supplications in support of your application (e.g. availability for interview). Any thing beyond the word limit will be truncated.

# Salutation \* ○ Prof ○ Dr ● Mr ○ Ms ○ Miss O Mrs Name of referee in English \* Peter Family Name Given Name Job Title and Position \* Accounting Director Organization / Accounting Institution and Department \* Referee's Relationship with You \* 10 Supervisor Email Address \* 0 pl@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. Save and Send Invitation Save Save and Continue I will not waive my right to access the reference report. Status: Email sent to referee on 21/08/2020. Reference report received I waive my right to access the reference report. Status: Email sent to referee on 20/08/2020. No response from the referee yet. Resend Note: Total 1 Email(s) already sent to the referee. Add More

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**About Your References** 

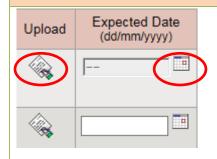
- You may nominate 2-5 referees.
- Please seek prior consent from the proposed referees before you input the referee details.
- Please provide official email address (e.g. university email) instead of personal email address.
- You can invite your referees for reference report <u>before</u> <u>application submission</u> 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.

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### **About Uploading Documents**





You may upload multiple documents under one document type.

- Click to upload documents currently available,
- 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 \( \bigsize \) to review to make sure all information on it can be clearly
- 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.

- 1. Please upload scanned copies of supporting documents for review. Official documents are required only after you have received and accepted the offer.
- 2. The maximum upload size is 5.00 MB for all your documents. Please try to reduce the file size by decreasing the document resolution (i.e. dpi) while keeping the documents clearly legible.

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- 3. Please ensure you allow pop-ups (if you need help, use a search engine to seek information on enabling pop-ups in your browser).
- document(s) required to be unloaded before application submission

Total Upload Size Used: 0.13 MB (Max. 5.00 MB)

### **About Your Application Fee Payment**

Please complete your application fee payment to confirm your application submission.

An acknowledgement screen will be displayed if your application is submitted with successful payment. Please wait until the screen is displayed before you leave the Online Admission System.

Amount: HK\$ 450.00

Payment Method:

By Visa/ Master Card

Continue

### Unsuccessful Payment

Error: Invalid card number, transaction cancelled

Ref. Invoice No.: AF620000000440096

Hints for On-line 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.

### **About Submitting Your Application**

Application No. : 62100000598

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

View Application

Submit and Pay - Acknowledge

Your application has been successfully submitted on 24-Aug-2020 11:43

- We have successfully depited nrs 430.00 from your credit card.
- The Ref. Invoice No. for your application is AF621000005980084
- 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 guota 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

### **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 <a href="http://pg.ust.hk/faq">http://pg.ust.hk/faq</a>
- . To ensure that emails from HKUST about your application(s), if any, can reach

	Application No.	Term	Applied Program
(	62100000598 <b>0</b> Q	Fall/2021-22	Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time)
	Welcome, G		My Applications   Change Password/ Email Dogo

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

### After application submission:

- 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.

### **About Your Application Status**

**Application Summary** 

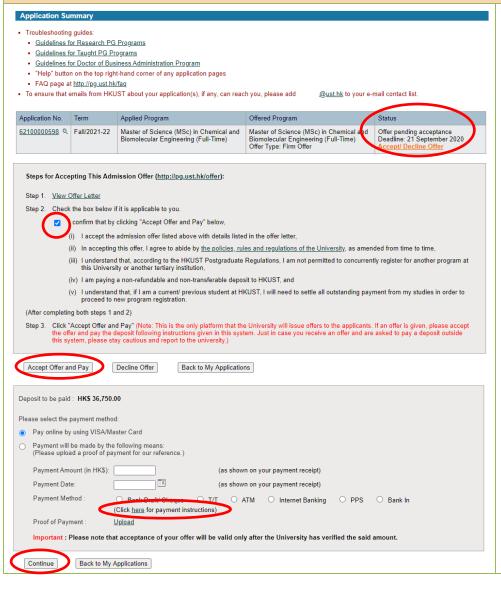
- Troubleshooting guides:
  - . Guidelines for Research PG Programs
- Guidelines for Taught PG Programs
- Guidelines for Doctor of Business Administration Program
- "Help" button on the top right-hand corner of any application pages
- FAQ page at <a href="http://pg.ust.hk/fag">http://pg.ust.hk/fag</a>
   To ensure that emails from HKUST about your application(s), if any, can reach you, please add

Application No.	Term	Applied Program	Offered Program	Status
<u>62100000598</u> Q		Master of Science (MSc) in Chemical and Biomolecular Engineering (Full-Time)	-	Submitted and under consideration

@ust.hk to your e-mail contact list.

- If you see the It means: following status: Please submit the application by the closing Under preparation date Your application is being reviewed by the Submitted and under relevant Department / Program Office consideration Offer pending An offer has been issued to you, please accept it online before the deadline specified acceptance Deadline: dd-mmm-yyyy Offer accepted Please send official documents to substantiate your offer Offer confirmed -Please watch out for the invitation for program registration sent to you by the pending program Academic Registry registration Offer lapsed - failed Deposit refund will be arranged if official conditions 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.

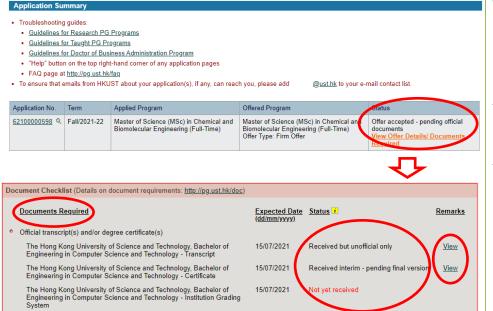
### Q. About Accepting Admission Offer



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 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.

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### **About Student Visa Application**

### 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 <a href="http://pg.ust.hk/faq">http://pg.ust.hk/faq</a>
   To ensure that emails from HKUST about your application(s), if any, can reach you, please add

Application No.	Term	Applied Program	Offered Program	Status
62100000598 Q	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: Firm Offer	Offer accepted - pending official documents View Offer Details/ Documents Required

@ust.hk to your e-mail contact list

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

The online application for student visa/entry permit will be available to 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-loca 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 / DBA / MBA / MSc in Global Finance programs;
Yob 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 FYTGS website for details on Student Visa/Entry Permit application.