

HKUST

Guidelines for Application Submission (PG Exchange Programs)

Next



Information and Documents Required

1. Identity Document

- Applicants in Hong Kong: Hong Kong ID card
- Mainland students: Mainland ID card/ EEP/ passport
- Other students: passport/ social security card

2. Current Transcript/Testimonial

- Issued by Central Unit (e.g. Registry) of Institution for the postgraduate program you are studying

3. Grading Scale/System

- To show the transcript legends/ keys/ grading scales; normally found at the back of the transcript

4. Information on English Proficiency

- Complete your application by:

- Fall Intake:

31 May each year

- Spring Intake:

31 October each year

!! 1.1. Tips for Filling in Applications

- **Recommended Browsers:** Internet Explorer / Mozilla Firefox / Chrome
- **Disable the pop-up blocker** at your browser setting to show the pop-up dialogue box

Application No. : --

Step 1 : Fill Application Form

1.1. Notes for Applicants

> 1.2. **Personal Particulars**

1.3. School/ Department Choice

1.4. Education Background

1.5. Public Examination Results

1.6. English Language Proficiency

1.7. Work Experience / Internship / Training

Mobile Country [] - []

The University may send me SMS message(s) related to this application, where appropriate, to the mobile phone number listed above.

Email Address (All notifications will be sent to this email) [REDACTED]

Personal Home Page URL (optional) []

HKUST I.D. Number (for current / previous student or staff only) []

Save Save and Continue

Name in English * (same as in identity documents)

Preferred Name

Name in Chinese (if any)

Date of Birth (dd/mm/yyyy) *

Place of Birth *

Gender *

Please click to upload or specify Expected

Type of Document
1 Identity Document #
2 Current Transcript and/or Testimonial Issued by Central Unit #
3 Institution Support Form #

- Remember to **“Save and Continue”** before proceeding to the next section
- Make sure to **complete** sections with **“*”** and **“#”** before submission

1.2. Personal Particulars

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	<input type="text"/>
Date of Birth * (dd/mm/yyyy)	01 / Jan / 1999
Place of Birth *	Hong Kong SAR, China
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	<input type="text"/> Please select
Passport Number and Issuing Country	<input type="text"/> Please select
Place of Origin *	The Mainland of China
	For applicants from Mainland China, please indicate: Registered Place of Household (户口所在地) 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? <input checked="" type="radio"/> Yes <input type="radio"/> No Please specify what document you will present instead. Please select If others, please specify <input type="text"/>
Local / Non-local	Non-local
Phone Number *	Contact * Country <input type="text"/> Area <input type="text"/> - <input type="text"/> Home Country <input type="text"/> Area <input type="text"/> - <input type="text"/> Mobile Country <input type="text"/> - <input type="text"/> <input checked="" type="checkbox"/> The University may send me SMS message(s) related to this application, where appropriate, to the mobile phone number listed above.

- Information must **tally with the identity document**
- For applicants from The Mainland of China, you are required to provide:
 - Name in Chinese
 - Registered Place of Household (户口所在地)

Student visa/entry permit




- In general, you **don't need** a student visa/entry permit if you have one of the following:
 - Permanent HKID card
 - Visa under IANG
 - Dependent visa
 - One-way Permit
 - Work permit
- Provide a **valid mobile phone number** to receive SMS messages related to application status


1.3. School / Department Choice

Check with the School/ Program Office you will exchange to before filling in this section:

School / Department Choice	
Please note that you are not allowed to make changes to hosting School / Department after you have submitted your application.	
School / Department	<input type="text" value="Please select"/> ▼
	Mode of Study: <input type="radio"/> Full-Time <input type="radio"/> Part-Time
<input type="button" value="Save"/>	<input type="button" value="Save and Continue"/>

1.4. Education Background

1	Current Program of Study *	Please select <input type="text"/> If others, please specify <input type="text"/>
	Awarding Institution *	<input type="text"/> 
	Country / Region	<input type="text"/>
	Title of Award * 	<input type="text"/> (e.g. BSc in Biology)
	Major Area(s) of Study *	<input type="text"/> (e.g. Biology and Business Management)
	Minor Area(s) of Study, if any	<input type="text"/> (e.g. Mathematics)
	Program Duration *	<input type="text"/> years
	Program Commencement Date * (mm/yyyy)	<input type="text"/> / <input type="text"/>
	Mode of Study *	<input type="radio"/> Full-time <input type="radio"/> Part-time <input type="radio"/> Distance Learning
	Will the above program be completed before commencing study at HKUST? *	<input type="radio"/> Yes Date / Expected Date of Completion <input type="text"/> / <input type="text"/> (mm/yyyy) <input checked="" type="radio"/> No, program will not be completed before commencement of study at HKUST
	Current Status *	<input checked="" type="radio"/> Attending program Current Year of Study <input type="text"/> <input type="radio"/> Graduated <input type="radio"/> Pending for Graduation <input type="radio"/> Discontinued
	Current GPA / Average Mark  (if you have not yet graduated)	Highest Score in the Grading Scale of Your Institution Please select <input type="text"/> <input type="text"/>

- Click  for the list of awarding institutions
- Provide information on the **current postgraduate program** you are attending
- Check the **grading system**, normally available at the back of the transcript

1.5. Public Examination Results (optional)

Public Examination Results - Graduate Management Admission Test (GMAT)

HKUST University Code for GMAT: [please click here for full details](#): select Offer Acceptance → Supporting Documents.

Please provide/ update the results for our reference (optional). You can also provide the planned test date and enter the test scores when they are available.

* Mandatory Fields

1	Date / Proposed Date of Test *	<input type="text" value="▼"/> / <input type="text" value="▼"/> / <input type="text"/>
	GMAT I.D. (12 digits)	<input type="text"/>
	Appointment No. (9 digits)	<input type="text"/>
	Verbal	Score <input type="text"/> % Below <input type="text"/>
	Quantitative	Score <input type="text"/> % Below <input type="text"/>
	Total	Score <input type="text"/> % Below <input type="text"/>
	Analytical Writing	Score <input type="text"/> % Below <input type="text"/>
	Integrated Reasoning	Score <input type="text"/> % Below <input type="text"/>

- If you plan to take GMAT/ GRE later:
1. Enter the proposed date of test
 2. Log in again to provide the test scores when they are available

1.6. 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 by clicking the relevant test below.)

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.)

My degree was awarded / will be awarded by an institution where the medium of instruction was not / is not English.

English is my mother tongue.

If you have taken the following test, please click below to provide / update the results for our reference (optional). You can also provide the planned test date and enter the test scores when they are available.

[IELTS \(Academic Module\)](#) [TOEFL-Internet Based](#) [TOEFL-Revised Paper-delivered](#) [TOEFL-Paper Based](#) [Others](#)

- May select multiple items
- **Save** to lock your choice(s) before proceeding to enter TOEFL/IELTS test results

1.7. Work Experience/Internship/Training (optional)


Work Experience / Internship / Training	
Please list your work experience in reverse chronological order (optional).	
1	Type
	Name of Organization
	Country / Region
	Position Held
	Course or Program attended
	Period ⓘ (mm/yyyy)
	Job Duties / Training Areas (up to 750 characters including spaces)



[Clear this entry.](#)



[Add More](#)





- Input details about work experience/ internship/ training if such information is helpful in assessing your application.

2. Supporting Documents

Please click  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)
1	Identity Document #		<input type="text"/> 	--

File Name
 Testing.pdf (61.85 KB) 

- Click  to upload documents currently available, **OR**
- If the document is **not marked “#”** and it is **not yet available**, click  to insert an expected date
- **Size of each file: max 1 MB**
- Once a document is successfully uploaded, the file name will be shown
- Click  to review the uploaded documents
- Click  to remove any unwanted documents before the application is submitted




Remember to **disable the pop-up blocker** at your browser setting before uploading any documents

3. Preview Application

Application No. : ██████████

1. Personal Particulars
2. School/ Department Choice
3. Education Background
4. Public Examination Results
5. English Language Proficiency
6. Work Experience / Internship / Training
7. Supporting Documents
8. Payment and Submission

 **Print**

School/ Department Choice	
School / Department	Exchange Program - ██████████ Mode of Study : Full-Time

Education Background	
1	Current Program of Study * Awarding Institution * Country / Region : ██████████ Title of Award * Major Area(s) of Study * Minor Area(s) of Study Program Duration * Program Commencement Date * (mm/yyyy) Mode of Study * Will the above program be completed before commencing study at HKUST? * Current Status * Current GPA / Average Mark Final GPA / Average Mark Classification of Award
	Master Degree (by Research - MPhil) ██████████ ██████████ ██████████ -- 4.0 years 09/2023 Full-time No, program will not be completed before commencement of study at HKUST Attending program, Current Year of Study : 1.0 Highest Score in the Grading Scale of Your Institution: ██████████ Current GPA / Average Mark: ██████████ at the end of Semester / Term Fall 2023 -- --

- **Double check all the information inputted** in your application

4. Submit and Pay

Step 2 : Upload Documents
Step 3 : Preview Application
Step 4 : Submit and Pay

6. I understand that I can accept the University's Privacy Policy Statement, PICS and the Equal Opportunities Policy by sending a request to the M

Fees

7. I understand and agree that HKUST has the right, at a certain time and in certain circumstances, and in such

Submit Application

- **Check the box** to acknowledge the University's Privacy Policy Statement, PICS and the Equal Opportunities Policy
- Click **“Submit Application”** (no application fee is required for exchange programs)
- Check your submitted application in any time via **“View Application”**

Application No. : [REDACTED]

Follow-up Items / Updates

- Contact Information
- Education Background
- Public Examination Results
- English Language Result
- Supporting Documents

View Application

Submit and Pay - Acknowledgement

▶ Your application has been successfully submitted on [REDACTED]. Please click [here](#) for the next steps.

▶ If you wish to update information in your application, please select the appropriate option from the left hand side menu.

Back to Application Summary



If you have further questions, please write to us via **Enquiry Form** with screen capture(s) of error to facilitate our responses