Application for Admission to Postgraduate Visiting Internship Programs (2023-24 Entry)

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)
 - 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

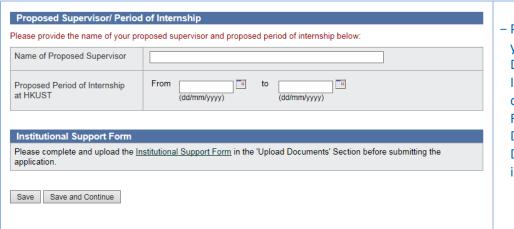


Current GPA / Average Mark () (if you have not yet graduated)

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 <u>Enquiry Form</u> with screen capture(s) to facilitate our responses.

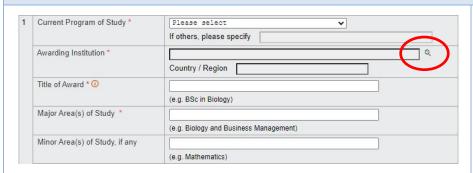
Personal Particulars Name in English * (same as in identity documents) Information must tally with those Family Name / Surname / Last Name Given Names / Other Names shown in the identity document. Preferred Name Name in Chinese - For applicants from Mainland China, Date of Birth 01 v / Jan v / 2000 you are required to provide: The Mainland of China Place of Birth Gender * O Male Female • Name in Chinese I.D. Document Number * (please provide at least one of the following) • Registered Place of Household (戶 Hong Kong I.D. Card Number, if any 口所在地) Other I.D. Number and Issuing Country Please select Please select Passport Number and Issuing Country Place of Origin The Mainland of China For applicants from Mainland China, please indicate Registered Place of Household (戶口所在地) Dease select Need for student visa / entry permit Do you need a student visa or entry permit to study in Yes No Student visa/entry permit Please specify what document you will present instead. - If you are unsure whether you need a If others, please specify student visa/ entry permit, please visit pg.ust.hk/visa for details. Local / Non-local Non-local - You must provide a valid mobile phone Phone Number * Contact * Country 852 Area - 23588888 number if you wish to receive SMS Home Country Area messages. Country 852 - 23588888 he University may send me SMS message(s) related to this application, where appropriate, to the mobile phone number listed above.





 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 ofFaculty / Head of Department of your home institution.

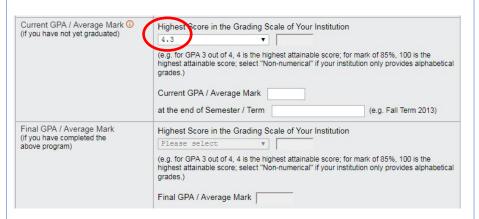
E. Education Background



Click for a list of awarding institutions.



 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.

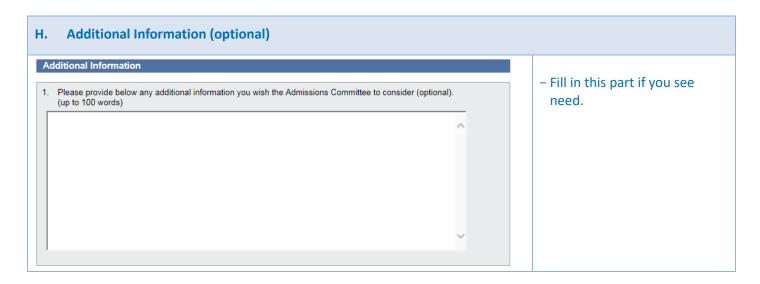


 Check the grading system, normally at the back of the transcript.

Grade -	Course Grade Point
A+	4.3
A	40
A-	3.7
B+	3.3
В	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".) - Click "Save" to lock your choice(s) before proceeding to 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.) enter TOEFL/ IELTS test results, if 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.) any. 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

G. Work Experience/Internship/Training (optional) Type Employment - You may input information on Name of Organization ABC Limited work experience/internship/ Country / Region **~** China training if such experience is Position Held / Trainee Course or Program attended helpful in assessing your Period ① 06 / 2016 - 08 / 2016 application. (mm/yyyy) ☐ Currently Employed Job Duties / Training Areas (up to 1000 characters including spaces) Summer trainee



I. Supporting Documents



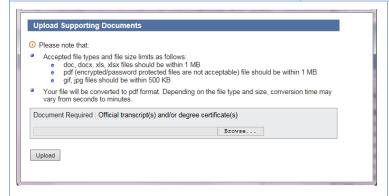
You may upload multiple documents under one document type.

- 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 "#".



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

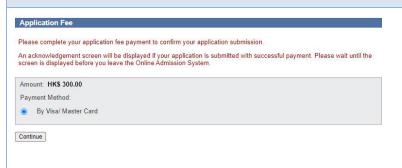


IMPORTANT

- 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



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

Submitting Your Application



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

- Your application has been successfully submitted on 27-Apr-2022 16:46. Please click here for the next steps
- We have successfully debited HK\$ 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
- 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.

Application Summary L.

- · 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/fag
- . To ensure that emails from HKUST about your application(s), if any, can reach you, please add istest11@ust.hk to your e-mail contact list.

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

If you see the following It means: status: Go to "Step 4 Submit and Pay" section to **Under preparation** submit the application. Please submit the application at least 3 months before your proposed internship period. Submitted and under Your application is being reviewed by relevant consideration Program Office. Offer pending acceptance An offer has been issued to you, please accept Deadline: dd-mmm-yyyy 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 Please check out the invitation for program program registration registration sent to you by the Academic Registry.

- 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 to your e-mail contact list.