Guide to HKUST Online Application

This useful guide gives you a walkthrough on how to submit your Online Application form. You are advised to first read the following instructions, and then complete your application in **English** unless otherwise stated.

- 1) Prepare before you start
- 2) Create an application account
- 3) Create a new application form
- 4) <u>Complete your application form</u>
 - Step 1 Fill application form
 - Step 2 Upload documents
- 5) Submit your application
- 6) I've submitted my application, what's next?
- 7) Frequently Asked Questions
 - <u>Cannot submit application</u>
 - <u>Change login details</u>

 \checkmark Useful tips when preparing your documents to be uploaded:

How to minimize the file size of your supporting documents?

1. Prepare before you start

a) Please read through the Notes for Applicants at (<u>https://join.ust.hk/oas/notes.pdf</u>) before you start

b) Ensure the pop-up blocker of your browser is turned off

- c) Collect/prepare the following information/documents for your application.
 - ✓ Scanned copy of your:
 - identity document (HK ID/passport/other travel document, and documents issued by the HK Immigration Dept. e.g. Document of Identity, Dependent visa showing valid expiry date)
 - personal statement
 - high school transcript for the latest 2 years of study
 - certificates of public examinations, including proof of English language proficiency
 - degree certificates and official transcripts
 - certificates and awards
 - ✓ contact info of your:
 - academic referee
 - IB coordinator/career counselor (only if you are studying IB Diploma, GCE-AL or Indian High School Examination; this is for your predicted grade report)
 - ✓ a valid email address (we communicate mainly by email)
 - \checkmark a valid credit card (VISA or MasterCard) for payment of the application fee
- d) To allow the University to have a full review of your application, please ensure the respective supporting documents (e.g. public exam reports, school transcripts, etc.) are uploaded to your application. The total document upload size is 6.00 MB maximum. Here are some tips on minimizing your file size: https://join.ust.hk/oas/minimizefile.pdf.

2. Create an application account

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reate an Account 建立網上入學申請帳戶		
me in English 英文姓名		
me as in identity documents 中國屆民讀填漢語拼音) ername 帳戶名稱	Surname 姓氏	Given Name 名字
15 characters) ssword 密碼		Name in English = your name on your identity docume
-20 characters, at least 1 digit, 1 uppercase & 1 lowercase habet)		Example: Jason LEE → Surname: Lee
type Password 重新輸入密碼		Given Name: Jason
hall Address 電郵地址 type Email Address 重新輸入電郵地址		
		Username must contain a number.
must accept the "PICS" before proceeding to create	your account and complet	e the application.
Reading through the F	Personal Inf	ormation Collection Statements (PICS)
UNIVERSITY OF SCIENCE AND TECHNOLOGY	r Underg	raduate Programs (2021/22 Entry)
Email Address 電郵地址		
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create account.



An email on successful set up of an account will be sent to the email address provided.

HKUST Online Application for Undergraduate Programs (2021/22 Entry)
Your applicant account has been created success Important: All application related notifications will have received an acknowledgement e Select Undergraduate Program Application unless you are attempting 2021 JEE.
^{您已成功建立人要申請帳戶·確認電夢已發送至。} (若您將參加 2021 年度中國國家統一高考,請於 2020 年 10 月後再登入並提交 中文申請表格。) 注意: 詞解您人要申請約各級如照是·我們將會發
Select an Application Form 請選擇申請表
Before you select your application form, please read through <u>Notes for Applicants</u> for important information on preparing your application. 在廣傳中請表前,請先細閱 <u>中請人資如</u> ,參考有關填寫人學中請表的重要訊息太短床。
 ○ Undergraduate Program Application ○ 本科课程入学申请(2021年度中国国家统一高考的考生适用,包括复谈生)
Start new application 读篇新印读表



You will be asked to login the HKUST Online Application. Please enter your Username and Password to login.

Please enter your Username and Password to lo Undergraduate Programs (2021/22 Entry).	ogin the HKUST Online Application for
歡迎使用香港科技大學網上入學申請系統,	請輸入您的帳戶名稱及密碼
Username 帳戶 名稱: Password 密碼:	Forgot password 忘記來碼?
Logi	n 登入
This web site is maintained by the Information Systems	Office. Please send comments and suggestions to <u>issupprt@ust.hk</u> .

If you forget your username / password, please click on this button, and look for the system-generated email in your mailbox. Sometimes the "Reset Your Password" email may be dropped to your Junk / Spam mailbox.

3. Create a new application form



Typically, your highest qualification is your latest academic qualification.

Examples of High School Qualifications/ National or Regional Curricula

- SAT Reasoning Test + AP Exams
- GCE Advanced Level/International Advanced Level
- International Baccalaureate Diploma

What if I have multiple qualifications?

Some students may obtain more than one high school qualifications or post-secondary qualifications. Simply pick the highest attainment you have obtained or will obtain. Here are some examples:

- Students attempting SAT Reasoning Test, SAT Subject Tests and AP Exams
 - ightarrow High School Qualifications: SAT Reasoning Test + Advanced Placement Exams
- Associate degree final year student with HKDSE qualification
- ightarrow Post-secondary Qualifications: Associate degree holder/final year student
- Certificate qualifications with a study period of 6 months or shorter need not to be included

4. Complete your application form



Complete <u>Steps 1 to 3</u> here in order to submit your application. After completing 'Personal Particulars' and 'Program Choices', an application no. will be assigned and you may then freely browse through and complete the other sections of the form.

	1 of official and official of			
Step 1 : Fill Application Form	Please complete in English, unless othe	erwise specified.		
1. Personal Particulars				* Mandatory Fields
2. Program Choice				
Secondary Education	(same as in identity documents)	0	Ohura Marria	
4. Post-Secondary Education	(auto as in factory accortionally	Sumame	Given Name	
5. Examination Results	Name in Chinese			
English Language	(if applicable)			
Proficiency	Date of Birth *	• / • /		
Prizes and Awards	(dd/mmm/yyyy)			
 Extra-curricular Activities 	Gender *	Male Female		
9. Working Experience	Descend Identification Number(s) *			
10. Personal Statement	Personal identification Number(s)	Hong Kong ID Card Number		
11. Additional Information		Hong Kong ib Gard Number		
12. Academic Reference			Please select	Ŧ
		Other National ID Number	Issuing Country / Region	
Step 2 : Upload Documents			Please select	Ŧ
Step 3 : Preview Application		Travel Document Number	Issuing Country / Region	
Step 4 : Finalize and Submit				
	Citizenship *	Please select	•	
Cuidalina		For applicants from Mainla	and China, please indicate:	
		For applicants from Maine	and China, please indicate.	
		Native Place Pleas	se select V	
		Paridapan	a coloct	

Step 1 – Fill Application Form

1. Personal Particulars

Personal Identification Number(s) *

Personal Identification Number(s)

This refers to the no. on the identity document(s) issued to you by your government. If you hold a HK ID Card, you must always input your HK ID Card no. here. Input all items applicable to you and upload a copy of the corresponding ID document(s) in Step 2.

() Hong Kong ID Card Numbe	er
	Please select
Other National ID Number	Issuing Country
	Please select
Travel Document Number	Issuing Country

Visa / Right of Abode Status * 🥫	Do you need a student visa or entry permit to study in Hong Kong?
	Yes
	No, because:
	I hold a Hong Kong Permanent ID
	(香港永久性居民身份證)
	I hold a Hong Kong Document of Identity
	(香港特別行政區簽證身份書)
	I hold a Hong Kong Dependent Visa
	(香港受養人簽證) Expiry Date 有效日期: ▼ / ▼ /
	Were you under age of 18 when your first Dependent Visa label was issued? O Yes O No

Visa/Right of Abode Status

In general, any person who does not have the right of abode/right to land in Hong Kong and does not hold a valid dependent visa, must obtain a student visa/entry permit before coming to Hong Kong for undergraduate study. Please visit the website of the HK Immigration Department for more details at http://www.immd.gov.hk/eng/services/visas/immigration-entry-guideline.html.

2. Program Choice

Program Choic	e		🥑 Click the 1	magnifying glass
Select up to two ch Note that the availa the full list of progra	poices, either School-based or program-based, and the first choice able program choices are based on the highest ams.	to read alternative each progr	the possible choice(s) for am choice.	
First Choice *	Please select	×		1
Second Choice	Please select	HKUST Undergraduate Admissions HKUST Undergraduate Admissions –2021 (First-Year Entry)	/22 Intake	
Save Save and	Continue	Based on the highest qualification that you have declared, please see belor for, You can select up to two choices, either school-based or program-base as your highest priority. Depending on your choice of programs, you can for each of your two choices.	w the full list of programs you may apply d, and the first choice will be considered additionally select an alternative choice	

Program Choice

You can select up to two choices and the first choice will be considered as your highest priority. Depending on your program choice(s), you will be considered for your respective alternative choice(s) if you have indicated interest in application and are not admitted to your applied program(s). Please note that your program choices will be final once you submit your application to the University.

Program	Possible Alternative Choice
School of Science	
Science (Group A)	-
Science (Group B)	-
*Science (Group A) with an extended Major in Artificial Intelligence	Science (Group A)
International Research Enrichment	Science (Group A) / Science (Group B)
School of Engineering	
Engineering	-
*Engineering with an extended Major in Artificial Intelligence	Engineering
BSc in Integrative Systems and Design	Engineering
School of Business and Management	
Business and Management	-
BBA in Economics	Business and Management
BBA in Finance	Business and Management
BBA in Global Business	Business and Management
BBA in Information Systems	Business and Management
BBA in Management	Business and Management
BBA in Marketing	Business and Management
BBA in Operations Management	Business and Management
BBA in Professional Accounting	Business and Management
BSc in Economics and Finance	Business and Management
BSc in Quantitative Finance	Business and Management
School of Humanities and Social Science	
BSc in Global China Studies	BSc in Quantitative Social Analysis
BSc in Quantitative Social Analysis	BSc in Global China Studies
Interdisciplinary Programs	
BEng/BSc & BBA Dual Degree Program in Technology &	Business and Management / Science (Group A
Management	/ Science (Group B)
BSc in Environmental Management and Technology	Business and Management / Science (Group A / Science (Group B)
Joint School Programs	
BSc in Biotechnology and Business	Business and Management / Science (Group B
BSc in Mathematics and Economics	Business and Management / Science (Group A
BSc in Risk Management and Business Intelligence	Business and Management / Science (Group A
New programs to be launched in 2021/22. Full program details and respe lease stay tuned to our <u>website</u> .	ctive curriculum will be further finalized and announce

Self-declared Highest Qualification			
ternational Baccalaureate Diploma	\subset	Modify Qualification	
Program Choice elect up to two choices, either School-bas ote that the available list of programs are our full list of options. irst Choice : BSc Biotechnology and econd Choice :	d or program-based, and the first choice will be considered ased on the highest qualification which you have declared Business	d as your highest prio . Please click <u>here</u> for application	odify your Qualification m choice <u>ONLY BEFORE</u> n submission.
Iternative offer consideration may be given ish to be considered, select one Alternativ ot repeat your First Choice or Second Cho Alternative to First Choice	to qualified candidates if the corresponding applied choice for each of your program choice(s). Otherwise, you may live ce as an Alternative.	e is unsuccessful. If you eave it blank. You could r choice of programs, you ma	У
Alternative to Second Choice Save Save and Continue	additionally select of your two choices For example, you ca <i>Global Business a</i> <i>Analysis,</i> but not fo	an alternative choice for each s. an select an Alternative for <i>BB</i> , and <i>BSc Quantitative Socio</i> or <i>Engineering</i> .	n 4 1/
3. Secondary Education Secondary Education Please list all secondary education you atte choices. If you have taken a gap year/an end Additional Information.	nded/are attending in reverse chronological order. Click on Q fo tensive leave period in the recent 3 years, please provide the d	r a list of available etails in section 11: • Mandatory Fields	the magnifying glass earch for and select school name.
1 Name of School *	Country / Region		4
Period of Attendance * (mm/yyyy) Date / Expected Date of Completion (mm/yyyy)	/ - / Please enter From Grade to Grad School(s) / / Country / R Search Click "Select" 1 2	tegion criteria to search School(s) : tegion Hong Kong SAR, China Reset box to choose School. t School(s) Aberdeen Baptist Lui Ming Choi College Aberdeen Technical School	Country / Region Hong Kong SAR, China Hong Kong SAR, China
4. Post-Secondary Ed	years Do you expect to complete this program be Yes Date / Expected Date of Complete No	Abiding School (Nam Fin Wal) Abraham College	Hong Kong SAR, China Hong Kong SAR, China mof study and there GPA available, please '0".
GPA / Average Mark * Final GPA / Average Mark	on a scale of at the end of Semester / Term on a scale of	You interin availab submis	may update your n GPA later when it is ble after application ssion.
	(i) If you ongoi Final to you availa	r program of study is still ng, you may leave the GPA blank and update it ur application when it is ble.	

- 5. Examination Results
- 6. English Language Proficiency
- 7. Prizes and Awards
- 8. Extra-curricular Activities
- 9. Working Experience
- 10. Personal Statement
- 11. Additional Information
- 12. Academic Reference
- Step 2 : Upload Documents Step 3 : Preview Application
- Step 4 : Finalize and Submit

Enter all the public exams and English exams you will take/have taken in this section, even if the final results/transcripts are not available yet. You may come back and provide your scores after you have submitted your application. For GCEAL/IB Diploma/Indian applicants, please include all subjects in the upcoming exams, so that your nominated referee can provide the predicted grades for each subject.

All applicants must provide an academic reference. Enter the contact information of your academic referee here and then an email invitation with the reference form will be sent to the named referee immediately after you submit your application. If you are studying IB, GCE-AL/IAL/Cambridge Pre-U or Indian High School Examinations, please also provide the contact information of your IB Coordinator or Career Counselor. A separate email invitation with the predicted grade form will be sent out accordingly.

Academic Reference

An academic reference form will be sent to your nominated referee's email address upon your application submission. Please check regularly the status of your academic reference to ensure your referee has responded.

If you wish to provide other recommendation letter(s), you may upload them in the Upload Documents section.

			*	Mandatory Fields
	Academic Refere	ee		
	Salutation *		○Dr ○Miss ○Mr ○Ms ○Prof	
	Name of Referee	e (in English) *	Surname Given Name	
	Title and Position	n *		
Please do <u>NOT</u>	check this	/ Institution *	Country	L
	HOL LAKING			
School Examina	dian Hign ations.		Country () Area ()	
		ee, if any		
For IB/	GCE/Indian	High School E	xaminations applicants only	
	Please check School Exami	the box if the nomir inations attempts.	nated referee will also provide the predicted grades for the upcoming GCE	/ IB / Indian High
	IB Coordinator /	Career Counselor		
	Salutation *		○Dr ○Miss ○Mr ○Ms ○Prof	
	Name of Referee	e (in English) *	Surname Given Name	
	Title and Position	n *		
	Name of School	/ Institution *	[] c	L CONTRACTOR OF CONTRACTOR OFO

If your academic referee is also your IB Coordinator/Career Counselor, he/she will receive
<u>2 email invitations</u> – one being your academic reference form and the other your predicted grade form.

Step 2 – Upload Documents

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1 HK ide	KID card, passport, and/ entity documents #	or other			-	Upload Documents
2 Pe	ersonal Statement *					O Please note that:
3 Hiç	gh school transcript from	n Grade 10				Accepted file types and file size limits are as follows: doc, docx, pdf, xls, xlsx files should be within 2 MB
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						Before uploading your files, make sure that the filename describes the content of the file (e. g. grade 11 transcrint US passport US prescrint)
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II. Other additional documents

Click "Save and Continue" when the uploading document process is completed.

н.	Other additional documents								
lf you	If you wish to submit additional information, please provide details and upload the related document(s) below.								
	Type of Document	Upload	Uploaded on (dd/mm/yyyy)	Filename					
		No documents have been	uploaded yet.						
Add	More								
Sav	e Save and Continue								

5. Submit your application

Before you click the "Submit" button on the Declaration page, ensure that you have completed all the required sections of the application and provided a full profile of yourself. You will then be prompted for payment.

Finalize and Submit Application

You may wish to note that the program choice may not be changed after your application is submitted and that the application fee is not refundable or transferable.

Review your application carefully before submission. After application submission, you may still:

- Provide marks/scores not yet available at the time of application
- Upload supporting documents
- · Resend invitations to referees / add referees
- · Update personal contact details

HKUST offers <u>Sports Scholarship</u> to student athletes who have talents in sports and wish to make contribution to sports development at our university. <u>Online application</u> is now open.

Please read the statements below carefully before submitting your application. Click here for the University's <u>Data Privacy Policy Statement ("PPS"</u>) and the <u>Personal Information Collection Statement ("PICS"</u>). <u>Declaration</u>

- 1. I declare that the information given in the application form ("Personal data") is accurate and complete.
- I understand and agree to the terms in the "<u>PICS</u>", especially to the uses of my "Personal data" as defined in the "PICS" for 2021/22 Entry including but not limited to admission processing, records validation, registration, advising, and program planning.
- 3. I understand that:
 - a) The Hong Kong University of Science and Technology (HKUST) will consider my application only upon receiving sufficient documents to support my application;
 - b) it is my responsibility to ensure that my contact information (such as email address, phone number(s) and mailing address, etc.) is correct and valid. Otherwise, I may not receive important messages and correspondences from HKUST; and
 - c) any misrepresentation and forged items found in documents submitted to HKUST will lead to disqualification of my application and, where applicable, enrollment at HKUST. According to the <u>Crimes Ordinance (Cap 200)</u> of Hong Kong SAR, forgery is an offense and offender is liable on conviction on indictment to imprisonment.
- I have read and understood the "<u>Notes for Applicants</u>" and the "<u>Guide to HKUST Online Application</u>" in relation to the submission and the whole process of my application
- 5. I understand that HKUST is committed to equal opportunities. Admission to the University is based on merit. No candidate will be discriminated against in any way or shall receive less favorable treatment or consideration on the ground of disability unless it would cause unjustifiable hardship on the University to provide accommodation or under other circumstances permitted by law. This policy applies to candidates with any of the disabilities as defined under the Code of Practice on Education, <u>Disability Discrimination Ordinance</u> of Hong Kong SAR.

I understand and accept the above statements.

Submit Application

Click "I understand and accept the above statements" to submit the application and make the payment of application fee.



- Resend invitations to referees / add referees
- Upload supporting documents

To proceed, select an item from the menu on the left.

payment

6. I've submitted my application, what's next?

You may

- a) Login to your application to:
 - Provide scores not yet available at the time of application submission •
 - Upload additional supporting documents •
 - Resend invitations to referees or replace your referee •
 - Update personal contact details
 - Obtain the most up-to-date status for your application from the "My Application" page •
- b) Contact your referee (and IB Coordinator/Career Counselor) and ensure a reference report/letter is submitted.
 - Confirm if they have received the invitation email for your application (Email has been sent to your referees at the time you submitted your application)
- c) Check for our emails regularly to keep up-to-date with our information. The "My Mailbox" function in the system also captures all messages sent to you from the application system.
- d) Know more about HKUST for yourself in the following ways:
 - Join our campus tours and talk to our students and admissions officers
 - Follow us on our Facebook pages and student blogs •
 - Visit https://join.ust.hk/ for latest information and upcoming events

Note:

- a) You are only required to pay the prescribed application fee but not any other fees in connection with your application.
- b) HKUST forbids its staff from accepting any advantages in connection with your application, and such offer may constitute a bribery offense in Hong Kong.

Frequently Asked Questions

Cannot submit application

Common cause: Nominated a referee to provide predicted grades for upcoming GCE / IB / Indian High School Examinations attempts while there is no corresponding examination information inputted under "Examination Results"



Solution 1: Proceed to the section of "Examination Results" and enter information regarding upcoming GCEAL sitting (exam board, exam date, and exam subjects).

Solution 2: If you will not take IB or GCE-AL/IAL/Cambridge Pre-U or Indian High school examination, please go to "Academic Reference" section and click "Clear this entry" under IB Coordinator/Career Counselor. Press "Save" or "Save and Continue" to confirm.

Program Choice	IB Coordinator / Career Counselor		
. Secondary Education	Salutation *	◯ Dr ◯ Miss ● Mr ◯ Ms ◯ Prof	
Post-Secondary Education Examination Results English Language	Name of Referee (in English) *	SURNAME Give Name Surname Given Name	
Proficiency Prizes and Awards	Title and Position *	Title and Position	
Extra-curricular Activities	Name of School / Institution *	Name of School / Institution	
 Working Experience Personal Statement 	Email *	Email@Email	
1. Additional Information	Phone Number	Country () Area ()	
12. Academic Reference 🧼	Message to IB Coordinator / Career Counselor. if any		
tep 2 : Upload Documents tep 3 : Preview Application	If you will not take IB or G please clear this entry.	CE-AL/IAL/Cambridge Pre-U or Indian High school examination,	
Step 4 : Finalize and Submit		i li	

Change login details

Changing Password / Email for login

香港科技大學 THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY	HKUST Online Application You may change your login email and/or password at any time by clicking to the "Change Password/Email" page	Entry) y Mailbox Change Password / Email Logoff
 Contact Information Post-Secondary Education Examination Results English Language Result Academic Reference Supporting Document View Application Guideline 	 We have successfully debited HK\$ 450.00 from your credit card. The Ref. Invoice No. for your application is AU520000004830045. After application submission, you may still: Update personal contact details Provide marks/scores not yet available at the time of application Resend invitations to referees / add referees Upload supporting documents To proceed, select an item from the menu on the left. 	

If you have forgotten your password or username, you may follow the instruction to obtain your username and password again.

👼 HKUST - Au	thentication for Online App	lication Services		
Please enter your Username and Password to login the HKUST Online Application for Undergraduate Programs (2021/22 Entry).				
歡迎使用香港科技大學網上入學申請系統,請輸入您的帳戶名稱及密碼				
Username 帳戶 名稱:				
Password 密碼:		<u>Forgot password 忘記密碼?</u>		
	Login 登入			
This web site is maintained by the	Information Systems Office. Please send com	nents and suggestions to <u>issupprt@ust.hk</u> .		