Guidelines for Completing an Application for Taught Postgraduate Programs

Before filling in the online application:
- Get relevant application information & documents listed in section A handy with you.
  - They are required for evaluating your application.
  - 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 for making online application fee payment. Some programs also accept Alipay/ WeChat Pay.
- Check the application deadline which varies from program to program.
- Note special deadline: Asian Future Leaders Scholarship Program
  • 31 January 2023

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A. Information and Documents to Gather

1. Identity Document
   - Hong Kong applicants: Hong Kong ID card
   - Mainland applicants: Mainland ID card / EEP / passport
   - Other applicants: Social security card / passport

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, if available
     * 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

5. Public Examination Results
   - Required only if there is a program-specific requirement on public examination achievements e.g. GMAT, GRE, HSK, PSC
   - GMAT and GRE are normally required by Programs in the School of Business and Management only
   - HSK / PSC are required for some programs offered by the School of Humanities and Social Science

Once you log into the online application platform to start completing the form,
- you will find instructions on relevant pages
- you may choose to complete step 1.4 onwards in any order
- do remember to click “Save and Continue” before you proceed to work on the next section
- be sure that you fill in all fields marked with “*”
- be sure that you upload all the required document(s) marked with “#”.

Let us know you have completed the application form by submitting your application. After successful submission, you will only be allowed to make limited modifications (see Part N). All other information submitted cannot be amended or deleted online, including files uploaded to the system. For corrections after application submission, please send your request to the HKUST Fok Ying Tung Graduate School through the Enquiry Form.

B. How to Get Help?

For explanations, look for  

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

If you encounter problems, try looking for solutions by clicking “Help” at the top right-hand corner of the page.

Application for Admission to Taught Postgraduate Programs (2023-2024 Entry)

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. About Your Personal Particulars

- Name / date of birth / place of birth: must tally with information shown in your identity document or passport.
- 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**
- In general, you don’t need a student visa/entry permit if you have one of the following:
  - an HKID card showing A, R or U below the date of birth
  - a visa under IANG
  - a dependent visa
  - a one-way permit
  - a work permit (for Part-time studies only)
- You must provide a valid mobile phone number (with country code, e.g. 852 for Hong Kong) if you wish to receive SMS messages.

D. About Your Program Choice

- Programs will no longer be selectable after the respective application deadlines.
- You may change the program choice in step 1.3 any time before you complete the "Submit and Pay" procedure for your application.
- If you would like to be considered for another program after submitting your application, please submit a new application.
E. About Your Education Background

- Please provide your full tertiary education history including programs which had been discontinued.
- Click for a list of awarding institutions.
- You may submit an application even if you have not yet completed your Bachelor's degree.
- Check the grading system, which is normally available at the back of the transcript.
- When uploading the transcript, it is important to include the page with the grading system.
- Click "Add More" at the bottom of the page to provide your full tertiary education history.

F. About Public Examination Results

- Not all programs require GMAT/GRE scores.
- Please check the Program-specific requirements at https://fyts.hkust.edu.hk/adm-req.
- If GMAT/GRE scores are required but they are not yet available:
  - Please click the relevant test and enter the proposed test date
  - Log in again to provide the test scores when they become available.
G. About Your English Language Proficiency

You may select multiple items here, as appropriate. Please note that MSc GCS and MA ILE offered by the School of Humanities and Social Science have a higher requirement on English Proficiency. If IELTS/TOEFL scores are required but they are not yet available:

- Please click the relevant test and enter the proposed test date
- Log in again to provide the test scores when they become available.

H. About Your Awards and Professional Qualifications

We would be pleased to know about any awards and professional qualifications that you hold. Tell us more about the award/professional qualification in “Details of the Award” (e.g. how competitive or how prestigious it is).

I. About Your Work Experience/Internship/Training

Please list work experience/internship/training which is helpful in assessing your strength, capacity and suitability for pursuing the program.
J. About Personal Statement/C.V./Additional Information

- Fill in this part only if you see the need.
- Note the word limit.
- Anything beyond the word limit will be truncated.

K. About Your References

- You may nominate 2-5 referees.
- Please seek prior consent from the proposed referees before you input the referee details.
- Please provide official email address (e.g. university email) instead of personal email address.
- You can invite your referees for reference report before application submission by clicking "Save and Send Invitation". 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 you have submitted your application. It is helpful that you keep your referees posted accordingly.

After application submission:
- You may check the submission status of reference reports here.
- If your referee cannot locate the invitation email, click "Resend" to send another invitation to him/her.
- 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.
### L. About Uploading Documents

You may upload multiple documents under one document type.

- Click [ ] to upload documents currently available, OR
- If the document type is not marked with "#", click [ ] to insert an expected date for documents not yet available.

**IMPORTANT:** Do not click both of them!!

- Once a document is uploaded, the file name will be shown.
- Please upload files in A4 size and click [ ] to review to make sure all information on it can be clearly read.
- You may remove an uploaded document by clicking [ ] before the application is submitted.

**IMPORTANT**
- Disable the pop-up blocker of your browser to show pop-up dialogue box!
- We suggest uploading your documents using Microsoft Edge, Mozilla Firefox and Google Chrome

- Size of each file: max 1MB, 
  - you may have to reduce some file size by decreasing the document resolution (i.e. dpi)
  - please make sure that the document can still be clearly read.

**After application submission:**
- After application submission, the upload quota will be adjusted to 5.00 MB. You may upload documents which become available after submission subject to a limit of 5.00 MB in total.
M. About Your Application Fee Payment

- Please pay the application fee by online payment. Payments via WeChat Pay and Alipay are subject to arrangement of individual program.
- The payment process will take some time, do not interrupt until you see either an acknowledgement or an error screen.
- If your application fee payment was unsuccessful, please check the hints provided and try again.

<table>
<thead>
<tr>
<th>Application Fee</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please complete your application fee payment to confirm your application submission. An acknowledgment 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.</td>
</tr>
<tr>
<td>Amount: HK$ 300.00</td>
</tr>
<tr>
<td>Payment Method:</td>
</tr>
<tr>
<td>- By Visa/ Master Card</td>
</tr>
<tr>
<td>- By Alipay</td>
</tr>
<tr>
<td>- By WeChat Pay</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Unsuccessful Payment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Error: Invalid card number, transaction cancelled</td>
</tr>
<tr>
<td>Ref. Invoice No.: AGS2300000230020</td>
</tr>
</tbody>
</table>

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 payments? If not, register at the following sites: Visa: Verified By Visa; MasterCard: MasterCard SecureCode
2. Do you have the correct Visa/MasterCard verification password for on-line payment?
3. Does the security level of the computer or system you are using allow you to do on-line payment?
4. Does the setting of your browser allow on-line payment (best to use Mozilla Firefox with popup blocker disabled)?
5. Have you closed any opened window in the middle of the payment process or interrupted the process by clicking the refresh/load or back button?

Should the problem persist, you are advised to check with the bank that issued your credit card.

If the bank cannot solve your problem, please contact the HKUST Fol Ying Tong Graduate School through the Enquiry Form at https://apps.hkust.edu.hk/enquiry stating the problem and providing the error code provided in this page. Please do not send your credit card details.

In case we track more than one payment from you, please be assured that extra payment(s) will be voided automatically. Do allow time (at least 4 weeks time) for the transactions to be reflected on your monthly bank statement.

N. About Submitting Your Application

- It is advisable that you submit your application well before the deadline to avoid last minute hiccups.
- You will see an Acknowledgement after successfully submitting your application.
- To check the data submitted, you can log in any time and click “View Application”.

<table>
<thead>
<tr>
<th>View Application</th>
</tr>
</thead>
<tbody>
<tr>
<td>Follow-up forms / Updates</td>
</tr>
<tr>
<td>Contact Information</td>
</tr>
<tr>
<td>Education Background</td>
</tr>
<tr>
<td>Public Examination Results</td>
</tr>
<tr>
<td>English Language Results</td>
</tr>
<tr>
<td>References</td>
</tr>
<tr>
<td>Supporting Documents</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Submit and Pay - Acknowledgement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Your application has been successfully submitted on 17-Aug-2023 06:29</td>
</tr>
<tr>
<td>We have successfully debited HK$ 300.00 from your credit card</td>
</tr>
<tr>
<td>Ref. Invoice No.: AGS2300000230020</td>
</tr>
<tr>
<td>If you wish to do the following after submitting the application, please click on the relevant items on the skeleton menu on the left:</td>
</tr>
<tr>
<td>- Update your contact details</td>
</tr>
<tr>
<td>- Provide newly available scores / marks</td>
</tr>
<tr>
<td>- Resend invitations to referees / add references (if quota allows)</td>
</tr>
<tr>
<td>- Upload additional supporting documents</td>
</tr>
</tbody>
</table>

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O. About Your Application Summary

- A summary of the application(s) you have lodged with us is provided in the Application Summary.

**After application submission:**
- Click to view your application.
- Click your application number to update contact information or provide information not yet available by application submission.
- If you wish to change the login password or contact email, click “Change Password/ Email” at the top right-hand corner of the page.

<table>
<thead>
<tr>
<th>Application No.</th>
<th>Term</th>
<th>Applied Program</th>
</tr>
</thead>
<tbody>
<tr>
<td>6230000022231R</td>
<td>Fall2023-24</td>
<td>Master of Science (MSc) in Chemical and Energy Engineering (Full-Time)</td>
</tr>
</tbody>
</table>

P. About Your Application Status

- You may check the admission status in the HKUST PG Online Admissions System any time after the application submission.
- When your offer status changes, you will be notified by email. To ensure that the emails can reach you, please add pgadmit@ust.hk to your email contact list.
- Individual programs will issue offers according to their own admission schedules.

<table>
<thead>
<tr>
<th>If you see the following status:</th>
<th>It means:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Under preparation</td>
<td>Please submit the application by the closing date</td>
</tr>
<tr>
<td>Submitted and under consideration</td>
<td>Your application is being reviewed by the relevant Department / Program Office</td>
</tr>
<tr>
<td>Offer pending acceptance</td>
<td>An offer has been issued to you, please accept it online before the deadline specified</td>
</tr>
<tr>
<td>Deadline: dd-mmm-yyyy</td>
<td></td>
</tr>
<tr>
<td>Offer accepted</td>
<td>Please send official documents to substantiate your offer</td>
</tr>
<tr>
<td>Offer confirmed - pending program registration</td>
<td>Please watch out for the invitation for program registration sent to you by the Academic Registry</td>
</tr>
<tr>
<td>Offer lapsed - failed conditions</td>
<td>Deposit refund will be arranged if official documents are submitted to show that you were unable to fulfill the condition(s) for admission. Refund cannot be made if you did not take the required test.</td>
</tr>
</tbody>
</table>
Q. About Accepting Admission Offer

If you receive an offer of admission,
- click “Accept/Decline Offer”
- follow Steps 1-3 to accept the offer
- Follow the payment instructions to pay the deposit
- Click "Continue" to process the payment
- Make sure that the Status in the “Application Summary” is updated to “Offer Accepted”.

Application Summary

Steps for Accepting This Admission Offer [https://hkust.edu.hk/offer]:

Step 1. View Offer Letter
Step 2. Confirm that the box below if it is applicable to you.
   - I accept the admission offer listed above with details listed in the offer letter.
   - I understand that, according to the HKUST Postgraduate Regulations, I am not permitted to concurrently register for another program at this university or another tertiary institution.
   - I understand that, if I am a current/previous student at HKUST, I will need to settle all outstanding payment from my studies in order to proceed to their program registration.

After completing both steps 1 and 2.
Step 3. Click “Accept Offer and Pay” (Note: This is the only platform that the University will issue offers to the applicants. If an offer is given, please accept the offer and pay the deposit following instructions given in the system. Just in case you receive an offer and are asked to pay a deposit outside this system, please stay cautious and report to the university.)

Steps for Accepting Admission Offer:

1. Open the HKUST application account.
2. Log in to the application account.
3. Click on the “Accept/Decline Offer” link.
4. Follow the on-screen instructions to accept the offer.
5. Click “Continue” to process the payment.
6. Make sure that the Status in the “Application Summary” is updated to “Offer Accepted”.

Deposit to be paid: HK$ 30,000.00

Payment Methods:
- Pay online by using Visa/Master Card
- Pay online by using Alipay
- Pay online by using WeChat Pay
- Payment will be made by the following means (Please upload a proof of payment for our reference.)
- Payment Amount (HK$) (as shown on your payment receipt)
- Payment Due Date (as shown on your payment receipt)

Proof of Payment:
- (Click link for payment instructions)

Status in Application Summary:
- Offer Pending Acceptance
- Deadline: 9th September 2022
- Offer Accepted
R. About Qualification Substantiation

You are required to send all documents listed in the Document Checklist to FYTGS to substantiate your offer before you may proceed to register as an HKUST student. Please refer to the FYTGS website for document requirements.

Updated document receipt status is shown under “Status” of the Document Checklist section. Check under “Remarks” if you need to take follow up actions.

S. About Student Visa Application

Student Visa/Entry Permit

It is important that non-local students follow instructions given and apply for the student visa/entry permit early. It is the responsibility of the students to obtain the visa/permit in time for program commencement.

Please refer to the FYTGS website for details on Student Visa/Entry Permit application.