

HKUST

Guidelines for Application Submission (PG Visiting Internship)

Next



1.1 Information and Documents Required

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 and/or Testimonial

- Issued by the Central Unit (e.g. Registry) of your home Institution for the current PG program you are studying
- The official document should include the following:
 - Name and identification information (e.g. date of birth, ID no., etc)
 - Current PG program you are studying
 - Commencement month and year of the current PG program you are studying
 - Program duration of your current PG program
 - Expected graduation date of your current PG program
 - Name and position of the person authorized to issue the certificate
 - Official letterhead of the issuing authority of your home institution
 - Official stamp of the issuing authority of your home institution

1.1 Information and Documents Required

3. Institutional Support Form

- The Proposed Visiting Period stated in Part I should fully cover the actual visiting period
- 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
- The form can be downloaded [here](#)

4. Information on English Proficiency (if any)

Support from Home University/ Institution

Please upload the completed form to the HKUST Online Admission System to complete your application.

Part I Application Particulars	
Name	
Application No.	
Type of Short-term Study	<input type="checkbox"/> PG Visiting Internship Student (Research) <input type="checkbox"/> Visiting PG Student (Coursework)
Hosting Department at HKUST	
Proposed Visiting Period	_____ - _____ (dd/mm/yyyy) (dd/mm/yyyy)

Part II Current Program of Postgraduate Study	
Name of University/ Institution	
Student No.	
Program of Study (e.g. MPhil in Chemistry)	

Part III Support from Home University/ Institution	
<i>(To be completed by the Registrar/ Dean of School/ Dean of Faculty/ Head of Department)</i>	
1. I am in support of the student's application for Short-term Study at HKUST <input type="checkbox"/> with Visiting Period stated in Part I above. <input type="checkbox"/> with Visiting Period not exceeding _____ months/days from _____ to _____.	
2. I confirm that the student will remain as an enrolled student of his/her current program at the Home University/ Institution during the Visiting Period	
3. The medium of instruction of the current program the student studying is: <input type="checkbox"/> English <input type="checkbox"/> other language (please specify: _____)	
Signature	University Stamp
Name	Date
Position	<input type="checkbox"/> Registrar <input type="checkbox"/> Dean of School <input type="checkbox"/> Dean of Faculty <input type="checkbox"/> Head of Department Please specify (e.g. Dean of Engineering): _____

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 (戶口所在地) 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.

- 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

1.3 School / Department Choice

- Check with the School/ Program Office you are interested in before filling in this section
- Seek consensus with your proposed supervisor / Department when filling in the proposed period of internship as well as the Institutional Support Form.

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

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" value=""/> (dd/mm/yyyy) <input type="button" value="Calendar"/> to <input type="text" value=""/> (dd/mm/yyyy) <input type="button" value="Calendar"/>

Institutional Support Form

Please complete and upload the Institutional Support Form in the 'Upload Documents' Section before submitting the application.

1.4 Education Background

1	Current Program of Study *	Please select <input type="text"/>
	Awarding Institution *	<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"/>

- Click  for the list of awarding institutions
- Check the **grading system**, normally available at the back of the transcript
- Select appropriate options for your current study

1.5 Public Exam 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="v"/> / <input type="text" value="v"/> / <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.

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](#) [Others](#)

Save

Save and Continue

- 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.

1.8 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 needed







2. Supporting Documents



document(s) required to be uploaded before application submission


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	Current Transcript and/or Testimonial Issued by Central Unit #		<input type="text"/> 	--
3	Institution Support Form #		<input type="text"/> 	--

File Name
 Testing.pdf (61.85 KB) 

- Click  to upload all the required documents “#”
- Must upload the required documents “#” to proceed

- **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. : [REDACTED]

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 - [REDACTED] Mode of Study : Full-Time

Education Background	
1	Current Program of Study * Awarding Institution * Country / Region : [REDACTED] 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) [REDACTED] [REDACTED] [REDACTED] -- 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: [REDACTED] Current GPA / Average Mark: [REDACTED] at the end of Semester / Term Fall 2023 -- --

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

4. Submit and Pay

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

6. I understand that I can acc sending a request to the M

Fees

7. I understand and agree th HKUST has the right, at a circumstances, and in suc

Submit Application

- **Check the box** to acknowledge the University's Privacy Policy Statement, PICS and the Equal Opportunities Policy
- Click **“Submit Application”**
- Pay the application fee online by credit card (Visa/MasterCard)
- Check your submitted application any time via **“View Application”**

Application No. : [REDACTED]

Follow-up Items / Updates

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

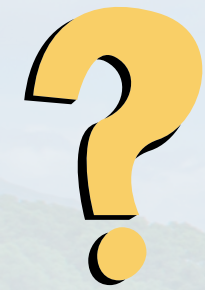
View Application

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