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: <u>Asian Future Leaders</u> <u>Scholarship Program</u>
 - 31 January 2023

Go to:

HKUST

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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 <u>Enquiry Form</u>.

B. How to Get Help?

For explanations, look for Current GPA / Average Mar (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 Admissi	on to
Taught Postgradu	ate Programs (2023-2024 Entry)
	My Applications Change Password/ Email Help Logoff

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 P	articulars	
Name in English * (same as in identity dicuments) Preferred Name	Family Name / Surname / Last Name Given Names / Other Names	 Name / date of birth / place of birth: must tally with information shown in your identity document or passport.
Name in Chinese (if any)		
Date of Birth (dd/mm/yyyy) *		- For applicants from the
Place of Birth *	Please select	Mainland of China, you are required to provide:
Gender *		
I.D. Document Number * (please provide at least one of the following) Hong Kong I.D. Card Number, if any		 Name in Chinese Registered Place of Household (戶口所在地)
Other I.D. Number and Issuing Country / Region	Please select	
Passport Number and Issuing Country / Region	Please select	 Student visa/entry permit In general, you don't need a student visa/entry permit if you
Place of Origin *	Hong Kong SAR, China For applicants from The Mainland of China, please indicate:	have one of the following:
Need for student visa / entry permit * ∢Click <u>here</u> for explanation)	Registered Place of Household (戶口所在地); Dase select ✓ Do you need a student visa or entry permit to study in Hong Kong? O Yes O No Please specify what document you will present instead. Please select ✓ If others, please specify	 an HKID card showing A, F or U below the date of birt 出生日期 Date of Birth 0101-1968 * * * A a visa under IANG
Local / Non-local		• a dependent visa
		 a one-way permit a work permit (for Part- time studies only)
н	ontact Country 852 Area - 3216547 ome Country Area - oble Country - 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 (with country code, e.g. 852 for Hong Kong) if you wish to receive SMS messages.

D. About Your Program Choice

Program Choice			 Programs will no longer be selectable after the respective application deadlines.
Program Choice Master of Science (MSc) in Chemical and Energy Engineering Mode of Study : Full-Time		- You may change the program	
Change Program Ch	noice		choice in step 1.3 any time before you complete the "Submit and Pay" procedure for your application.
Application No.	Term	Applied Program	your application
<u>62300000223</u> Q	Fall/2023-24	Master of Science (MSc) in Chemical and Energy Engineering (Full-Time)	 If you would like to be considered for another program after submitting your
	in this system. J	t the University will issue offers to the applican ust in case you receive an offer and are asked	application, please submit a new application.

E. About Your Education Background

	Qualification Pursued *	Bachelor Degree
		If others, please specify
	Awarding Institution *	The Hong Kong University of Science and Technology
		Country / Region Hong Kong SAR, China
	Title of Award * 🛈	Bachelor of Engineering
		(e.g. BSc in Biology)
	Major Area(s) of Study *	Chemical Engineering
		(e.g. Biology and Business Management)
со	II the above program be mpleted before commencing idy at HKUST? *	Yes Date / Expected Date of Completion 07 / 2015 (mm/yyyy) No, program will not be completed before commencement of study at HKUST
	irrent Status *	
υ	irrent Status	Attending program Current Year of Study
		 Graduated
		O Pending for Graduation
		Discontinued
(i F (i	urrent GPA / Average Mark ① r you have not yet graduated) inal GPA / Average Mark r you have completed the pove program)	Highest Score in the Grading Scale of Your Institution Please select (eig, Str.CDAr 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) Highest Score in the Grading Scale of Your Institution 4.3
		(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 3.9
_		
	Partner Institution	

F. About Public Examination Results

Pi	Public Examination Results - Graduate Management Admission Test (GMAT)				
	HKUST University Code for GMAT: <u>click here for full details</u> .				
		* Mandatory Fields			
1	Date / Proposed Date of Test *	07 V / Apr V / 2015			
	GMAT I.D. (12 digits)	123456123456			
	Appointment No. (9 digits)	123456789			
	Verbal	Score 55 % Below 66			
	Quantitative	Score 55 % Below 90			
	Total	Score 666 % Below 89			
	Analytical Writing	Score 5 % Below 56			
	Integrated Reasoning	Score 5 % Below 98			

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:



- 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.

Grade	Course Grade Point
A+	4.3
A	4.0
A-	3.7
B+	3.3
8	3.0

- 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.
- Not all programs require GMAT/GRE scores.
- Please check the Programspecific requirements at <u>https://fytgs.hkust.edu.hk/</u> <u>adm-req</u>.
- 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 English Langu I took TOEFL / IELTS (Academic Module). (Please provide the examination details below and upload the scanned score report(s) in "Step 2 : Upload Documents".) here, as appropriate. I plan to take TOEFL / IELTS (Academic Module) and will provide the scores once they are available. (Please enter the planned examination date.) - Click "Save" to lock your choice(s) before proceeding to 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 <u>"Step 2 : Upload Documents"</u> if your institution is not in a country (Please the Period Part of certification issued by your institution in <u>"Step 2 : Upload Documents"</u> if your institution is not in a country enter TOEFL/IELTS test results. where the official language is English.) English is my mother tongue. - Please note that MSc GCS and MA ILE offered by the School of Save Humanities and Social Science have a higher requirement on To provide / update the test scores / planned exam date, please click the relevant test below: SUTS (Academic Module) TOEFL-Internet Based TOEFL-Revised Paper-delivered TOEFL-Paper Based Others 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

P	wards and Professional Qualif	ications	 We would be pleased to know about any awards and professional qualifications that
1	Level of Award	Please select If others, please specify	professional qualifications that you hold.
	Award Name / Title 🛈		 Tell us more about the award/professional qualification in "Details of the Award" (e.g. how competitive or how prestigious it is).
	Name of Awarding Body		
	Country / Region	Please select	
	Details of the Award (up to 500 characters including spaces)		
	Basis of Award	Please select	
	Date / Expected Date of Award (mm/yyyy)		

ote:	Internship / Training history of your experience, if any, in reverse chronological order.	 Please list work experience/ internship/ training which is helpful in assessing your
Туре	Employment V	strength, capacity and
Name of Organi	Zation Company Name	suitability for pursuing the program.
Country / Region	Hong Kong SAR, China 🗸	program
Position Held	Assistant Manager	
Course or Progr	am attended	
Period (mm/yyyy)	09 / 2015 - 1 Second Se	ime ○ Part-time
Job Duties / Trai (up to 750 charact	Ining Areas Audit overseas markets (Audit overseas markets)	

J. About Personal Statement/C.V./Additional Information	
Personal Statement / C. V. You are advised to check with program office concerned if you are required to submit a personal statement or C.V. If you wish to include a personal statement / C. V. in this application, please upload the document in <u>Step 2 : Upload Documents</u> .	Fill in this part only if you see the need.Note the word limit.
Additional Information You may provide further information in support of your application (e.g. availability for interview, and suprementary information about your background 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".	- Anything beyond the word limit will be truncated.

K. About Your References

			- You may nominate 2-5 referees.
Salutation *	◯ Prof ◯ Dr ● Mr ◯ Ms ◯	🖯 Miss 🗢 Mrs	
Name of referee in English *	LEE	Peter	- Please seek prior consent from
	Family Name	Given Name	the proposed referees before you input the referee details.
Job Title and Position *	Accounting Director		input the referee details.
Organization / Institution and Department *	Accounting		 Please provide official email address (e.g. university email)
Referee's Relationship with You * 🛈	Supervisor		instead of personal email
Email Address 🛈	pl@accounting.com		address.
Phone Number	Country () Area () 2	6330000	- You can invite your referees for
Message to referee, if any			reference report <u>before</u> <u>application submission</u> by clicking " Save and Send Invitation ". Invitation(s) will be sent to any newly added referees
Access to Reference Report *			automatically after this
 I waive my right to access the refe I will not waive my right to access 			indication.
Save Save and Continue	Save and Send Invitation		 If you click "Save and Continue", the University will send email invitations to your referees <u>once you have</u> <u>submitted your application</u>. It is helpful that you keep your referees posted accordingly.
I waive my right to acce	ss the reference report.		 After application submission: You may check the submission status of reference reports here.
Status: Imail sent to re	eferee on 17/08/2022. No res	sponse from the referee yet.	
Resend Note : 1	otal 1 Email(s) already sent	to the referee.	 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	
<image/>	 You may upload multiple documents under one document type. Click Content type is not currently available, OR If the document type is not marked with "#", click of 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 Q 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, the upload quota will be adjusted to S.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

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\$ 300.00 Payment Method: By Visa/ Master Card By Alipay By WeChat Pay

Continue

Unsuccessful Payment

Error : Invalid card number, transaction cancelled

Ref. Invoice No. : AF623000002230020

Hints for On-line Application Fee Payment

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

- 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: <u>MasterCard SecureCode</u>
- 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)?
- Have you closed any opened window in the middle of the payment process or interrupted the process by clicking the refresh/reload 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 Fok Ying Tung Graduate School through the Enquiry Form at https://fylgs.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

Application No. : 62300000223 Follow-up Items / Updates Contact Information Education Background Public Examination Results English Language Result References Supporting Documents View Application	Submit and Pay - Acknowledgement Your application has been successfully submitted on 17-Aug-2022 16:59 We have successfully debited HKS 450.00 from your credit card. The Ref. Invoice No. for your application is AF623000002230010. If you wish to do the following after submitting the application, please click on the related items on the sidebar menu on the left: Update your contact details Provide newly available scores / marks Resend invitations to referees / add referees (if quota allows) Upload additional supporting documents	 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.
	Back to Application Summary	 To check the data submitted, you can log in any time and click "View Application".

- 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.

O. About Your Application Summary

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

Application No.	Term	Applied Program
62300000223R	Fall/2023-24	Master of Science (MSc) in Chemical and Energy Engineering (Full-Time)

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

| My Applications Change Password/ Email Logoff |

|Eng|简体中文|

 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.

P. About Your Application Status

Application Summa

- 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 page
 FAQ page at https://fytgs.hkust.edu.hk/fag
- To ensure that emails from HKUST about your application(s), if any, can reach you, please add _____@ust.hk to your e-mail contact list



If you see the following status:	It means:
Under preparation	Please submit the application by the closing date
Submitted and under consideration	Your application is being reviewed by the relevant Department / Program Office
Offer pending acceptance Deadline: dd-mmm-yyyy	An offer has been issued to you, please accept it online before the deadline specified
Offer accepted	Please send <u>official documents</u> to substantiate your offer
Offer confirmed - pending program registration	Please watch out for the invitation for program registration sent to you by the Academic Registry
Offer lapsed - failed conditions	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.

- 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 <u>pgadmit@ust.hk</u> to your email contact list.
- Individual programs will issue offers according to their own admission schedules.

Q. About Accepting Admission Offer							
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 • FAQO gase at httos://tob hkust edu hk/faq	 If you receive an offer of admission, – click "Accept/Decline Offer" 						
• e. Per under ander bright private and combined in the private and private private and private private and private private	 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". 						

R. About Qualification Substantiation

You are required to send all Application Su documents listed in the Troubleshooting guides: Document Checklist to FYTGS Guidelines for Research PG Programs Guidelines for Taught PG Programs to substantiate your offer Guidelines for Doctor of Business Administration Program before you may proceed to • "Help" button on the top right-hand corner of any application pages register as an HKUST student. FAQ page at <u>https://fytgs.hkust.edu.hk/faq</u> • To ensure that emails from HKUST about your application(s), if any, can reach you, please add ust.hk to your e-mail contact list Please refer to the FYTGS Application No. Term Applied Program Offered Program website for document 62300000223 R Fall/2023-24 Master of Science (MSc) in Chemical and Energy Engineering (Full-Time) Master of Science (MSc) in Chemical and Energy Engineering (Full-Time) Offer Type: Firm Offer Offer accepted - pending officia docur requirements. v Offer Details/ Docum - Updated document receipt status is shown under Document Checklist (Details on document requirements: https://fytgs.hkust.edu.hk/doc) "Status" of the Document Checklist section. Check under Expected Date Status (dd/mm/yyyy) Documents Required Remarks "Remarks" if you need to take Official transcript(s) and/or degree certificate(s) follow up actions. The Hong Kong University of Science and Technology, Bachelor of Engineering - Transcript 14/07/2023 Not yet received <u>View</u> The Hong Kong University of Science and Technology, Bachelor of Engineering - Certificate 14/07/2023 Not yet received The Hong Kong University of Science and Technology, Bachelor of Engineering - Institution Grading System 14/07/2023 Not yet received

S. About Student Visa Application

Application Summary

- Troubleshooting guides:
 Guidelines for Research PG Programs
 - <u>Guidelines for Taught PG Programs</u>
- Guidelines for Doctor of Business Administration Program
- "Help" button on the top right-hand corner of any application pages
- FAQ page at <u>https://fytgs.hkust.edu.hk/faq</u>
- To ensure that emails from HKUST about your application(s), if any, can reach you, please add _____@ust hk to your e-mail contact list.

Application No.	Term	Applied Program	Offered Program	Status
<u>62300000223</u> Q	Fall/2023-24	Master of Science (MSc) in Chemical and Energy Engineering (Full-Time)	Master of Science (MSc) in Chemical and Energy Engineering (Full-Time) Offer Type: Firm Offer	Offer accepted - pending official documents <u>View Offer Details/ Documents</u> Required

(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 this 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.)

Start new application

ud int Visa/ Entry Permit (<u>https://fytgs.hkust.edu.hk/visa</u>)

The online application for student visa/entry permit will be available to the Fall entry in February 2023. Please submit your student visa/entry permit application as soon as possible and allow sufficient time (normally at least 8 weeks) for processing. Non-local students would need to have obtained a student visa/entry permit before they may proceed to register as a student.

In case you have accepted multiple admission offers at HKUST or in institutions in Hong Kong, please note that the Immigration Department will only consider one application for pursuing a particular program in a specified institution.

Special note to new students of Kellogg-HKUST EMBA / HKUST EMBA / DBA / MBA / MSc in Global Finance programs: You Grogram Office will have special arrangements to assist you with the student visa/entry permit application and you don't need to submit such application through the online system.

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 <u>FYTGS</u> <u>website</u> for details on Student Visa/Entry Permit application.