

Guidelines for Completing an Application for Kellogg-HKUST EMBA

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 the paper documents to the University by mail at the application stage.
- Contact 2 suitable persons to be your referees.
- Make sure that you have a credit card for making the application fee payment.
- Check the deadline for submitting application.
- 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 **Microsoft Edge, Mozilla Firefox and Chrome**

A. General 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
 - A company letter certifying that you have been using English as your daily business language for not less than 2 years
- Not required if your first language is English

For documents required by the Kellogg-HKUST EMBA program, please refer to:
<http://emba.hkust.edu.hk/admissions/procedures/>

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 1.10 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 "*" .

B. How to Get Help?

When you need extra assistance, try the following:



Current GPA / Average Mark ⓘ
(if you have not yet graduated)

Look for the "encircled i" for further explanations.

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

If trouble still persists, try to enable pop-up messages in your browser. If it still does not work, write to us at <https://fytgs.hkust.edu.hk/enquiry>. To help us understand your problem, don't forget to send us a screen capture.

C. About Your Personal Particulars

Salutation *	Please select ▾
Name in English * (same as in identity documents)	<input type="text"/> <input type="text"/> Family Name / Surname / Last Name Given Names / Other Names
Preferred Name	<input type="text"/>
Name in Chinese (if any)	<input type="text"/>
Date of Birth (dd/mm/yyyy) *	▾ / ▾ / ▾
Place of Birth *	Please select ▾
Gender *	<input checked="" type="radio"/> Male <input type="radio"/> Female
I.D. Document Number * (please provide at least one of the following)	
Hong Kong I.D. Card Number, if any	<input type="text"/> <input type="text"/> (<input type="text"/>)
Other I.D. Number and Issuing Country / Region	<input type="text"/> Please select ▾
Passport Number and Issuing Country / Region	<input type="text"/> Please select ▾
Place of Origin *	The Mainland of China ▾ For applicants from The Mainland of China, please indicate: Registered Place of Household (户口所在地): <input type="text"/>
Need for student visa / entry permit * (Click here for explanation)	Do you need a student visa or entry permit to study in Hong Kong? <input checked="" type="radio"/> Yes <input type="radio"/> No Please specify what document you will present instead. <input type="text"/> Please select ▾ If others, please specify <input type="text"/>
Local / Non-local	Non-local

- Name, date of birth, place of birth: must tally with information shown in the identity document or passport.

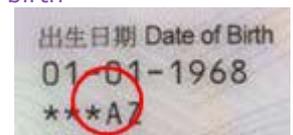
- For applicants from The Mainland of China, please provide

- Name in Chinese
- Registered Place of Household

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



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

D. 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
Title of Award * ⓘ	BSc in Accounting (e.g. BSc in Biology)
Major Area(s) of Study *	Business Management (e.g. Biology and Business Management)

- Click the magnifying glass for a list of awarding institutions

Will the above program be completed before commencing study at HKUST? *	<input checked="" type="radio"/> Yes Date / Expected Date of Completion 08 / 2003 (mm/yyyy) <input type="radio"/> No, program will not be completed before commencement of study at HKUST
Current Status *	<input type="radio"/> Attending program Current Year of Study <input checked="" type="radio"/> Graduated <input type="radio"/> Pending for Graduation <input type="radio"/> Discontinued

- 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.

Current GPA / Average Mark ⓘ (if you have not yet graduated)	, out of Please select (e.g. 85 out of 100, or GPA 3 out of 4 where 100 and 4 are the highest score in the grading scale) at the end of Semester / Term (e.g. Fall Term 2013)
Final GPA / Average Mark (if you have completed the above program)	3.9 , out of 4.3 (e.g. 85 out of 100, or GPA 3 out of 4 where 100 and 4 are the highest score in the grading scale)

- 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

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

- Click "Add More" at the bottom of the page to provide the full tertiary education history.

Add More

E. About Your English Language Proficiency

English Language Proficiency
<input type="checkbox"/> I took TOEFL / IELTS (Academic Module). (Please provide the examination details below and upload the scanned score report(s) in "Step 2 : Upload Documents".)
<input type="checkbox"/> 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.)
<input type="checkbox"/> 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.)
<input type="checkbox"/> My degree was awarded by an institution where the medium of instruction was not English. My daily business language is English and has been used for not less than 2 years. (Company supporting letter should be uploaded as proof.)
<input type="checkbox"/> English is my mother tongue.

- You may select multiple items here, as appropriate.

- Click Save to lock your choice(s) before proceeding to enter TOEFL/IELTS test results.

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](#)

F. About Your Awards and Professional Qualifications

1	Level of Award	Please select <input type="text"/> If others, please specify <input type="text"/>
	Award Name / Title ⓘ	<input type="text"/>
	Name of Awarding Body	<input type="text"/>
	Country / Region	Please select <input type="text"/>
	Details of the Award ⓘ (up to 500 characters including spaces)	<input type="text"/>
	Basis of Award	Please select <input type="text"/>
	Date / Expected Date of Award (mm/yyyy)	<input type="text"/> / <input type="text"/>

- We would be pleased to know about any awards and professional qualifications that you hold.
- Tell us more about the award/professional qualification under "Details of the Award" e.g. how competitive or how prestigious it is.

G. About Your Work Experience/Internship/Training, if any

Work Experience / Internship / Training

Please list your work experience in reverse chronological order, up to 10 entries.

* Mandatory Fields

Total years of work experience (Full-time) *	<input type="text"/>
Basic Annual Salary (in US\$)	<input type="text"/>
Expected Annual Bonus (in US\$)	<input type="text"/>
Housing Benefits (in US\$)	<input type="text"/>
Stock Options (in US\$)	<input type="text"/>
Total Annual Compensations (in US\$) *	<input type="text"/>

- Please enter the total years of work experience.
- You may wish to list work experience/internship/training if such experience is helpful in assessing your strength, capacity and suitability for pursuing the program.

1	Type	Please select <input type="text"/>
	Name of Organization	<input type="text"/>
	Parent Corporation Name ⓘ	<input type="text"/>
	Country	Please select <input type="text"/>
	Position Held / Course or Program attended	<input type="text"/>
	Period ⓘ (mm/yyyy)	<input type="text"/> / <input type="text"/> - <input type="text"/> / <input type="text"/> <input type="radio"/> Full-time <input type="radio"/> Part-time <input type="checkbox"/> Currently Employed
	Job Duties / Training Areas (up to 1000 characters including spaces)	<input type="text"/>

[Clear this entry](#)

H. About your Position Data/Areas of Management/Work Accomplishment

Position Data

Note: We strongly advise that you complete your writing with a text editor (e.g. notepad) and then paste the text in the fields below.

* Mandatory Fields

- * 1. Describe the organizational unit for which you are responsible and relate it to the total organization in terms of size, scope, and autonomy of responsibility. What human resources, budget, and capital investment are you responsible for? To what position(s) do you report? (up to 7000 characters)

<input type="text"/>

- Complete the essay questions.
- We strongly advise that you complete your writing with a text editor (e.g. notepad) and then paste the text in the fields.

I. Additional Information

Functional Area

Please select up to 3 functional areas that best reflect your experience.

<input type="checkbox"/> Accounting/ Auditing	<input type="checkbox"/> Administration	<input type="checkbox"/> Banking/ Finance
<input type="checkbox"/> Catering/ Hotel	<input type="checkbox"/> Civil/ Social Services	<input type="checkbox"/> Construction/ Property
<input type="checkbox"/> Consulting	<input type="checkbox"/> Design	<input type="checkbox"/> Digital/ Web/ Mobile
<input type="checkbox"/> Education/ Training	<input type="checkbox"/> Engineering	<input type="checkbox"/> Entertainment
<input type="checkbox"/> Finance	<input type="checkbox"/> General Management	<input type="checkbox"/> Health/ Beauty Care
<input type="checkbox"/> Human Resources	<input type="checkbox"/> Information Systems	<input type="checkbox"/> Insurance
<input type="checkbox"/> Investment	<input type="checkbox"/> Legal/ Professional Services	<input type="checkbox"/> Logistics/ Transportation
<input type="checkbox"/> Management	<input type="checkbox"/> Manufacturing	<input type="checkbox"/> Marketing/ Public Relations
<input type="checkbox"/> Media/ Advertising	<input type="checkbox"/> Medical Services	<input type="checkbox"/> Merchandising/ Purchasing
<input type="checkbox"/> Operations	<input type="checkbox"/> Product Management	<input type="checkbox"/> Protective Service
<input type="checkbox"/> Public Relations	<input type="checkbox"/> Purchasing	<input type="checkbox"/> Quality Control/ Quality Assurance
<input type="checkbox"/> Real Estate	<input type="checkbox"/> Research and Development	<input type="checkbox"/> Sales/ Business Development/ Customer Service
<input type="checkbox"/> Science/ Lab/ Research	<input type="checkbox"/> Social Media	<input type="checkbox"/> Strategic Planning
<input type="checkbox"/> Travel/ Tourism	<input type="checkbox"/> Others, please specify _____	

- You can select up to three functional areas/industries if appropriate.

- Remember to fill in all mandatory fields to proceed.

Industry

Please select up to 3 industries that best reflect your experience.

<input type="checkbox"/> Accounting/ Auditing/ Taxation	<input type="checkbox"/> Advertising/ Marketing/ Public Relation
<input type="checkbox"/> Architecture/ Construction/ Engineering	<input type="checkbox"/> Banking
<input type="checkbox"/> Beauty/ Health Care/ Fitness	<input type="checkbox"/> Biotechnology/ Chemicals/ Laboratory
<input type="checkbox"/> Business Services/ Consulting Services	<input type="checkbox"/> Catering/ Food & Beverage
<input type="checkbox"/> Health/ Medical/ Non-Profit/ Other	<input type="checkbox"/> Child Services/ Public Sector

Computer Background

Students enrolling in the Executive MBA Program are required to have working familiarity with word processing and spreadsheet analysis.

Do you have such proficiency? * * Mandatory Fields

Yes No

Personal Characteristics

Please rate yourself on the following dimensions.

* Mandatory Fields

Empathy *	Please select ▼
Motivation *	Please select ▼
Self-awareness *	Please select ▼
Self-control *	Please select ▼
Social Skills *	Please select ▼

Other Information

Note: We strongly advise that you complete your writing with a text editor (e.g. notepad) and then paste the text in the fields below.

* Mandatory Fields

* 1. What do you expect to accomplish through this Executive MBA program? What learning experiences do you expect, and how would you apply them? What specific benefits do you anticipate? (up to 7000 characters)

J. About Your Sponsorship

Sponsorship

Please provide the sponsorship information. A company sponsorship letter should be uploaded in "Upload Documents" section. Please click [here](#) to download the sample of company sponsorship letter.

* Mandatory Fields

Does your employer provide any form of sponsorship towards your EMBA studies? * (e.g. tuition reimbursement and study leave allowance etc.)	<input type="text" value="Please select"/> If others, please specify _____
How much is your tuition sponsored by your employer? * (Please input 0 if you do not receive any financial support.)	<input type="text"/> % of tuition fee

- A sample of the company sponsorship letter is provided for your reference.

Please provide the sponsor information below.

Company/ Organization *	<input type="text"/>
Contact Name *	<input type="text"/>
Job Title *	<input type="text"/>
Address *	<input type="text"/>
Postal Code	<input type="text"/>
Country	<input type="text" value="Please select"/>
Email *	<input type="text"/>

K. About Your References

2	Salutation *	<input type="radio"/> Prof <input type="radio"/> Dr <input type="radio"/> Mr <input type="radio"/> Ms <input type="radio"/> Miss <input type="radio"/> Mrs
	Name of referee in English *	<input type="text"/> <input type="text"/> Family Name Given Name
	Job Title and Position *	<input type="text"/>
	Organization / Institution and Department *	<input type="text"/>
	Referee's Relationship with You * ⓘ	<input type="text"/>
	Email Address * ⓘ	<input type="text"/>
	Phone Number	Country (<input type="text"/>) Area (<input type="text"/>) <input type="text"/>
	Message to referee, if any	<input type="text"/>
	Access to Reference Report *	<input type="radio"/> I waive my right to access the reference report. <input type="radio"/> I will not waive my right to access the reference report.

[Clear this entry](#)

[Add More](#)

<input type="button" value="Save"/>	<input type="button" value="Save and Continue"/>	<input type="button" value="Save and Send Invitation"/>
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- Please seek prior consent from the proposed referees before you put in their names and contact details.

You can choose to send an invitation to your referee before submitting your application but you will not be able to amend information of the referee after the email is sent.

L. About Your Uploading Documents

Upload	Expected Date (dd/mm/yyyy)
	<input type="text"/> 
	<input type="text"/> 

- Click the "upload" icon to upload documents currently available to you.

- Click the "calendar" to insert an expected date if the document is not yet available.

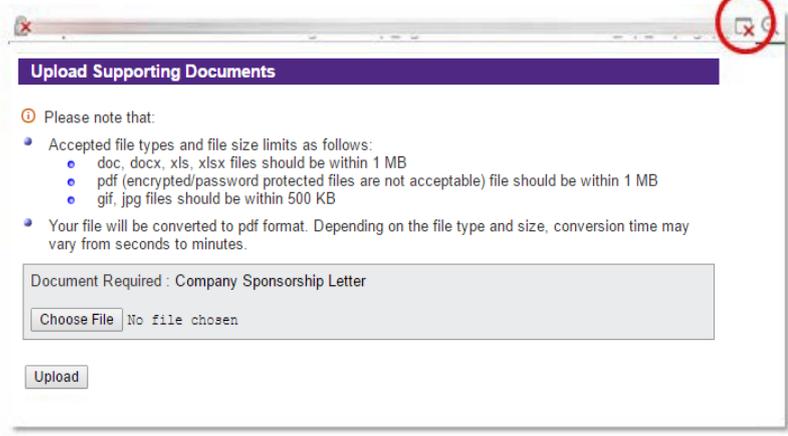
You may upload multiple documents under one document type.

- Maximum size for all file in total: **3.00MB**
- Once a document is uploaded, the file name will be shown.
- Click the magnifying glass to review an uploaded document.
- If you have uploaded a wrong document, you may remove it by clicking the trash bin, only before the application is submitted.

Type of Document	Upload	Expected Date (dd/mm/yyyy)	Uploaded on (dd/mm/yyyy)	File Name
1 Official transcript(s) and/or degree certificate(s) *		-- 	06/02/2017 14:26:07	 12321323.pdf (39.81 KB) 
2 Grading System of Home Institution <small>Note 1</small>		<input type="text"/> 	--	--

IMPORTANT: Do not click both of them!!

M. About Your Uploading Documents (continued)



IMPORTANT

- 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 **Microsoft Edge, Mozilla Firefox and Chrome**
- To keep file within 1MB, you may have to reduce some file size by decreasing the document resolution (i.e. dpi). However, please make sure that the document can still be clearly read.

N. 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\$ 5,000.00**

Payment Method:

By Visa/ Master Card

- 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 Secure Code websites.
- The payment process will take some time, do not interrupt until you see either an acknowledgement or an error screen.

O. About Submitting Your Application

Application No. 6170001000

Submit and Pay - Acknowledgement

▶ Your application has been successfully submitted on 06-Feb-2017 15:12.
 ▶ We have successfully debited **HK\$ 5,000.00** from your credit card.
 ▶ The Ref. Invoice No. for your application is **AF64700001005_0450**.

▶ 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

View Application

Back to Application Summary

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

P. About Your Application Summary

8 Entry

Applications | Change Password/ Email | Logoff

Status
Submitted and under consideration

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 Kellogg-HKUST EMBA 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 the Kellogg-HKUST EMBA program office to substantiate your offer: Room 3053, 3/F HKUST Business School Lee Shau Kee Business Building Hong Kong University of Science and Technology Clear Water Bay, Kowloon, Hong Kong Phone: (852) 2358-4180
Offer confirmed – pending program registration	Please watch out for the invitation for program registration sent to you by the Kellogg-HKUST EMBA Program Office

* If you have any enquires, on the Kellogg-HKUST EMBA program, please visit <http://emba.hkust.edu.hk/contact/> or call +852 2358 4180.