

# HKUST

## Guidelines for Application Submission (Research Postgraduate Programs)

Next





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# 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](https://fytgs.hkust.edu.hk/visa) for details
- Provide a **valid mobile phone number** to receive SMS messages related to application status (optional)

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) *	<input type="text"/> / <input type="text"/> / <input type="text"/>	
Place of Birth *	<input type="text"/>	
Gender *	<input 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"/>	<input type="text"/>
Passport Number and Issuing Country / Region	<input type="text"/>	<input type="text"/>
Place of Origin *	<input type="text"/>	
	For applicants from The Mainland of China, please indicate:	
	Registered Place of Household (戶口所在地): <input type="text"/>	
Need for student visa / entry permit * ( Click <a href="#">here</a> for explanation )	Do you need a student visa or entry permit to study in Hong Kong? <input type="radio"/> Yes <input type="radio"/> No	
	Please specify what document you will present instead. <input type="text"/>	
	If others, please specify <input type="text"/>	
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.	





# 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**

### Program Choice

Please note that non-local students are not allowed to pursue part-time RPg studies in Hong Kong. For more details about the definition of a non-local student, please click [here](#). If you still have questions on the non-local status, please consult the Immigration Department of the HKSAR directly.

Program Choice	Doctor of [REDACTED]
	Mode of Study : Full-Time

Change Program Choice

\* Mandatory Fields

How do you learn about HKUST and its postgraduate programs? \*


Please select

If others, please specify





# 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	Excellent Performance
A	4.0	
A-	3.7	
B+	3.3	Good Performance
B	3.0	
B-	2.7	
C+	2.3	Marginal Performance
C	2.0	
F/U	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

1

Qualification Pursued \*

Please select

If others, please specify

Awarding Institution \*

Country / Region

Title of Award \* ⓘ

(e.g. BSc in Biology)

Major Area(s) of Study \*

(e.g. Biology and Business Management)

Minor Area(s) of Study, if any

(e.g. Mathematics)

Program Duration \*

years

Program Commencement Date \*  
(mm/yyyy)

/

Mode of Study \*

☐ Full-time ☐ Part-time ☐ Distance Learning

Will the above program be completed before commencing study at HKUST? \*

☐ Yes Date / Expected Date of Completion / (mm/yyyy)  
☐ No, program will not be completed before commencement of study at HKUST

Current Status \*

☐ Attending program Current Year of Study  
☐ Graduated  
☐ Pending for Graduation  
☐ Discontinued

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

Highest Score in the Grading Scale of Your Institution

Please select

(e.g. for GPA 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.)

Current GPA / Average Mark

at the end of Semester / Term (e.g. Fall Term 2013)

Final GPA / Average Mark  
(if you have completed the above program)

Highest Score in the Grading Scale of Your Institution

Please select

(e.g. for GPA 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

Classification of Award, ⓘ  
if applicable

Please select

If others, please specify

Partner Institution  
(for joint program only)

Add More

Save Save and Continue

Clear this entry





# 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

**Public Examination Results**

Note:

1. Please check the [program admission requirements](#) 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:

[GRE](#) [GMAT](#) [GMAT Focus](#)

Continue





# 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

**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.)

☐ English is my mother tongue.

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](#) [Others](#)

Save

Save and Continue





# 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)

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





# 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	<div>Please select <span>▼</span></div>
Name of Organization	<div></div>
Nature of Business (e.g. promoting environmental protection)	<div></div>
Position Held	<div></div>
Participation Period ⓘ (dd/mm/yyyy)	<div><div>▼</div> / <div>▼</div> / <div></div> - <div>▼</div> / <div>▼</div> / <div></div><div><input type="radio"/> Full-time <input type="radio"/> Part-time</div></div>
Major Responsibilities / engagements (up to 750 characters including spaces)	<div></div>





# 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

Type	<div>Please select ▼</div>
Name of Organization	<div></div>
Country / Region	<div>Please select ▼</div>
Position Held	<div></div>
Course or Program attended	<div></div>
Period ⓘ (dd/mm/yyyy)	<div><div>▼</div> / <div>▼</div> / <div></div> - <div>▼</div> / <div>▼</div> / <div></div><div><input type="radio"/> Full-time <input type="radio"/> Part-time <input type="checkbox"/> Currently Employed</div></div>
Job Duties / Training Areas (up to 750 characters including spaces)	<div></div>





# 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	<div>Please select <span>▼</span></div> <div>If others, please specify <input type="text"/></div>
	Title of Publication	<input type="text"/>
	Journal / Conference Name / Publisher	<input type="text"/>
	Author(s)	<input type="text"/>
	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)	<div><input type="text"/></div>
	URL	<input type="text"/>
	Published Date / Accepted Date (dd/mm/yyyy)	<div><div><span>▼</span></div><div><span>▼</span></div><div></div></div>
	Peer-reviewed	<div><input type="radio"/> Yes <input type="radio"/> No</div>
	Publication Status	<div>Please select <span>▼</span></div>

[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

## Additional Information

Please provide further information in support of your application (e.g. availability for interview, and supplementary information about yourself, your institution or your current thesis supervisor 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 "[Step 2: Upload Documents](#)".

**IMPORTANT NOTE** for Hong Kong PhD Fellowship applicants: Please provide additional information on (i) how you can add diversity to the research student population e.g. the languages you speak, significant experiences outside your country or with people of different cultural/ethnic background; and (ii) evidence on leadership, societal responsibility and interpersonal skills e.g. key positions held in student societies or major events, non-academic awards, long-term career plan.

A large, empty rectangular box with a thin black border, intended for applicants to provide additional information.

Save

Save and Continue





# 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

Note:

1. You are expected to nominate at least two academic referees who can comment on your academic ability, character and capacity for postgraduate study.
2. The University may accept professional referee(s) under special circumstance e.g. you have graduated over 10 years ago and your instructors can no longer be located.
3. The University will send an email to the referees named below, after you have successfully submitted this application, inviting them to complete a reference form online.
4. If you wish to provide other recommendation letter(s), please upload them as "Additional Documents".
5. For applicants selected as Hong Kong PhD Fellowship nominees, only references from referees accorded priorities 1 & 2 will be included in the nomination to HK Research Grants Council.

\* Mandatory Fields

1	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 *	<div><input type="text"/><input type="text"/></div> <div>Family NameGiven Name</div>
	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	<div><input type="text"/></div>
	Access to Reference Report *	<div><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.</div>
	Priority (for HKPFS application only) ⓘ	<div><input type="text"/></div>

Clear this entry.

Add More

Save

Save and Continue

Save and Send Invitation





# 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

A screenshot of a web interface for managing references. It features a light gray background with a subtle grid pattern. At the top, there's a status message in red text: "Status: Email sent to referee on [redacted] No response from the referee yet." Below this message is a "Resend" button, which is highlighted with a red rectangular box. To the right of the "Resend" button, there is a note in black text: "Note : Total 1 Email(s) already sent to the referee." Below the "Resend" button, there is an "Add More" button, also highlighted with a red rectangular box. The overall layout is clean and modern, with a focus on user action buttons.


















# 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

Total Upload Size Used: 0.00 MB (Max. 3.00 MB)



I. Required 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"/> 	--
2	Official transcript(s) and/or degree certificate(s) *		<input type="text"/> 	--
3	Grading System of Home Institution * <a href="#">Note1</a>		<input type="text"/> 	--
4	Proof of English Proficiency		<input type="text"/> 	--
5	Public Exam Score Report(s) <a href="#">Note2</a>		<input type="text"/> 	--
	al (Mandatory for ants of HUMA, SOSC,		<input type="text"/> 	--



File Name

 [redacted] .docx (12.96 KB) 



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**

**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	[REDACTED]	
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 Fee

Please complete your application fee payment to confirm your application submission.

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.

Amount: HK\$ [REDACTED]

Payment Method:

- ☒ By Visa/ Master Card  
☐ By Alipay  
☐ By WeChat Pay

Continue

## Submit and Pay - Acknowledgement

- ▶ Your application has been successfully submitted on [REDACTED]
- ▶ We have successfully debited HK\$ [REDACTED] from your credit card.
- ▶ The Ref. Invoice No. for your application is [REDACTED]

## Unsuccessful Payment

Error: Invalid card number, transaction cancelled

Ref. Invoice No.: [REDACTED]

### Hints for On-line Application Fee Payment


If you cannot pay your application fee on-line, please check the following and try again:

1. Is your credit card a valid Visa/ MasterCard registered for on-line payment? If not, register at the following sites:  
Visa: [Verified by Visa](#)  
MasterCard: [MasterCard SecureCode](#)






# 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

### 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 <https://fytgs.hkust.edu.hk/faq>
- To ensure that emails from HKUST about your application(s), if any, can reach

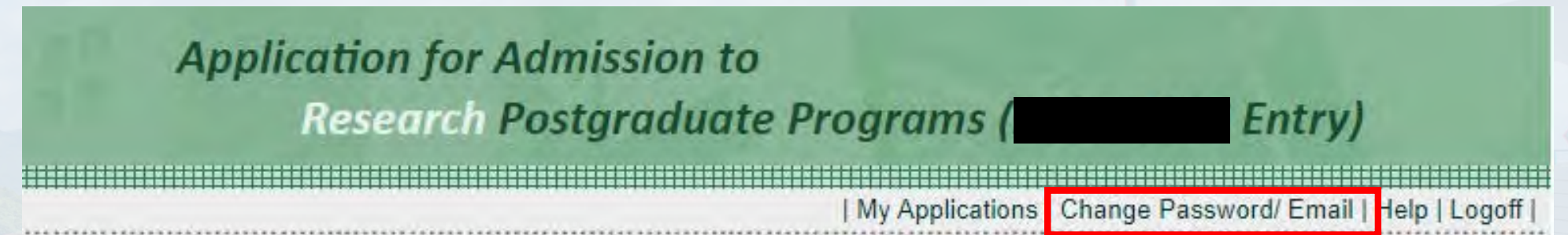
Application No.	Term	Applied Program
		





# 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