

Guidelines for Completing an Application for HKUST-NYU Stern MSc in Global Finance

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 suitable persons to be your referees.
- Ensure that you have a credit card available for the application fee payment.
- Check the application deadline which varies from program to program.
- As there will be pop-up dialogue box, it is important that you disable the pop-up blocker of your browser.

 We suggest uploading your documents using Mozilla Firefox, Google Chrome or Microsoft Edge.

A. General Information and Documents to Gather

1. Identity Document

- Applicants in Hong Kong:
 Hong Kong ID card
- Mainland applicants:
 Mainland ID card / EEP / passport
- Other applicants: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 followings is needed:
 - TOEFL/IELTS score report, if available
 - An official letter issued by the registry department (or equivalent) 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. Resume

 Upload it via the online application platform in the "Supporting Document" section

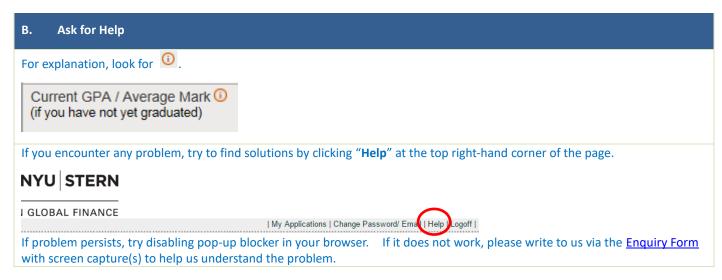
6. Two References

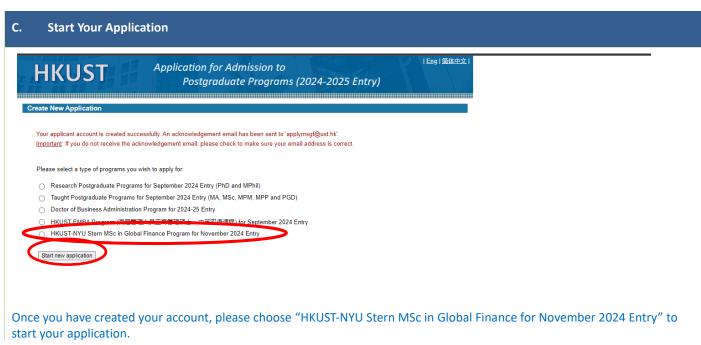
- One of them should be your professional reference
- Provide details under the "References" section

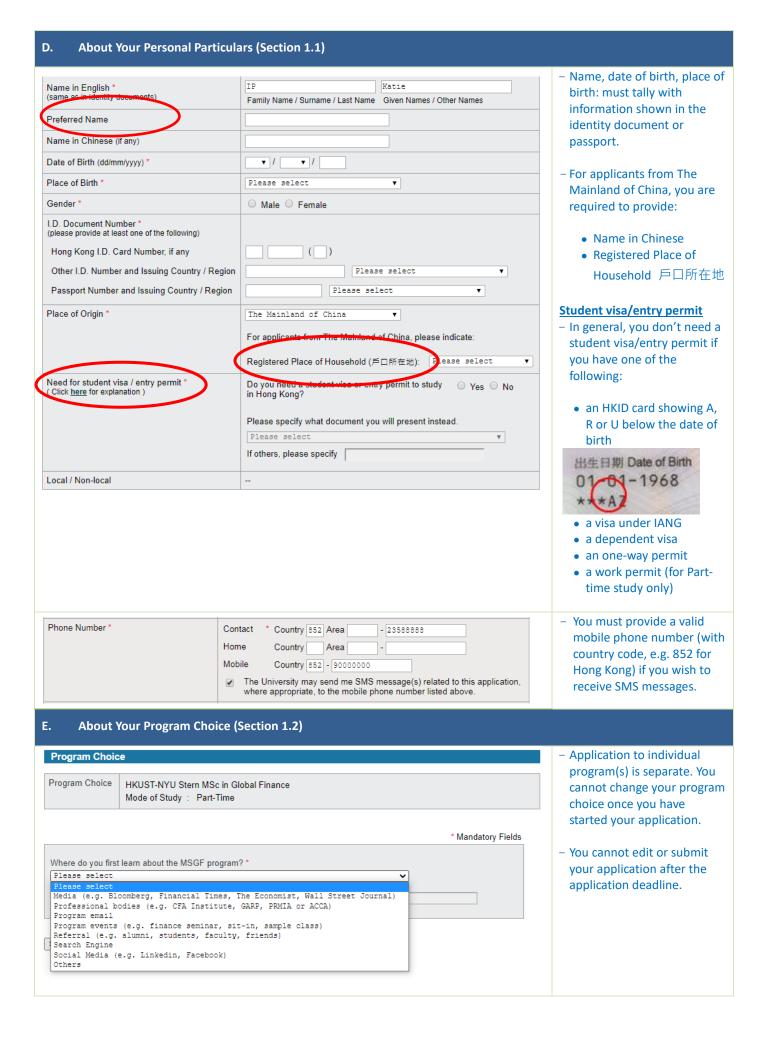
Once you log into the online application platform to start completing the form,

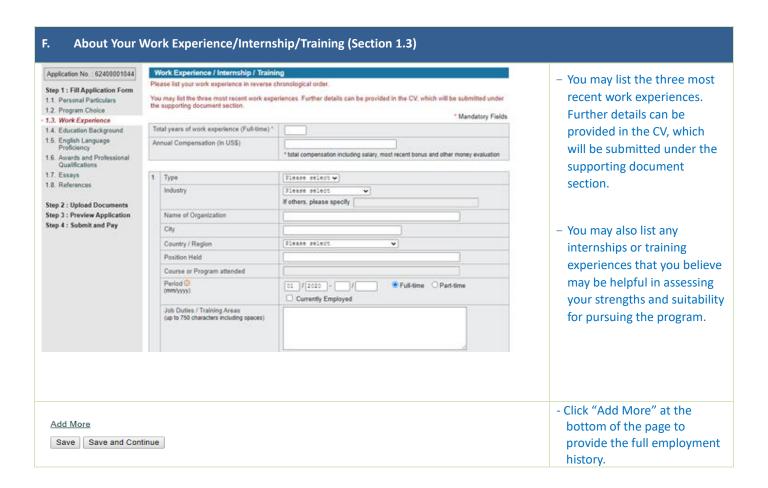
- you will find instructions on relevant pages
- you may choose to complete sections 1.3 to 1.8 in any order
- do remember to click "Save and Continue" before you proceed to work on the next section
- be sure that you fill in all fields marked with "*"
- be sure that you upload all the required document(s) marked with "#"

After successful submission, you will only be allowed to make limited modifications as outlined in *Part O*. Any other information submitted, including uploaded files, cannot be amended or deleted online. For any changes after submitting your application, please send your request to the HKUST Fok Ying Tung Graduate School (FYTGS) via the <u>Enquiry Form</u>.

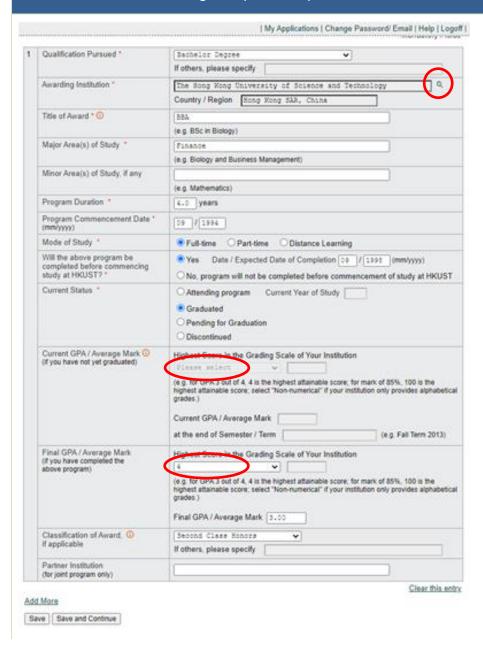








G. About Your Education Background (Section 1.4)



- Please provide a full tertiary education history including programs which had been discontinued.
- Click for a list of awarding institutions.
- Check the grading system, which is normally available at the back of the transcript.

	Course Grade Point			
A+	4.3			
Α	4.0			
A-	3.7			
B+	3.3			
R	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 the full tertiary education history.

About Your English Language Proficiency (Section 1.5) You may select multiple items English Language Proficiency here, as appropriate. ✓ I took TOEFL / IELTS (Academic Module). (Please provide the examination details below and upload the scanned score report(s) in "Step 2: Upload Documents".) Click "Save" to confirm your I plan to take TOEFL / IELTS (Academic Module) and will provide the scores once they are available. (Please enter the planned examination date by clicking the relevant test below.) choice(s) before proceeding My degree was awarded / will be awarded by an institution where the medium of instruction was/is English. to enter TOEFL/IELTS test (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.) results. English is my mother tongue. If IELTS/ TOEFL scores are Save required but they are not yet available: 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 Others Please click the relevant test and enter the proposed test date Log in again to provide the English Language Proficiency - IELTS (Academic Module) test scores when they HKUST University Code for IELTS (Academic Module) insert full address of HKUST Postgraduate Outreach and Admissions become available Team (please click here for full details. Note: The IELTS test has two modules, please provide results of the Academic Module for fulfilment of the English Language requirements (please click bere for more information) * Mandatory Fields Date / Proposed Date of Test * ¥ // v // Candidate No. (6 digits) Test Report Form No. (15-18 characters) Listening Score Flease select . Reading Score Flease select w Writing Score Please select -Speaking Score Flease select v Overall Band Score Score Flease select v Clear this entry About Your Awards and Professional Qualifications (Section 1.6) We would be pleased to know Awards and Professional Qualifications about any awards and Level of Award Please select professional qualifications that If others, please specify you hold. Award Name / Title ① Name of Awarding Body - Tell us more about the Country / Region Please select award/professional Details of the Award ① qualification in "Details of the (up to 500 characters including spaces) Award" (e.g. how competitive or how prestigious it is). Basis of Award Please select

- Click "Add More" at the bottom

of the page to provide the full of awards and professional

qualification.

Date / Expected Date of Award

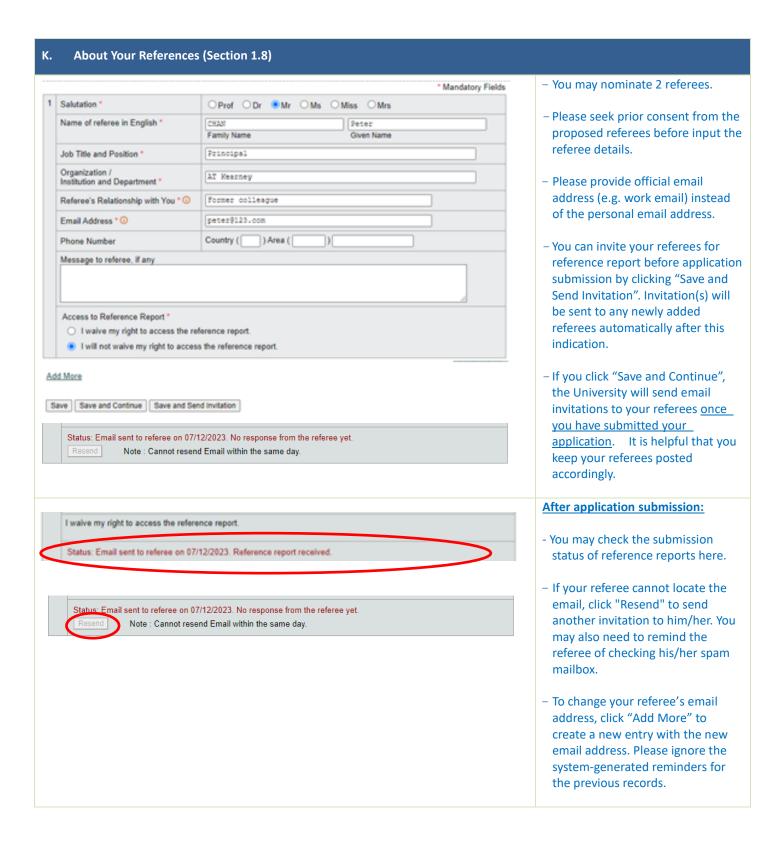
Save Save and Continue

Add More

1

Essays Essay questions 1 & 2 are mandatory. Essay question 3 is optional unless you would like to be considered for the MSGF merit-based awards. *1. What do you hope to achieve by pursuing this degree? Given your professional background, what can you contribute to your fellow MSGF participants and community? (up to 250 words) *2. Discuss a business challenge that you have faced. How have you dealt with or resolved this issue, and what are the lessons you learned from this experience? (up to 250 words) - Essays 1 & 2 are mandatory - Essay 3 is optional unless you would like to apply for the MSGF merit-based awards - Note the word limit for each question. - Anything beyond the word limit will be truncated.

3. The MSGF program offers various types of merit-based awards, which are awarded based on a holistic review of the applicant's background including professional achievement and academic excellence. To be considered for the award, please provide a short write-up outlining why you believe you are the best candidate for the MSGF award. (up to 250 words)



About Uploading Documents (Section 2)

I. Required documents

Please click s to upload or specify Expected Date if the document will be uploaded later

	Type of Document	Upload	Expected Date (dd/mm/yyyy)	Uploaded on (dd/mm/yyyy)	File Name
1	Identity Document *	(4)) -	-
2	Official transcript(s) and/or degree certificate(s) *	Q		-	
3	Grading System of Home Institution * Note1	4		-	-
4	Proof of English Proficiency	-		-	-
5	Public Exam Score Report(s) Note2	-		-	-
6	Curriculum Vitae *	4		-	-
7	Profile Picture	4		-	-

Note1

ation may be shown 1) at the back of your academic transcript or 2) in your student handbook

Some programs may require you to provide public examination results. Please click here to check program-specific admission

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 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 all information on it can be clearly read.
- You may remove an uploaded document by clicking before the application is submitted.

Upload Supporting Documents

- O 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 MB
 - gif, jpg files should be within 500 KB
- Your file will be converted to pdf format. Depending on the file type and size, conversion time may vary from seconds to minutes.

Document Required : Proof of English Proficiency

Choose File No file chosen

Upload

IMPORTANT

- Disable the pop-up blocker of your browser to show pop-up dialogue box!
- We suggest uploading your documents using Mozilla Firefox, **Google Chrome or Microsoft Edge.**
- 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.

Upload Supporting Documents

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

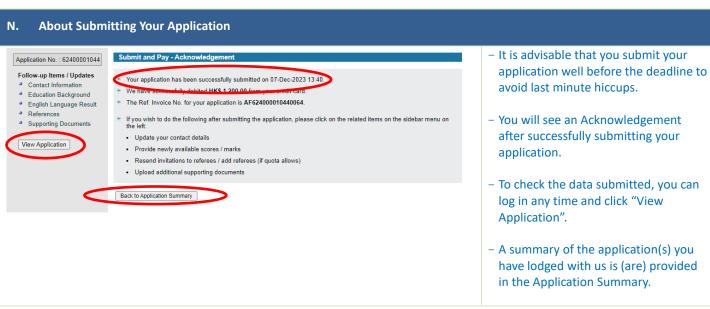
After application submission

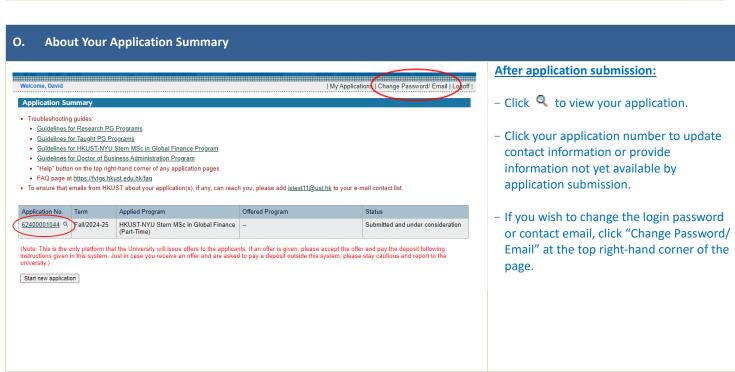
- After application submission, the upload quota will be adjusted to 5.00 MB. You may upload documents which become available after submission subject to a limit of 5MB in total.

Total Upload Size Used: 0.43 MB (Max. 5.00 MB)



- 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 Your Application Status

Application Summary

- · Troubleshooting guides
- · Guidelines for Research PG Programs
- . Guidelines for Taught PG Programs
- Guidelines for HKUST-NYU Stern MSc in Global Finance Program
- Guidelines for Doctor of Business Administration Program
- . "Help" button on the top right-hand corner of any application pages
- FAQ page at https://fytgs.hkust.edu.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 62400001044 Fall/2024-25 HKUST-NYU Stern MSc in Global Finance -- (Part-Time) Submitted and under consideration (Note: This is the only platform that the University will issue offers to the applicants. If an offer is given, please accept the offer and pay the deposit following instructions given in this system. Just in case you receive an offer and are asked to pay a deposit outside this system, please stay cautious and report to the

| My Applications | Change Password/ Email | Logoff |

Start new application

university.)

If you see the following It means: status: **Under preparation** Please submit the application by the application deadline. Submitted and under Your application is being reviewed by the relevant Department / Program Office. consideration Offer pending acceptance An offer has been issued to you, please accept it deadline: online before the deadline specified. dd-mmm-yyyy Offer accepted Please send official documents to below address or to pgdoc@ust.hk to substantiate your offer: **HKUST Fok Ying Tung Graduate School** Room 6418 (Lifts 25/26), Academic Building HKUST, Clear Water Bay, Kowloon, Hong Kong Application No.: 624XXXXXXXX Program: MSc GFin Offer confirmed -Please watch out for the invitation for program pending program registration sent to you by the MSGF Program registration Office. Offer lapsed-failed Deposit refund will **ONLY** 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 Admission System any time after the application submission.
- When your offer status has been updated, 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**

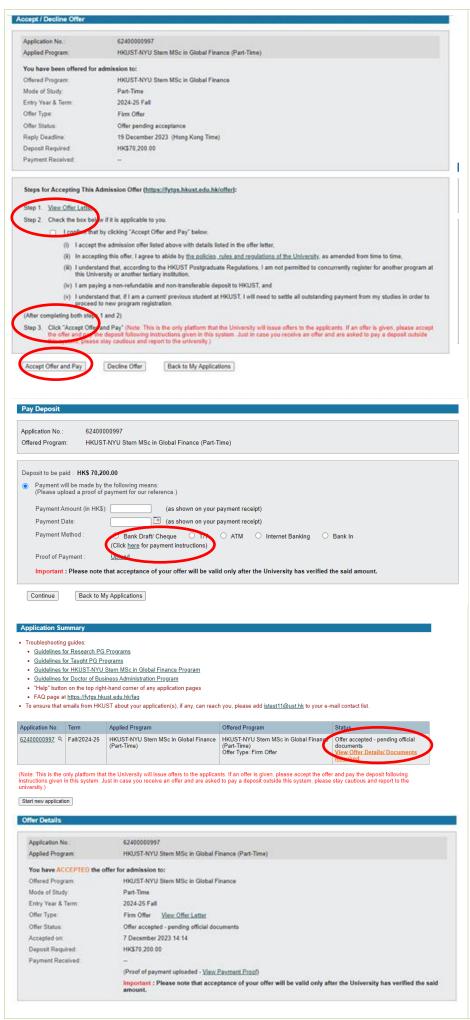
Application Summary

- · Troubleshooting guides:
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 - · Guidelines for Taught PG Programs
 - Guidelines for HKUST-NYU Stern MSc in Global Finance Program
- Guidelines for Doctor of Business Administration Program
 "Help" button on the top right-hand corner of any application pages
- FAQ page at https://fytgs.hkust.edu.hk/fag
- 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.

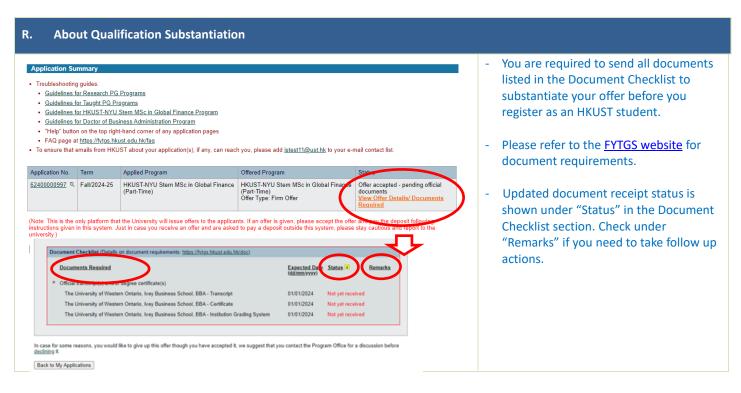
Application No. Term Applied Program 62400000997 Q Fall/2024-25 HKUST-NYU Stern MSc in Global Finance (Part-Time) HKUST-NYU Stern MSc in Global Finance (Part-Time) Offer pending acceptance Deadline: 19 December 2023 (Part-Time) Offer Type: Firm Offer Start new application

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"



About Student Visa Application Student Visa/Entry Permit Troubleshooting guides: . Guidelines for Research PG Programs It is important that non-local students Guidelines for Taught PG Programs follow instructions given and apply for the . Guidelines for HKUST-NYU Stern MSc in Global Finance Program Guidelines for Doctor of Business Administration Program student visa/entry permit early. It is the . "Help" button on the top right-hand corner of any application pages FAQ page at https://fytgs.hkust.edu.hk/faq responsibility of the students to obtain . 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 the visa/permit in time for program Application No. Term Applied Program Offered Program commencement. 62400000997 Q Fall/2024-25 HKUST-NYU Stern MSc in Global Finance (Part-Time) HKUST-NYU Stern MSc in Global Finance (Part-Time) HKUST-NYU Stern MSc in Global Finance (Part-Time) Offer Type: Firm Offer Offer accepted - pending official documents ier Details/ Documents - Please refer the FYTGS website for details (Note: This is the only platform that the University will issue offers to the applicants. If an offer is given, please accept the offer and pay moinstructions given in this system. Just in case you receive an offer and are asked to pay a deposit outside this system, please stay cautious university.) on Student Visa/Entry Permit application. Start new application - The MSGF Program Office will provide details of applying visa application to all admitted candidates in early August. Student Visa/ Entry Permit (https://fytgs.hkust.edu.hk/visa) The online application for student visa/entry permit will be available to the Fall entry in February 2023. 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; 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.

^{*} If you have any inquiries about the MSGF program, please email applymsgf@ust.hk.