THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY | FOK YING TUNG GRADUATE SCHOOL

HKUST

Guidelines for Application Submission

(Research Postgraduate Programs)

Next

Index

Tips for Applications

P.3 Prepare for your Applications

P.4-5 Information and Documents Required

Step 1 - Fill in Application Form

P. 6 Personal Particulars

P. 7 Program Choice

P. 8 Education Background

P. 9 Public Examination Results

P. 10 English Language Proficiency

P. 11 Awards and Professional Qualifications

P. 12 Extra Curricular Activities/ Volunteer Work

P. 13 Work Experience/ Internship/ Training

P. 14 Publications

P. 15 Research Proposal and Vision Statement

P. 16 Additional Information

P. 17-18 References

Step 2 - Uploading Documents

Step 3 - Preview Application

Step 4 - Submit and Pay

P. 21 Submit Application

P. 22 Application Fee Payment

P. 23 Application Summary

Change Password/ Contact Email

Enquiry

Prepare for your Applications

- 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 (Visa/ MasterCard)/ Alipay/ WeChat Pay for online application fee payment
- Please **check all the details and supporting documents carefully before submitting your application**
- It is advisable that you **submit the application well before the deadline** to avoid last minute hiccups

Application Deadlines:

- **Program:** Varies among programs, please visit here for details
- **Hong Kong PhD Fellowship Scheme (HKPFS):**
  a. submit initial application to RGC by 12nn, 1 December 2025; and
  b. submit application to HKUST by 11:59 pm, 1 December 2025

Information and Documents Required

1. Identity Document

- Applicants in Hong Kong: Hong Kong ID Card
- Applicants from the Mainland China: Mainland ID card/ EEP/ Passport
- Applicants from other Countries/ Regions: Social Security Card/ Passport
- Applicants who hold visa/ entry permit in Hong Kong: Visa label/ Notification Slip for Entry Visa/ Permit

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
  - 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

Information and Documents Required

5. Public Examination Results

- Required only if there is a program-specific requirement, e.g. GMAT, GRE
- GMAT and GRE are normally required by Programs in the School of Business and Management

6. Proposed Research Plan and Past Research Experience

- You may wish to first prepare the following with a text editor (e.g. notepad) and then copy the content to the application:
  - Experience and participation in research projects
  - Proposed research topic and research plan

7. Additional Research Proposal in Specified Format

- Only for applicants of specific MPhil/PhD programs. Check the respective requirements as follows:
  - Humanities
  - Social Science
  - Individualized Interdisciplinary Program (Research Area)
- Upload the required document(s) in Step 2

Personal Particulars

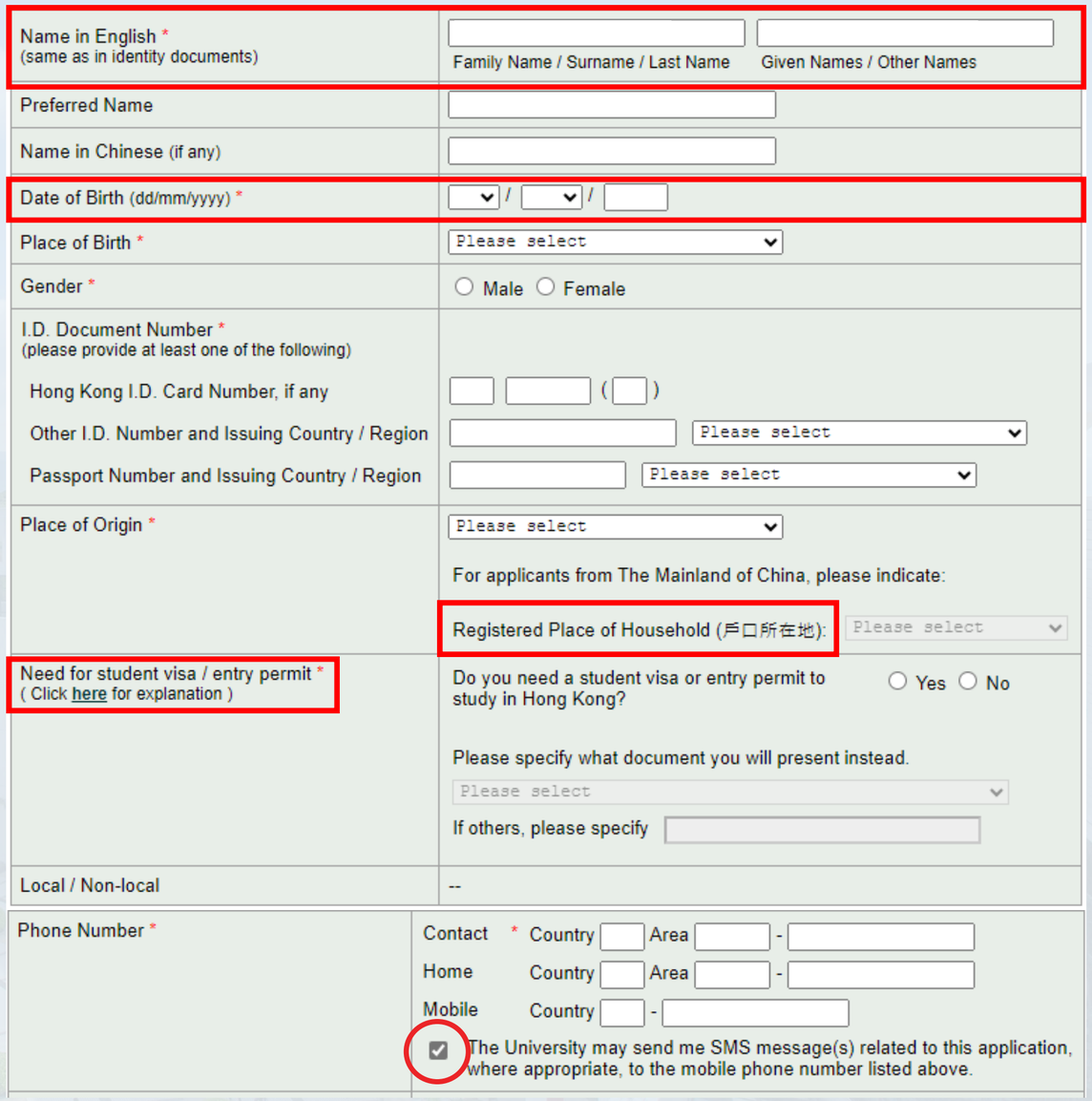
- The information must **tally with the identity document**.

- For applicants from The Mainland of China, you are required to provide:
  - Name in Chinese
  - Registered Place of Household (戶口所在地)

Student visa/entry permit

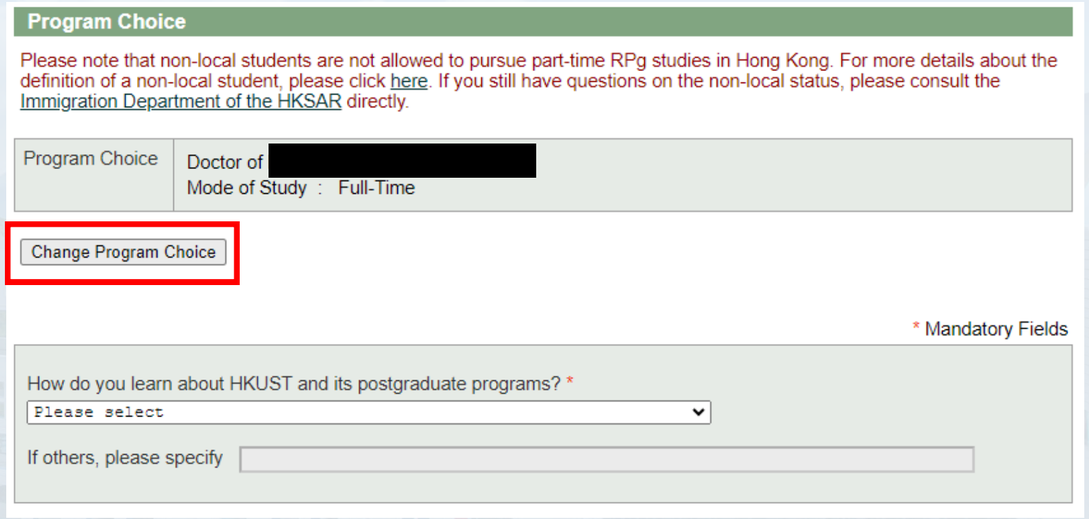
- If you are unsure whether you need a student visa/ entry permit, please visit fytgs.hkust.edu.hk/visa for details

- Provide a **valid mobile phone number** to receive SMS messages related to application status (optional)



Program Choice

- Programs will no longer be selectable after the respective application deadlines
- You may change the program choice any time **before** application submission
- If you would like to be considered for another program, please submit a **new application**



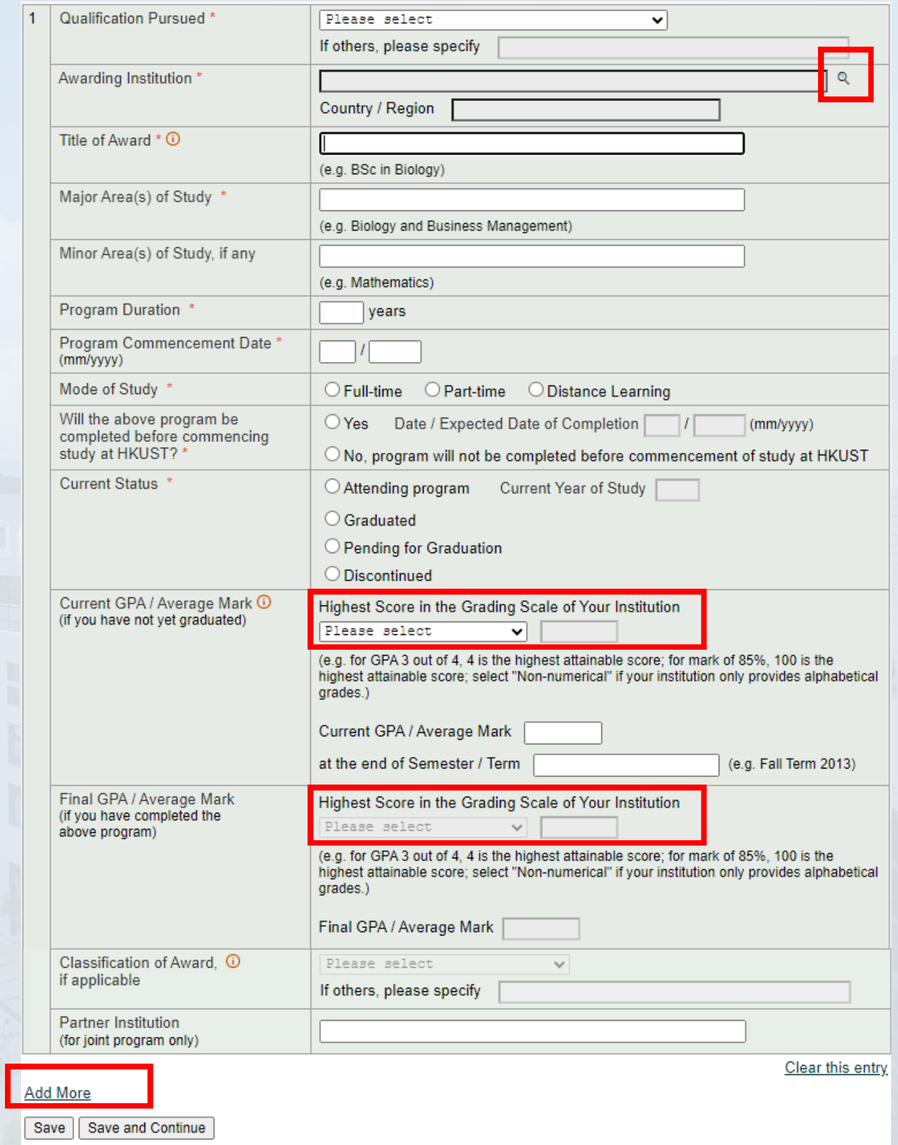
Education Background

- Click 🔍 for a list of awarding institutions
- Check the **grading system**, which is normally available at the back of the transcript.

Letter Grade	Grade Points	Definition
A+	4.3	
A	4.0	Excellent Performance
A-	3.7	
B+	3.3	Good Performance
B	3.0	
B-	2.7	
C+	2.3	Marginal Performance
C	2.0	
F[1]	0	Failure

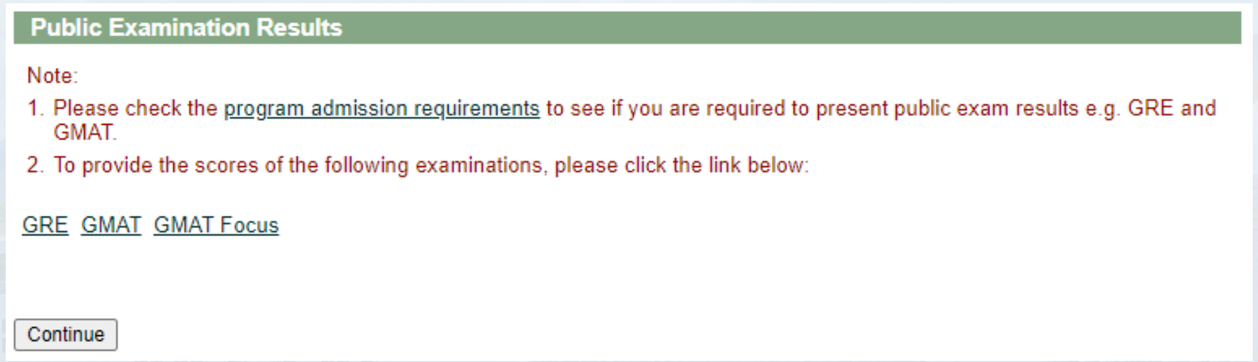
- Click "**Add More**" at the bottom of the page to provide your full tertiary education history, including programs which had been discontinued

You may submit an application even if you have not yet completed your Bachelor's degree



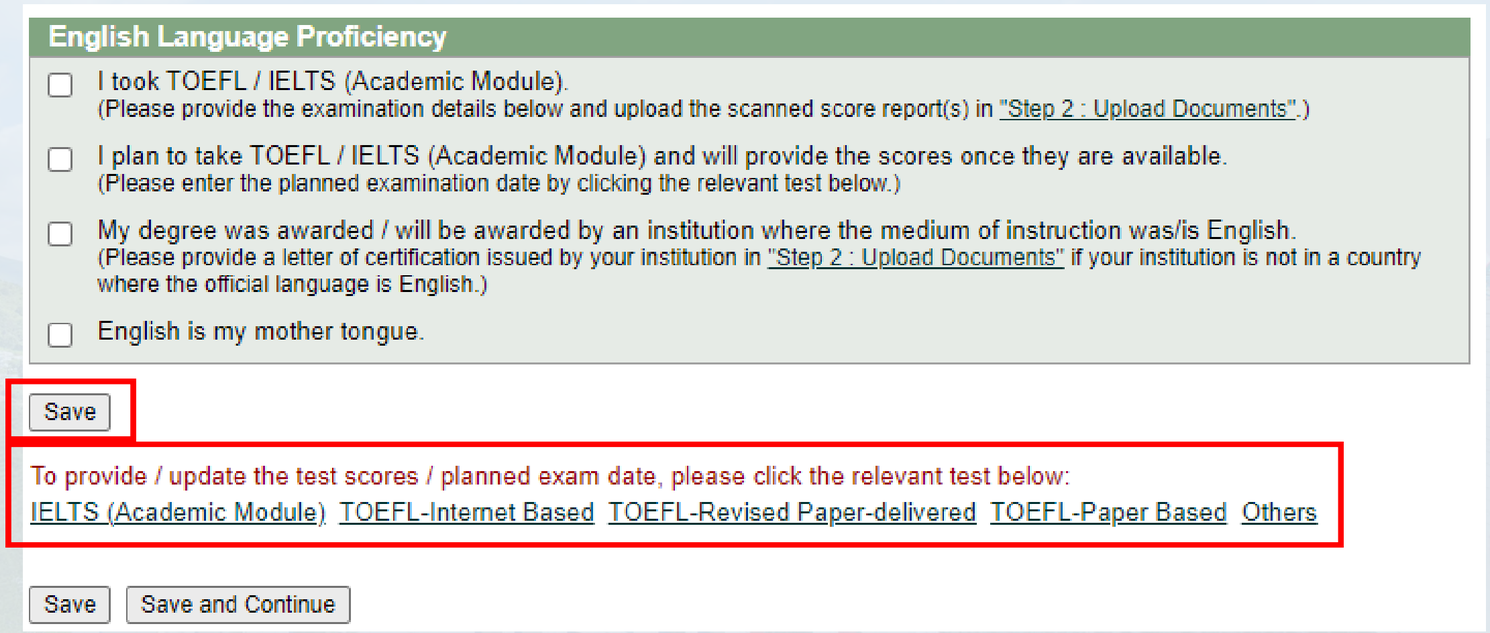
Public Examination Results

- Not all programs require GMAT/GRE scores
- Check the program-specific requirements at https://fytgs.hkust.edu.hk/programs
- If you plan to take GMAT/GRE later:
  - Enter the proposed date of test
  - Log in again to provide the test scores when they are available



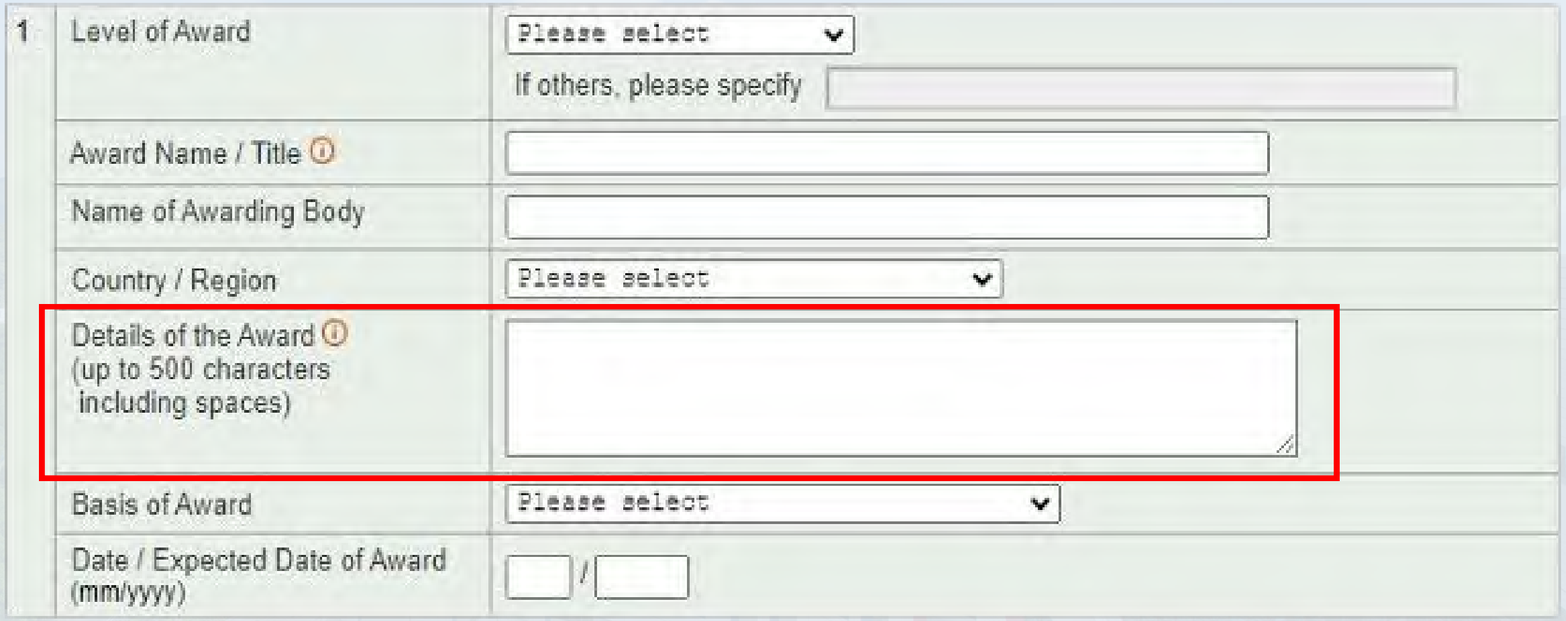
English Language Proficiency

- May select multiple items
- **Save** to lock your choice(s) before proceeding to enter TOEFL/IELTS test results
- If you plan to take IELTS/TOEFL later:
  - Enter the proposed date of test
  - Log in again to provide the test scores when they are available



Awards and Professional Qualifications

- Input the awards and professional qualifications that you hold
- Provide detailed description of the award (e.g. how competitive or how prestigious it is)



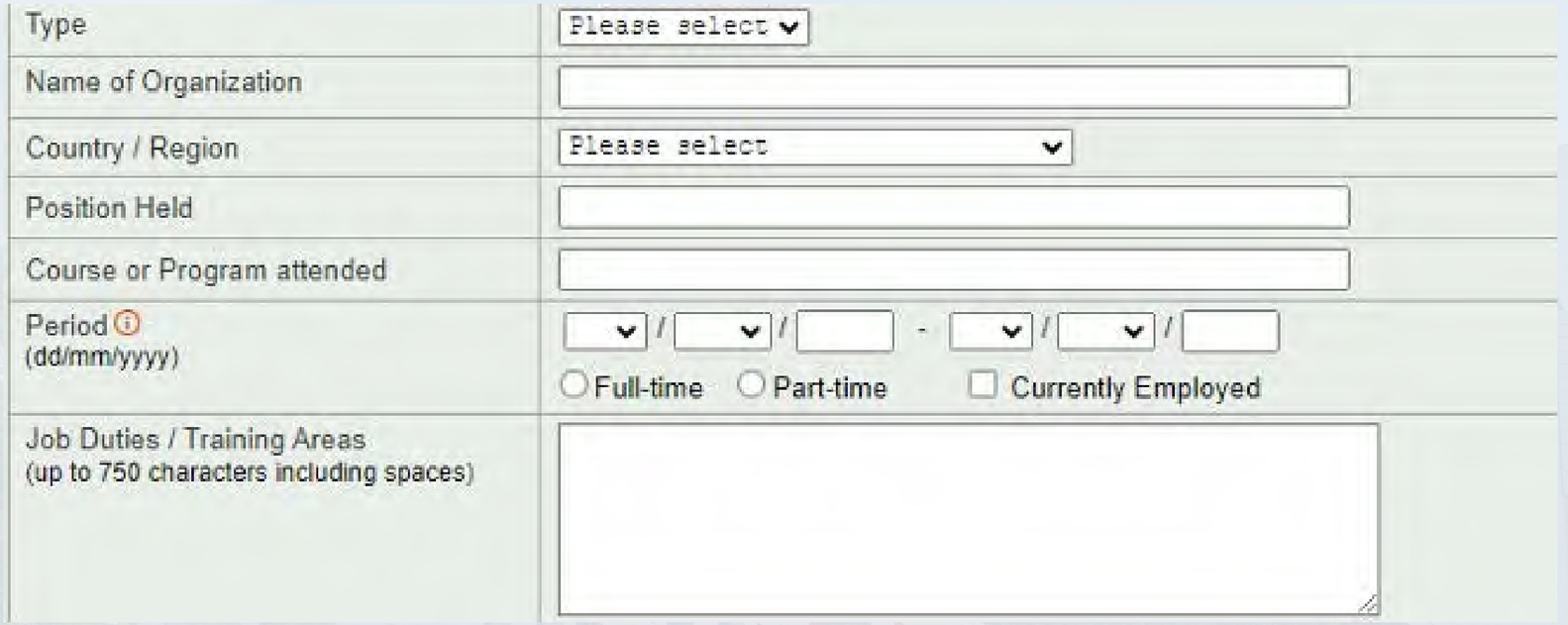
Extra Curricular Activities/ Volunteer Work

- If you are NOT applying for **the Hong Kong PhD Fellowship (HKPFS)**, you may choose to **skip** this part.

Type	Please select
Name of Organization	
Nature of Business (e.g. promoting environmental protection)	
Position Held	
Participation Period (dd/mm/yyyy)	/ / - / / Full-time Part-time
Major Responsibilities / engagements (up to 750 characters including spaces)	

Work Experience/ Internship/ Training

- List work experience/ internship/ training if such experience is
  - Relevant to your proposed research
  - Helpful in assessing your academic strength/ research capacity



Publications

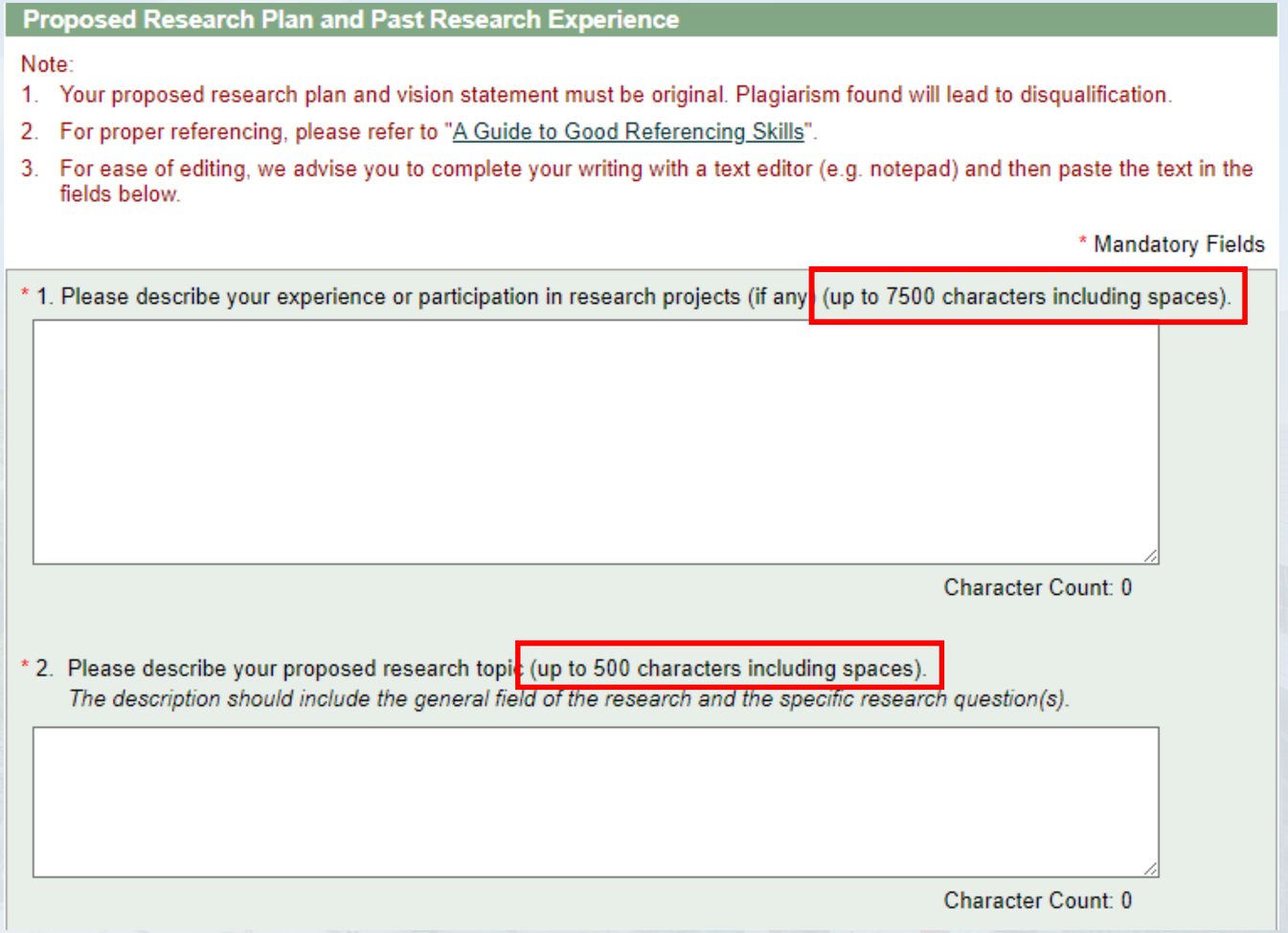
- List publications that you have, if any, including those to be published
- The URL to the website showing details of the publication would be most helpful to the review committee

1	Publication Type	Please select If others, please specify
	Title of Publication	
	Journal / Conference Name / Publisher	
	Author(s)	
	Publication Details (such as Digital Object Identifier (DOI), International Standard Serial Number (ISSN), PubMed Identifier (PMID) and International Standard Book Number (ISBN); if available, please provide full citation ⓘ) (up to 500 characters including spaces)	
	URL	
	Published Date / Accepted Date (dd/mm/yyyy)	/ /
	Peer-reviewed	Yes No
	Publication Status	Please select

Clear this entry

Research Proposal and Vision Statement

- Note the word limit
- **Anything beyond the word limit will be truncated**



Proposed Research Plan and Past Research Experience

Note:

1. Your proposed research plan and vision statement must be original. Plagiarism found will lead to disqualification.
2. For proper referencing, please refer to "A Guide to Good Referencing Skills".
3. For ease of editing, we advise you to complete your writing with a text editor (e.g. notepad) and then paste the text in the fields below.

* Mandatory Fields

* 1. Please describe your experience or participation in research projects (if any) (up to 7500 characters including spaces).

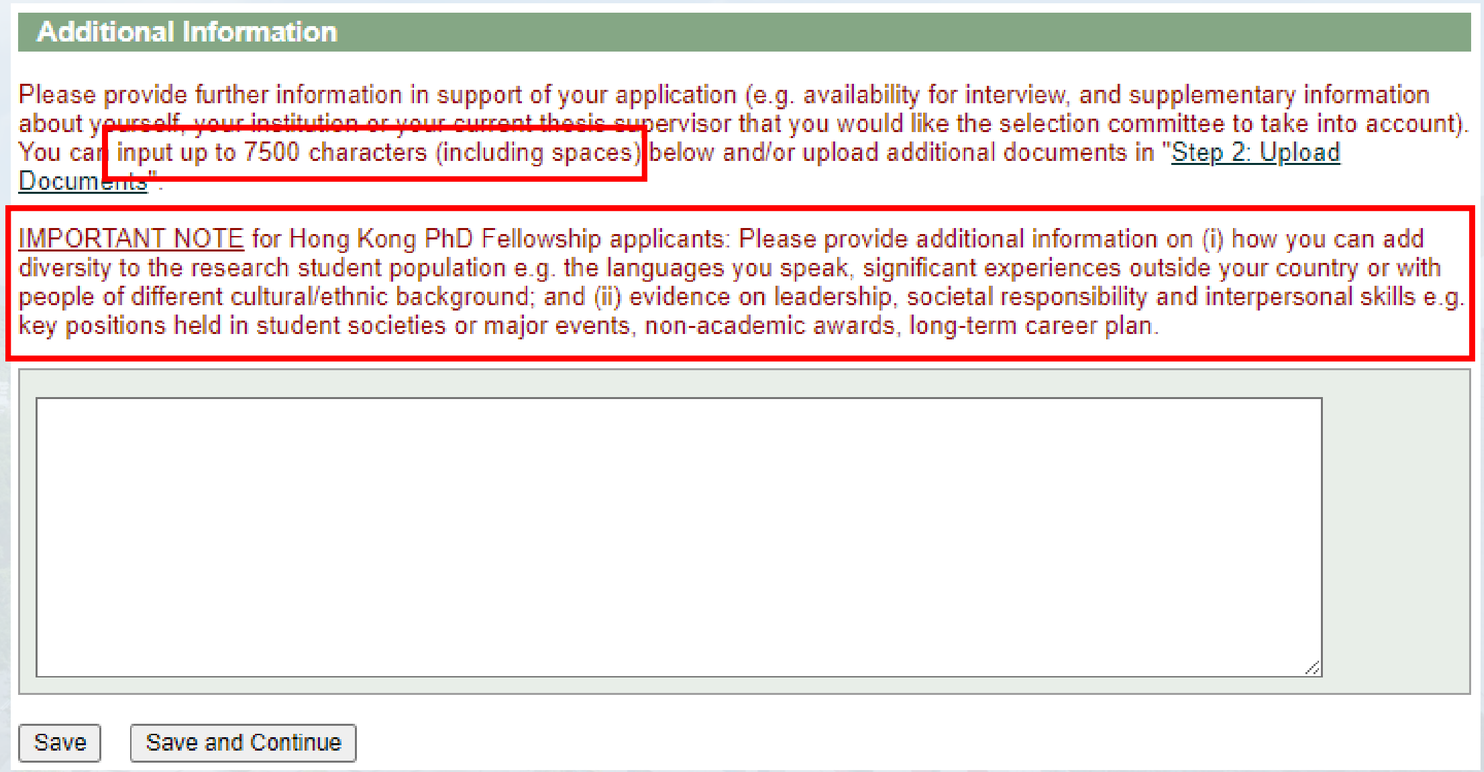
Character Count: 0

* 2. Please describe your proposed research topic (up to 500 characters including spaces).
The description should include the general field of the research and the specific research question(s).

Character Count: 0

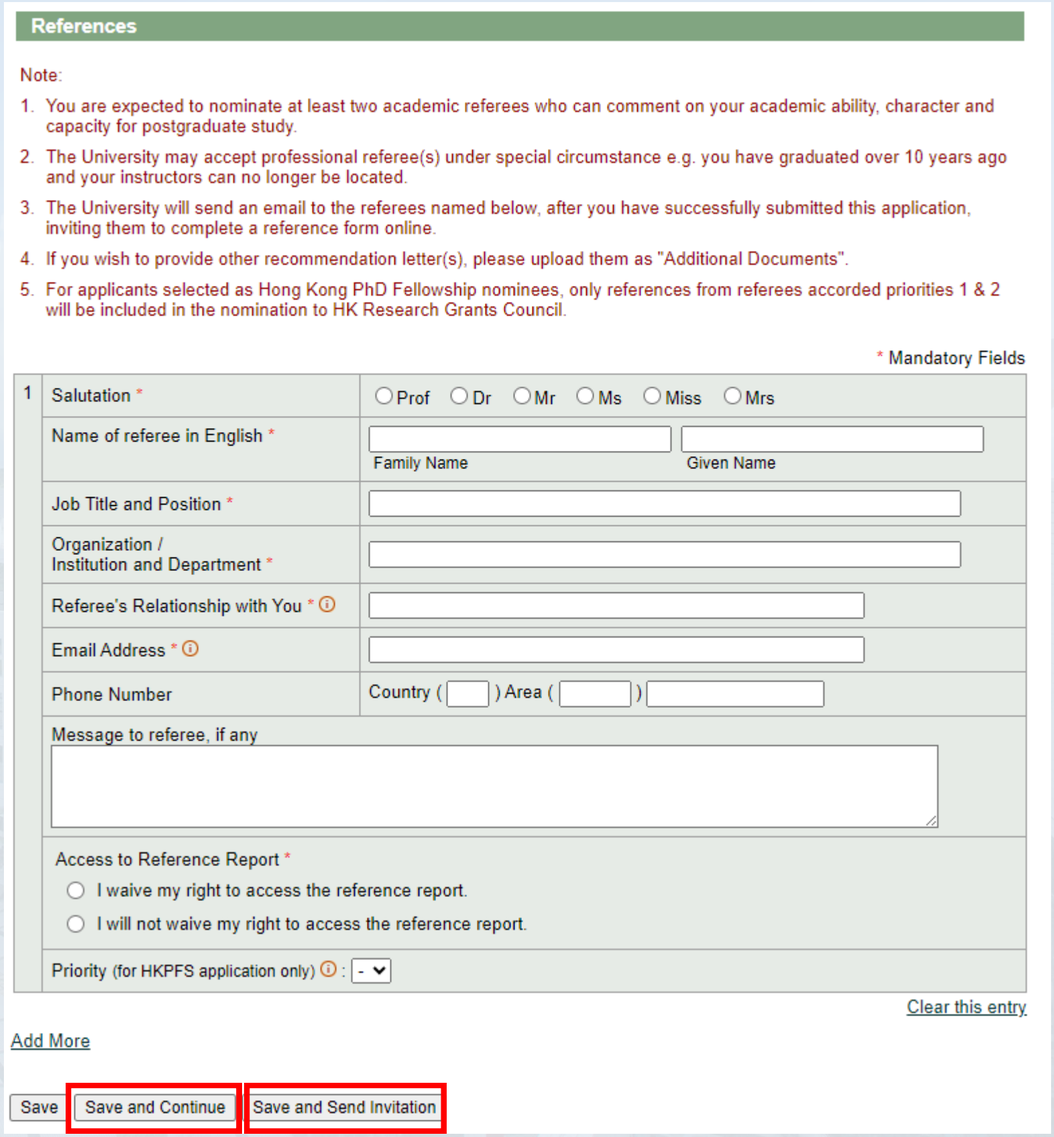
Additional Information

- This section is **mandatory for HKPFS applicants**
- Other applicants please fill in this part only if you see the need
- Note the word limit



References

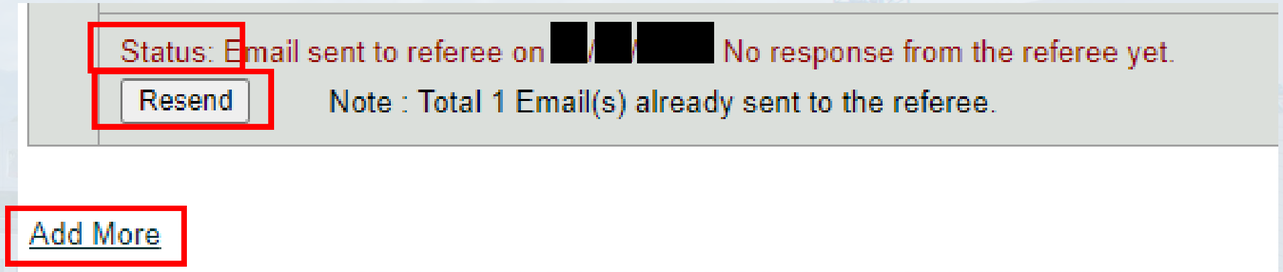
- Nominate 2-5 referees
- Provide **official email address** (e.g. university email) of your referees instead of personal email address
- Click "**Save and Send Invitation**" **to invite your referees before application submission.** Invitation(s) will be sent to any newly added referees automatically after this indication
- If you click "**Save and Continue**" , the University will send email invitations to your referees once the application is submitted
- It is helpful that you keep your referees posted



References

After inviting your referees:

- Check the submission status of reference reports here anytime
- Click “**Resend**” to send another invitation to your referee If he/she cannot locate the email
- 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



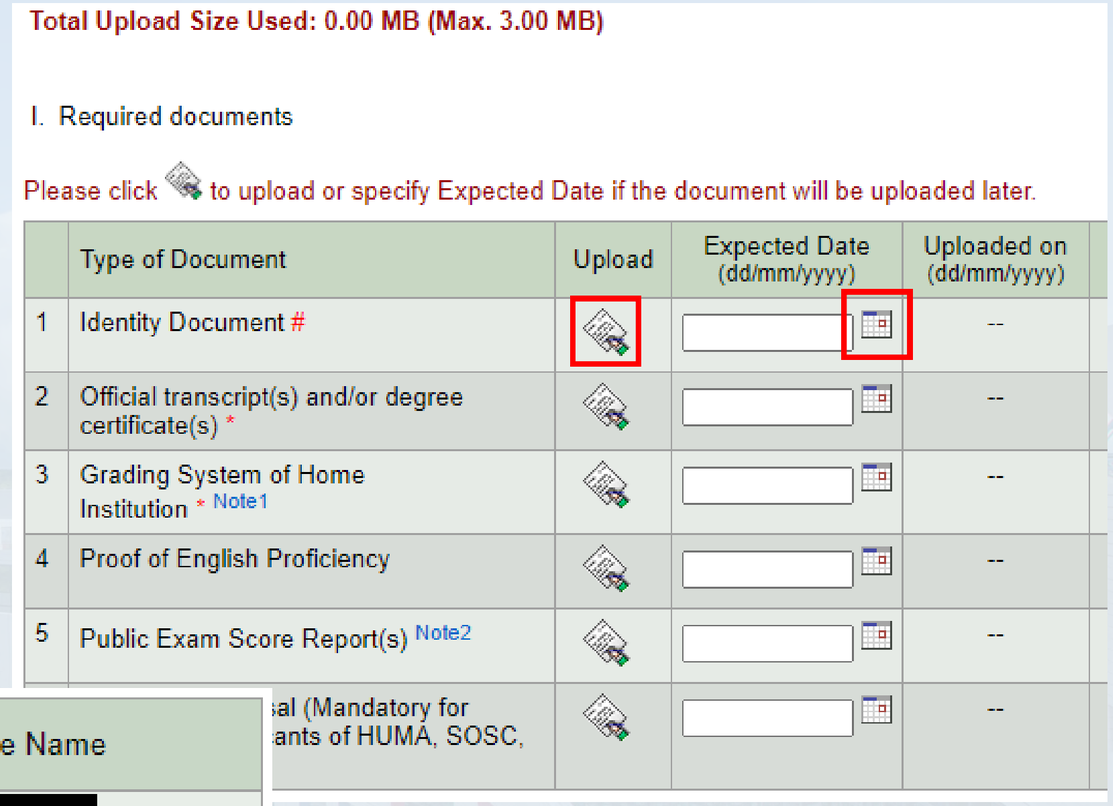
2. Upload Supporting Documents

- Click to upload all the required documents "**#**"
- Click to input an **expected date** if the document is not yet available

- **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

Preview Application

Application No. [redacted]

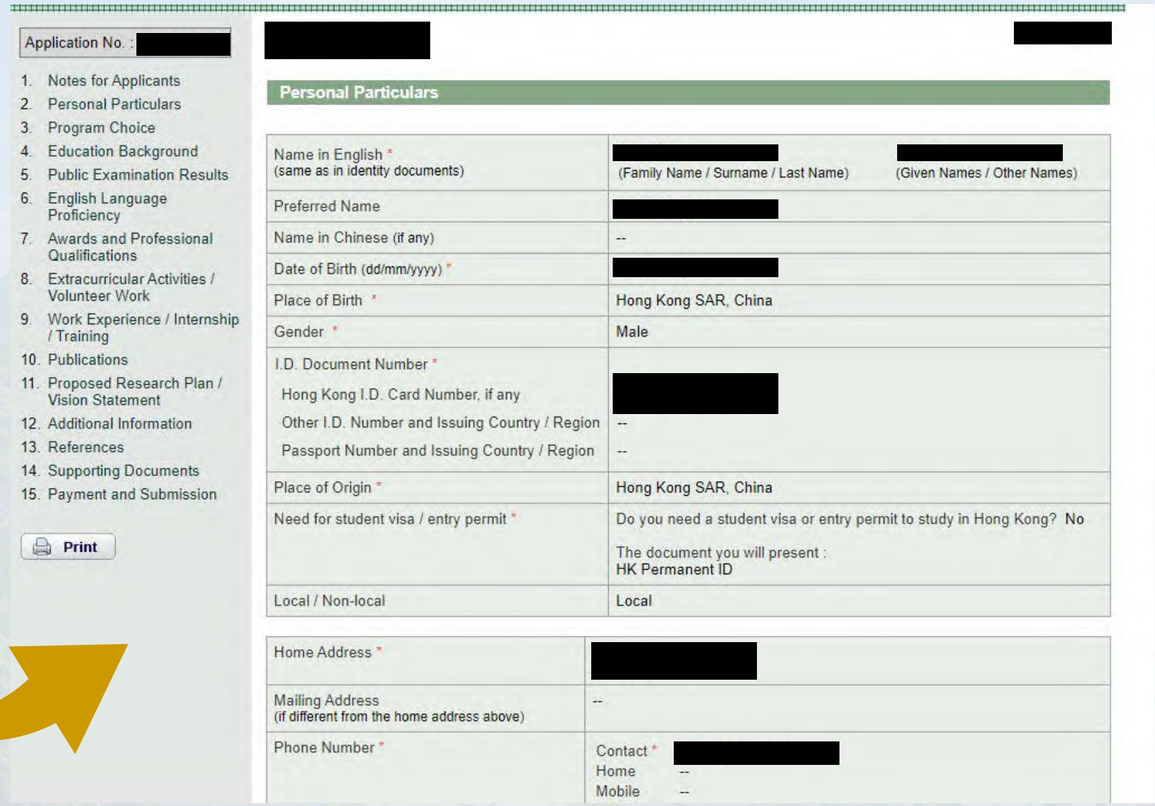
Step 1 : Fill Application Form

1.1. Notes for Applicants
1.2. Personal Particulars
1.3. Program Choice
1.4. Education Background
1.5. Public Examination Results
1.6. English Language Proficiency
1.7. Awards and Professional Qualifications
1.8. Extracurricular Activities / Volunteer Work
1.9. Work Experience / Internship / Training
1.10. Publications
1.11. Proposed Research Plan / Vision Statement
1.12. Additional Information
1.13. References

Step 2 : Upload Documents

Step 3 : Preview Application

Step 4 : Submit and Pay



Application No. : [redacted]

1. Notes for Applicants
2. Personal Particulars
3. Program Choice
4. Education Background
5. Public Examination Results
6. English Language Proficiency
7. Awards and Professional Qualifications
8. Extracurricular Activities / Volunteer Work
9. Work Experience / Internship / Training
10. Publications
11. Proposed Research Plan / Vision Statement
12. Additional Information
13. References
14. Supporting Documents
15. Payment and Submission

Print

[redacted]

Personal Particulars

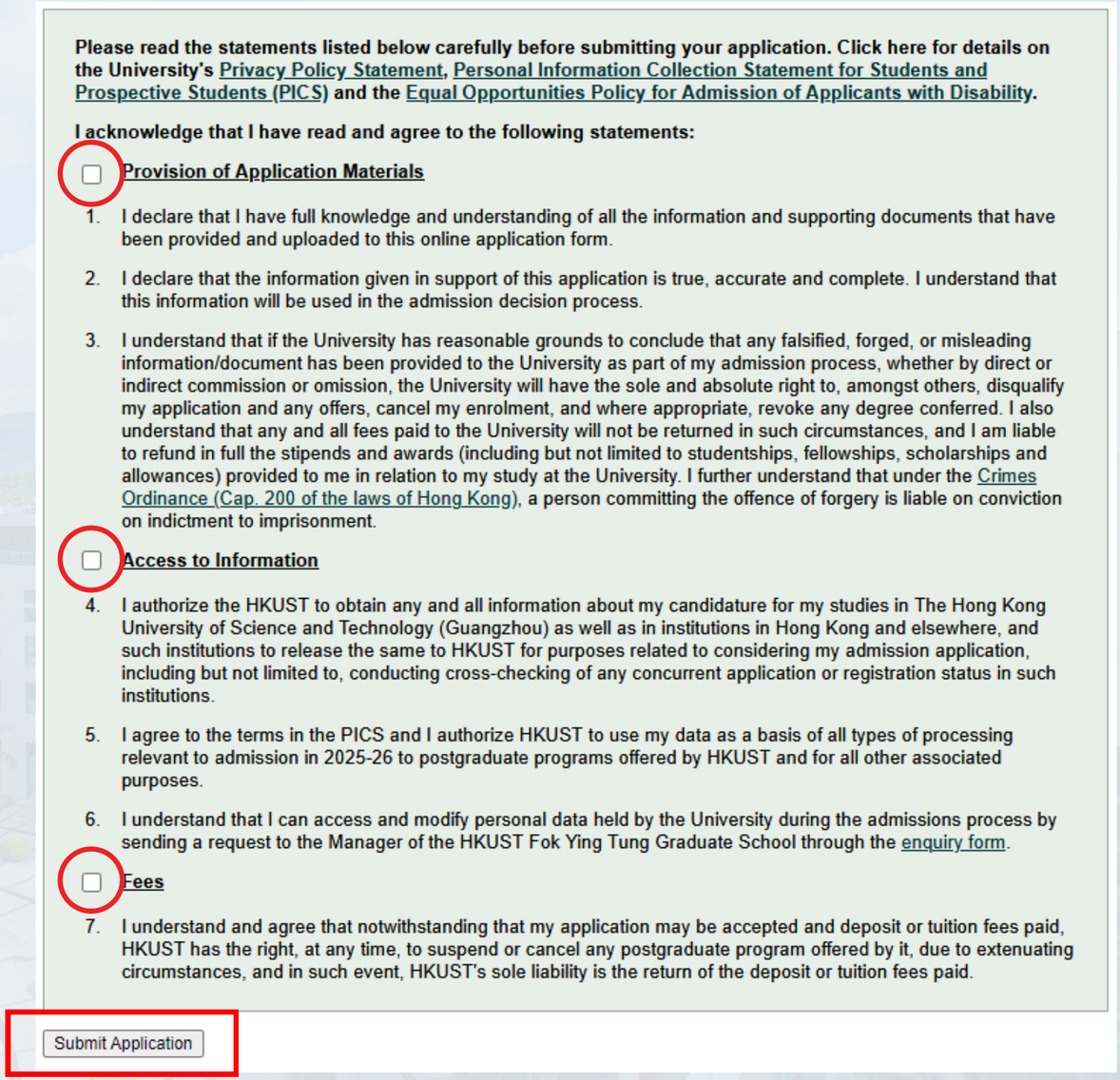
Name in English * (same as in identity documents)	[redacted] (Family Name / Surname / Last Name) [redacted] (Given Names / Other Names)
Preferred Name	[redacted]
Name in Chinese (if any)	--
Date of Birth (dd/mm/yyyy) *	[redacted]
Place of Birth *	Hong Kong SAR, China
Gender *	Male
I.D. Document Number *	[redacted]
Hong Kong I.D. Card Number, if any	
Other I.D. Number and Issuing Country / Region	--
Passport Number and Issuing Country / Region	--
Place of Origin *	Hong Kong SAR, China
Need for student visa / entry permit *	Do you need a student visa or entry permit to study in Hong Kong? No The document you will present : HK Permanent ID
Local / Non-local	Local

Home Address *	[redacted]
Mailing Address (if different from the home address above)	--
Phone Number *	Contact * [redacted] Home -- Mobile --

Check all information inputted in your application

Submit Application

- Read through the University's policies and statements
- **Check the boxes** to acknowledge the details
- Click "**Submit Application**"



Please read the statements listed below carefully before submitting your application. Click here for details on the University's Privacy Policy Statement, Personal Information Collection Statement for Students and Prospective Students (PICS) and the Equal Opportunities Policy for Admission of Applicants with Disability.

I acknowledge that I have read and agree to the following statements:

☐ **Provision of Application Materials**

1. I declare that I have full knowledge and understanding of all the information and supporting documents that have been provided and uploaded to this online application form.
2. I declare that the information given in support of this application is true, accurate and complete. I understand that this information will be used in the admission decision process.
3. I understand that if the University has reasonable grounds to conclude that any falsified, forged, or misleading information/document has been provided to the University as part of my admission process, whether by direct or indirect commission or omission, the University will have the sole and absolute right to, amongst others, disqualify my application and any offers, cancel my enrolment, and where appropriate, revoke any degree conferred. I also understand that any and all fees paid to the University will not be returned in such circumstances, and I am liable to refund in full the stipends and awards (including but not limited to studentships, fellowships, scholarships and allowances) provided to me in relation to my study at the University. I further understand that under the Crimes Ordinance (Cap. 200 of the laws of Hong Kong), a person committing the offence of forgery is liable on conviction on indictment to imprisonment.

☐ **Access to Information**

4. I authorize the HKUST to obtain any and all information about my candidature for my studies in The Hong Kong University of Science and Technology (Guangzhou) as well as in institutions in Hong Kong and elsewhere, and such institutions to release the same to HKUST for purposes related to considering my admission application, including but not limited to, conducting cross-checking of any concurrent application or registration status in such institutions.
5. I agree to the terms in the PICS and I authorize HKUST to use my data as a basis of all types of processing relevant to admission in 2025-26 to postgraduate programs offered by HKUST and for all other associated purposes.
6. I understand that I can access and modify personal data held by the University during the admissions process by sending a request to the Manager of the HKUST Fok Ying Tung Graduate School through the enquiry form.

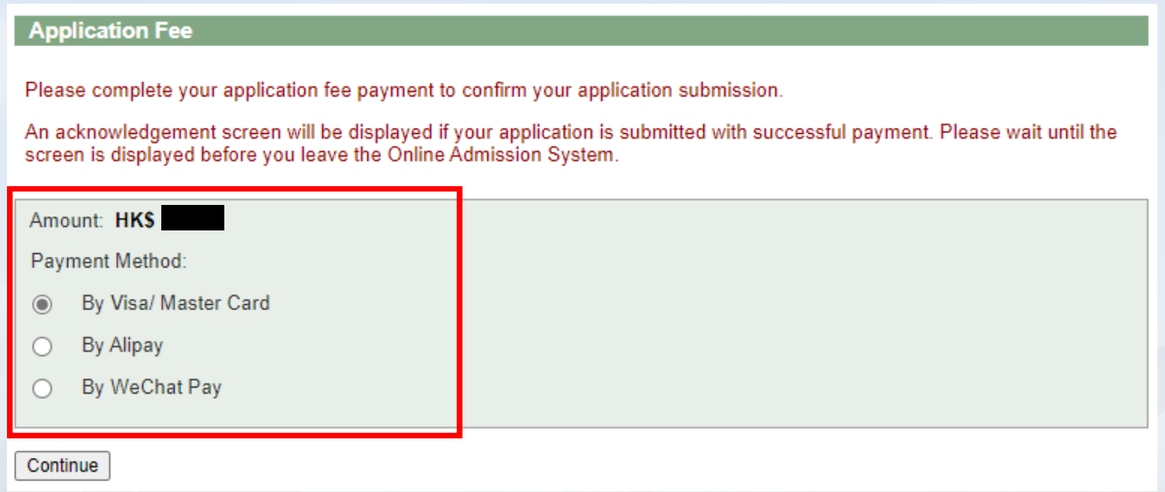
☐ **Fees**

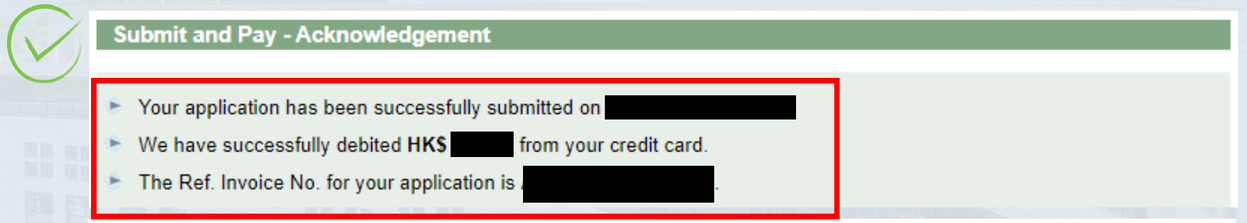
7. I understand and agree that notwithstanding that my application may be accepted and deposit or tuition fees paid, HKUST has the right, at any time, to suspend or cancel any postgraduate program offered by it, due to extenuating circumstances, and in such event, HKUST's sole liability is the return of the deposit or tuition fees paid.

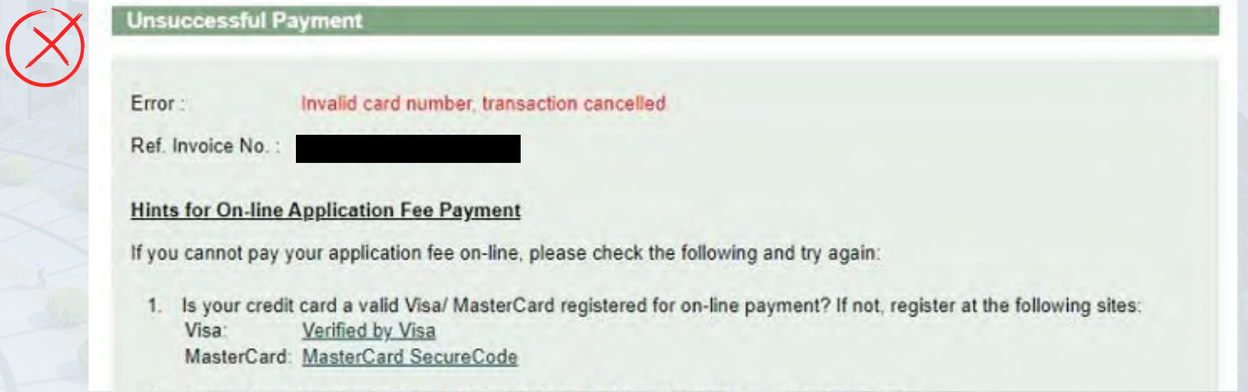
Submit Application

Application Fee Payment

- Select the appropriate online payment method
- The payment process will take some time, **do not interrupt** until you see either an acknowledgement or an error screen
- If your payment was unsuccessful, check the error and hints provided and try again

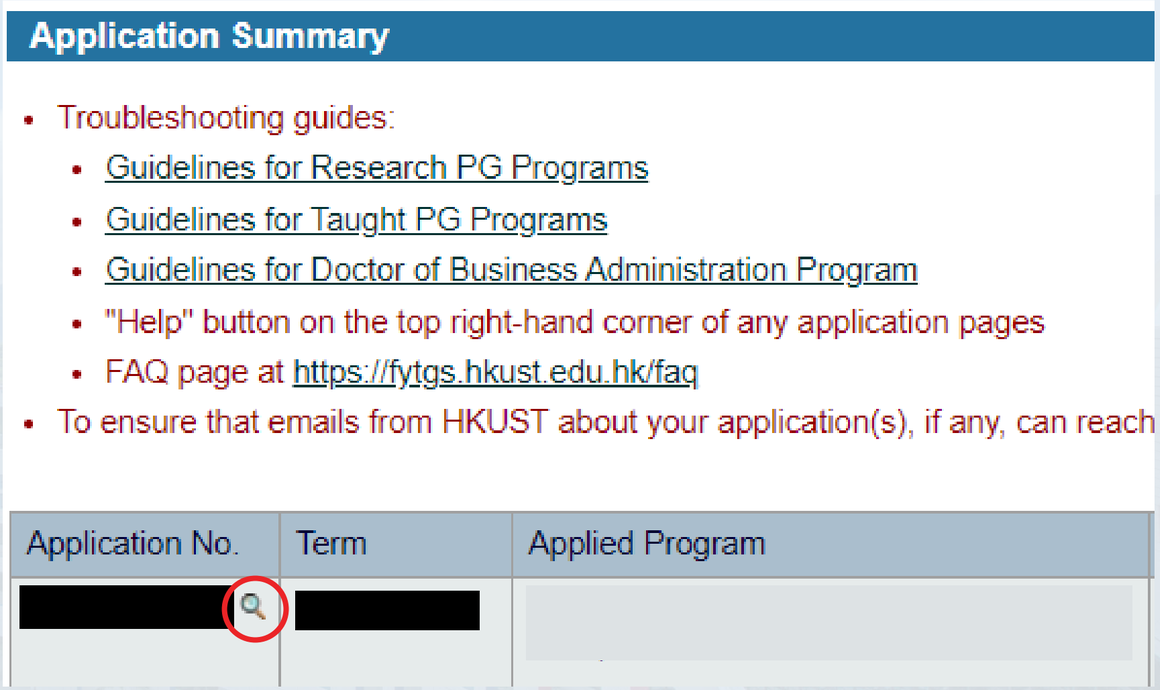






Application Summary

- A summary of the application(s) you have lodged with us is provided in the Application Summary
- Click 🔍 to view your application
- Click your **application number** to update contact information or provide information not yet available by application submission



Change Password/ Contact Email

- If you wish to **change the login password or contact email**, click "**Change password/ Email**" at the top right-hand corner of the page

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