Guidelines for Completing an Application for Taught Postgraduate Programs

Before filling in the online application:

HKUST

- 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.
 Some programs also accept Alipay/ WeChat Pay.
- Check the application deadline which varies from program to program.
- Note special deadline: Asian Future Leaders Scholarship Program
 - 31 January 2022

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
- K. About Your References
- L. About Uploading Documents
- 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

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 <u>Enquiry Form</u>.

B. How to Get Help? For explanations, look for O Current GPA / Average Mar O e.g. (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 (2022-2023 Entry) I 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.

reame as in identity elument() Femily Name / Summe / Last Name Other Names / Other Names Information shown in your identity document or passport Name in Chinese (if any) ///// - - For applicants from The Mainland of China, you are required to provide: - - For applicants from The Mainland of China, you are required to provide: - Name in Chinese - - - Name in Chinese - - - - Name in Chinese - - - - Name in Chinese - - - - - - - - - - - - <td< th=""><th>Name in English *</th><th></th><th> Name / date of birth / place of birth: must tally with </th></td<>	Name in English *		 Name / date of birth / place of birth: must tally with
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D. About Your Program Choice

Program Choic	e			- Programs will
Program Choice	selectable afte application dea			
Change Program C	Choice)		- You may chang choice in step before you con
Application	No.	Term	Applied Program	"Submit and Pa your applicatio
<u>622000005</u>	<u>97</u> Q	Fall/2022-23	Master of Public Management (Full-Time)	 If you would lil considered for after submittin application, ple
(Note: This i	is the o	nly platform that	t the University will issue offers to the applican	new applicatio

(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.)

Start new application

- 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.

Е.	About	Your	Education	Backo	iround
	About	. oui	Laacacion	Ducity	Jioana

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	Yes Date / Expected Date of Completion 07 / 2015 (mm/yyyy)	
study at HKUST? *	○ No, program will not be completed before commencement of study at HKUST	
Current Status *	O Attending program Current Year of Study	
	Graduated	
	O Pending for Graduation	
	○ Discontinued	
Current GPA / Average Mark () (if you have not yet graduated)	Highest Score in the Grading Scale of Your Institution	
	cost for GPA cost 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	Highest Score in the Grading Scale of Your Institution	
(if you have completed the above program)	4.3	
	(e.g. to: 61 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	
	grades.)	
	Final GPA / Average Mark 3.9	
Classification of Awa	ard. 🛈 First Class Honors 🔻	
if applicable		
	If others, please specify	
Partner Institution		

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.

Grade	Course Grade Point	
A+	4.3	
A	40	
A-	3.7	
B+	3.3	
8	3.0	

- 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

Public Examination Results - Graduate Management Admission Test (GMAT) HKUST University Code for GMAT: <u>click here for full details</u>.

1	Date / Proposed Date of Test *	07 V / Apr V / 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 <u>program admission requirements</u> 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:



 Not all programs require GMAT/GRE scores.

* Mandatory Fields

- Please check the Programspecific requirements at <u>http://pg.ust.hk/adm-req</u>.
- 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 English Langu I took TOEFL / IELTS (Academic Module). (Please provide the examination details below and upload the scanned score report(s) in "Step 2 : Upload Documents".) here, as appropriate. I plan to take TOEFL / IELTS (Academic Module) and will provide the scores once they are available. (Please enter the planned examination date.) - Click "Save" to lock your choice(s) before proceeding to 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 <u>"Step 2 : Upload Documents"</u> if your institution is not in a country (Please the Period Part of certification issued by your institution in <u>"Step 2 : Upload Documents"</u> if your institution is not in a country enter TOEFL/IELTS test results. where the official language is English.) English is my mother tongue. - Please note that MSc GCS and MA ILE offered by the School of Save Humanities and Social Science have a higher requirement on To provide / update the test scores / planned exam date, please click the relevant test below: **English Proficiency.** IELTS (Academic Module) TOEFL-Internet Based TOEFL-Revised Paper-delivered TOEFL-Paper Based Other - 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	ications	 We would be pleased to know about any awards and professional qualifications that
1	Level of Award	Please select If others, please specify	you hold.
	Award Name / Title 🛈		- Tell us more about the
	Name of Awarding Body		award/professional qualification
	Country / Region	Please select	in "Details of the Award" (e.g.
	Details of the Award (up to 500 characters including spaces)		how competitive or how prestigious it is).
	Basis of Award	Please select	
	Date / Expected Date of Award (mm/yyyy)		

I.	About Your Work Ex	perience/Internship/Training, if any	- Please list work experience/
N	ote: ease list the FULL history of your experienc		internship/ training which is helpful in assessing your strength, capacity and
1	Туре	Employment V	suitability for pursuing the
	Name of Organization	Company Name	program.
	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	

J. About Personal Statement/C.V./Additional Information						
Personal Statement / C. V.	 Fill in this part only if you see the need. 					
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.	- Note the word limit.					
Additional Information	- Anything beyond the word					
You may provide further information in support of your application (e.g. availability for interview, and supplementary intervation	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 " <u>Step 2: Upload Documents</u> ".						

K. About Your References

	○ Prof ○ Dr ● Mr ○ Ms ○ Miss ○ Mrs
Name of referee in English *	LEE Peter Family Name Given Name
Job Title and Position *	Accounting Director
Organization / nstitution and Department *	Accounting
Referee's Relationship with You * 🛈	Supervisor
Email Address * 🗊	pl@accounting.com
Phone Number	Country () Area () 26330000
I waive my right to access the ref I will not waive my right to access Save Save and Continue	•
I waive my right to acc	ess the reference report.
	ess the reference report. eferee on 24/08/2021. No response from th
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Status: Email sent to r	

- 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 <u>once</u> <u>you have submitted your</u> <u>application</u>. It is helpful that you keep your referees posted accordingly.

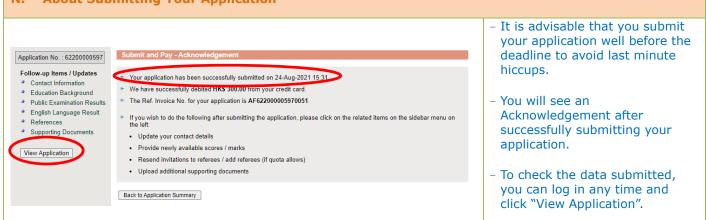
After application submission:

- 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	
Upload Expected Date (dd/mm/yyyy) Image: State of the st	 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 is 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 mead
Vpload Supporting Documents I Please note that: Accepted file types and file size limits as follows: doc, docx, xls, xlsx files should be within 1 MB pdf (encrypted/password protected files are not acceptable) file should be within 1 M gf, jpg files should be within 500 KB Your file will be converted to pdf format. Depending on the file type and size, conversion tin vary from seconds to minutes. Document Required : Identity Document J#J###: #J#J#fefe### Upload	Explorer (IE), Mozilla Firefox
Upload Supporting Documents Note: 1. Please upload scanned copies of supporting documents for review. Official documents are requireceived and accepted the offer. 2. The maximum upload size is 3.00 MB for all your documents. Please try to reduce the file size is resolution (i.e. dpi) while keeping the documents clearly legible. 3. Please ensure opo-ups in your browser are enabled (For assistance, please seek the step-by-sengine in your browser). # document(s) required to be uploaded before application submission * marketory Total Upload Size Used: 0.02 MB (Max. 3.00 MB)	by decreasing the document documents which become available after submission

M. About Your Application Fee Payment	
Application Fee Please complete your application fee payment to confirm your application submission.	 Please pay the application fee by online payment.
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.	 The payment process will take some time, do not interrupt
Amount: HK\$ 300.00 Payment Method: By Visa/ Master Card	until you see either an acknowledgement or an error
 By Alipay By WeChat Pay 	screen.
Continue	
Unsuccessful Payment	 If your application fee payment was unsuccessful, please check the bists previded and the
Error : Invalid card number, transaction cancelled. Ref. Invoice No. : AF62000000440096	the hints provided and try again.
Hints for On-line Application Fee Payment	

N. About Submitting Your Application



	Application			
 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 applicati FAQ page at <u>http://pg.ust.hk/faq</u> To ensure that emails from HKUST about your application(s), 				 A summary of the application(s) you have lodge 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 ye available by application submission.
Application No.	Term	Applied Program		
62200000597 Fall/2022-23 Master of Public Manageme Welcome, G My Applications Change Password/ Email Dogs				 If you wish to change the log password or contact email, click "Change Password/ Ema at the top right-hand corner the page.
Application Summary				
About Your	Application S	tatus		
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	<u>ams</u> ss Administration Program and corner of any application p a	rges y, can reach you, please add <u>@ust hk</u> to your e-mail contact Offered Program St <u>atus</u>	list.	
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Q. About Accepting Admission Offer							
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://gust.hk/fag • To ensure that emails from HKUST about your application(s), if any, can reach your application (s).	If you receive an offer of admission, - click "Accept/Decline Offer" - follow Steps 1-3 to accept the offer						
62200000597 Q Fall/2022-23 Master of Public Management (Full-Time)	Offered Program Status Waster of Public Management (Full-Time) Offer pending acceptance Deadline: 30 August 2021 Accept/ Decline Offer	 Follow the payment instructions to pay the deposit 					
this University or another tertiary institution, (iv) I am paying a non-refundable and non-transferable deposit (v) I understand that, if I am a current/ previous student at HKU proceed to new program registration. (After completing both steps 1 and 2) Step 3. Click "Accept Offer and Pay" (Note: This is the only platform that the U	and regulations of the University, as amended from time to time, egulations, I am not permitted to concurrently register for another program at to HKUST, and ST, I will need to settle all outstanding payment from my studies in order to Iniversity will issue offers to the applicants. If an offer is given, please accept . Just in case you receive an offer and are asked to pay a deposit outside	 Click "Continue" to process the payment Make sure that the Status in the "Application Summary" is updated to "Offer Accepted". 					
(Click <u>here</u> for payment instructions) Proof of Payment : <u>Uniosu</u> Important : Please note that acceptance of your offer will be valid only a Continue Back to My Applications	after the University has verified the said amount.						

R. About Qualification Substantiation

 <u>Guidelines fi</u> <u>Guidelines fi</u> "Help" buttor FAQ page at 	y guides: or Research PG or Taught PG Pr or Doctor of Bus n on the top righ t <u>http://pg.ust.hk</u>	ograms iness Administration Program t-hand corner of any application pages	h you, please add @ <u>ust hk</u> to your e-mail contact list.	 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.
Application No.	Term	Applied Program	Offered Program Status	 Please refer to <u>the FYTGS</u> <u>website</u> for document requirements.
<u>62200000597</u> Q	Fall/2022-23	Master of Public Management (Full-Time)	Master of Public Management (Full-Time Offer accepted - pending official Offer Type: Firm Offer View Offer Details/ Documents View Offer Details/ Documents Neguired	
Document Checkli	st (Details on c	locument requirements: <u>http://pg.ust.hk/do</u>	 Updated document receipt status is shown under "Status" the Document 	
Official transcript(s) and/or degree certificate(s)			Expected Date Status I Remarks	Checklist section. Check under "Remarks" if you need to take follow up actions
The Hong Kong University of Science and Technology. Bachelor of Business Administration in Global Business Studies - Transcript			15/07/2022 Received interim - pending final version <u>View</u>	
The Hong Kong University of Science and Technology, Bachelor of Business Administration in Global Business Studies - Certificate			15/07/2022 Received but unofficial only <u>View</u>	
		of Science and Technology, Bachelor of Global Business Studies - Institution Gradin	15/07/2022 Not yet received	
• Official transcrip The Hong Ko Business Adr The Hong Ko Business Adr The Hong Ko Business Adr	equired opt(s) and/or deg ong University of ministration in C ong University of ministration in C ong University of	gree certificate(s) of Science and Technology, Bachelor of Slobal Business Studies - Transcript of Science and Technology, Bachelor of Slobal Business Studies - Certificate of Science and Technology, Bachelor of	Expected Date (dd/mm/yyyy) Status I Remarks 15/07/2022 Received interim - pending final version View 15/07/2022 Received but unofficial only View 15/07/2022 Not yet received View	status is shown under "Status" the Document Checklist section. Check ur

S. About Student Visa Application

Student Visa/Entry Permit Application Summary Troubleshooting guides: - It is important that non-local Guidelines for Research PG Programs Guidelines for Taught PG Programs students follow instructions <u>Guidelines for Doctor of Business Administration Program</u> given and apply for the · "Help" button on the top right-hand corner of any application pages FAQ page at http://pg.ust.hk/faq student visa/entry permit To ensure that emails from HKUST about your application(s), if any, can reach you, please add @ust.hk to your e-mail contact list. early. It is the responsibility of the students to obtain the Application No. Term Applied Program Offered Program Status 62200000597 Q Fall/2022-23 Master of Public Management (Full-Time) Master of Public Management (Full-Time) Offer Type: Firm Offer Offer Type: Firm Offer View Offer Details/ Documents View Offer Details/ Documents Required visa/permit in time for program commencement. - Please refer to the FYTGS website for details on Student Student Visar Entry Permit (<u>http://pg.ust.hk/visa</u>) Visa/Entry Permit application. The online application for student visa/entry permit will be available to the Fall entry in March 2022. 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 / DBA / MBA / MSc in Global Finance programs; You 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.