

## Guidelines for Completing an Application for Postgraduate Visiting Internship Program

Before filling in the online application:

- Identify the [School/ Program Office](#) you are interested in.
- Seek agreement from an [HKUST faculty member](#) to accept you as a visiting intern.
- Get application information & documents listed in Section A handy with you.
- There is no need to submit the official documents to the University by mail at application stage.
- Make sure that you have a credit card (Visa/MasterCard) for settling the application fee.
- Submit your application at least 3 months before the proposed internship period.

### A. Information and Documents to Gather

#### 1. Identity Document

- Hong Kong applicants: Hong Kong Permanent ID card
- Mainland applicants: Mainland ID card / EEP / passport
- Other applicants: Social security card / passport

#### 2. Current Transcript/Testimonial

- Issued by the Central Unit (e.g. Registry or equivalent) of your home institution for the current postgraduate (PG) program you are studying
- The official document should include the following:
  - o your name and identification information (e.g. date of birth, ID no., etc)
  - o the current PG program you are studying
  - o commencement month and year of the current PG program you are studying
  - o program duration of your current PG program
  - o expected graduation date of your current PG program
  - o the name and position of the person authorized to issue the certificate
  - o official letterhead of your home institution
  - o official stamp of your home institution


#### 3. Institutional Support Form (downloadable [here](#))

- Seek support from your home institution as a confirmation of support of the internship at HKUST.
- The form should be signed by the Registrar/ Dean of School/ Dean of Faculty/ Head of Department and with relevant official University stamp of your home institution

#### 4. Information on English Proficiency

## B. How to Get Help?

For explanations, look for the 

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

If the problems persist, try disabling pop-up blocker in your browser. If it does not help with your problems, please write to us via the [Enquiry Form](#) with screen capture(s) to facilitate our responses.

## C. 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 / 2000
Place of Birth *	The Mainland of China
Gender *	<input type="radio"/> Male <input checked="" 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 (戶口所在地) <input type="text"/> Please select
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 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

– Information must tally with those shown in the identity document.

– For applicants from Mainland 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 [pg.ust.hk/visa](http://pg.ust.hk/visa) for details.

Phone Number *	Contact *	Country	852	Area	<input type="text"/>	-	23598888
	Home	Country	<input type="text"/>	Area	<input type="text"/>	-	<input type="text"/>
	Mobile	Country	852	-	23598888		
	<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.					

– You must provide a valid mobile phone number if you wish to receive SMS messages.

## D. School / Department Choice

### School / Department Choice

You should first consult the [department / program office](#) you are interested in and seek a research supervisor from amongst our [professors](#).

School / Department	PG Visiting Internship - ACCT
Mode of Study:	<input checked="" type="radio"/> Full-Time <input type="radio"/> Part-Time

– Check with the Department you are interested in before filling in this section.

– You may find their contact information at <http://pg.ust.hk/programs>.

### Proposed Supervisor/ Period of Internship

Please provide the name of your proposed supervisor and proposed period of internship below:

Name of Proposed Supervisor	<input type="text"/>
Proposed Period of Internship at HKUST	From <input type="text"/> (dd/mm/yyyy) to <input type="text"/> (dd/mm/yyyy)

### Institutional Support Form

Please complete and upload the [Institutional Support Form](#) in the 'Upload Documents' Section before submitting the application.

– Please seek consensus with your proposed supervisor / Dept when filling in the Institutional Support Form and obtain support from the Registrar / Dean of School/ Dean of Faculty / Head of Department of your home institution.

## E. Education Background

1 Current Program of Study *	<input type="text" value="Please select"/> If others, please specify <input type="text"/>
Awarding Institution *	<input type="text"/> <input type="button" value="Q"/>
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)

– Click for a list of awarding institutions.

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" value="3"/> <input type="radio"/> Graduated <input type="radio"/> Pending for Graduation <input type="radio"/> Discontinued

– You are only eligible to apply for visiting internship if you are currently a registered postgraduate student at a recognized tertiary institution outside Hong Kong.

Current GPA / Average Mark (if you have not yet graduated)	<input type="text" value="4.3"/> Highest Score in the Grading Scale of Your Institution (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 <input type="text"/> at the end of Semester / Term <input type="text"/> (e.g. Fall Term 2013)
Final GPA / Average Mark (if you have completed the above program)	<input type="text"/> Highest Score in the Grading Scale of Your Institution Please select <input type="text"/> (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 <input type="text"/>

– 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

## F. 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.

Save

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](#)

Save

Save and Continue

– Click “Save” to lock your choice(s) before proceeding to enter TOEFL/ IELTS test results, if any.

## G. Work Experience/Internship/Training (optional)

1	Type	Employment
	Name of Organization	ABC Limited
	Country / Region	China
	Position Held / Course or Program attended	Trainee
	Period (mm/yyyy)	06 / 2016 - 08 / 2016 <input checked="" type="radio"/> Full-time <input type="radio"/> Part-time <input type="checkbox"/> Currently Employed
	Job Duties / Training Areas (up to 1000 characters including spaces)	Summer trainee

– You may input information on work experience/ internship/ training if such experience is helpful in assessing your application.



## H. Additional Information (optional)

### Additional Information



1. Please provide below any additional information you wish the Admissions Committee to consider (optional).  
(up to 100 words)

– Fill in this part if you see need.



## I. Supporting Documents



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

You may upload multiple documents under one document type.

- Click  to upload documents currently available to you, OR
- Click  to input an expected date if the document is not yet available.

Make sure that you upload the required documents marked with “#”.

File Name
 For testing.pdf (34.49 KB) 

- Click  to review an uploaded document.
- Remove any wrong documents by clicking  before the application is submitted.

### Upload Supporting Documents

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 : Official transcript(s) and/or degree certificate(s)

### IMPORTANT

- Check the browser setting and disable the pop-up blocker of your browser to show pop-up dialogue box.
- We suggest uploading your documents using Internet Explorer (IE), Mozilla Firefox and Chrome.

Size of each file: Max 1MB,

## J. Application Fee Payment

### 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: **HKS 300.00**

Payment Method:

By Visa/ Master Card

- Pay the application fee online by credit card (Visa/MasterCard).
- The payment process will take some time, do not interrupt.

## K. Submitting Your Application

Application No. : 62200001541

**Submit and Pay - Acknowledgement**

- Your application has been successfully submitted on 27-Apr-2022 16:46. Please click [here](#) for the next steps.
- We have successfully debited **HKS 300.00** from your credit card.
- The Ref. Invoice No. for your application is **AF622000015410127**.
- If you wish to update information in your application, please select the appropriate option from the left hand side menu.

[View Application](#)      [Back to Application Summary](#)

- You will see an Acknowledgement after successfully submitting your application.
- To check the information submitted, you can log in anytime and click "View Application".
- A summary of the application(s) you have lodged with us is provided in the Application Summary.

## L. Application Summary

**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 Kellogg-HKUST EMBA Program](#)
  - [Guidelines for Doctor of Business Administration Program](#)
  - "Help" button on the top right-hand corner of any application pages
  - FAQ page at <http://pg.ust.hk/faq>
- To ensure that emails from HKUST about your application(s), if any, can reach you, please add [istest11@ust.hk](mailto:istest11@ust.hk) to your e-mail contact list.

Application No.	Term	Applied Program	Offered Program	Status
				Submitted and under consideration

- You may check the admission status in the Application Summary any time.
- When your offer status changes, you will be notified by email. To ensure that the emails can reach you, add [pgadmit@ust.hk](mailto:pgadmit@ust.hk) to your e-mail contact list.

If you see the following status:	It means:
Under preparation	Go to "Step 4 Submit and Pay" section to submit the application. Please submit the application at least 3 months before your proposed internship period.
Submitted and under consideration	Your application is being reviewed by relevant Program Office.
Offer pending acceptance Deadline: dd-mmm-yyyy	An offer has been issued to you, please accept it online before the deadline.
Offer accepted	Please upload the travel insurance certificate to your online application and send the required official documents stated on the document checklist for verification.
Offer confirmed – pending program registration	Please check out the invitation for program registration sent to you by the Academic Registry.