
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.

Contents

1. Prepare before you start	2
2. Create an application account.....	2
3. Create a new application form	4
4. Complete your application form	4
<i>Step 1 – Fill Application Form</i>	5
<i>Step 2 – Upload Documents</i>	8
5. Submit your application	9
6. I have submitted my application, what's next?.....	9
7. Change Login Password/ Email.....	10

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

b) 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)

- Official transcripts and testimonials (or the official certified true copies)
- Proof of English language proficiency (e.g. proof of English medium institution or English language test results)
- "Support from Home University/ Institution" Form

✓ a valid email address (we communicate mainly by email)

✓ a valid credit card (VISA or MasterCard), Alipay or Wechat Pay account for payment of the application fee

c) To allow the University to have a full review of your application, please ensure the respective supporting documents (e.g. "Support from Home University/ Institution" Form, university 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.hkust.edu.hk/oas/minimizefile.pdf>.

2. Create an application account

 香港科技大學 THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY		HKUST Online Application for Undergraduate Visiting Programs	
Create an Account 建立網上入學申請帳戶			
Name in English 英文姓名 (same as in identity documents 中國居民請填漢語拼音)			
Username 帳戶名稱 (8-15 characters, at least 1 digit & 1 alphabet)			
Password 密碼 (12-20 characters, at least 1 digit, 1 uppercase & 1 lowercase alphabet)			
Retype Password 重新輸入密碼			
Email Address 電郵地址			
Retype Email Address 重新輸入電郵地址			

Name in English = your name on your identity document.
Example: Jason LEE → Surname: Lee
Given Name: Jason



Reading through the Personal Information Collection Statements (PICS)



香港科技大學
THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

HKUST Online Application
for Undergraduate Visiting Programs

Please read the "Personal Information Collection Statement" ("PICS").
You must accept the "PICS" before proceeding to create your account and complete the application.

請閱讀以下《收集個人資料聲明》("PICS")。
申請人在接納《收集個人資料聲明》後，方可建立帳戶和填寫申請表。

This PICS is available in English, Traditional Chinese, and Simplified Chinese. In case of discrepancies between the English version and the Traditional Chinese or the Simplified Chinese version, the English version shall always prevail. Please [click here](#) to download a copy of the PICS or to view the Simplified Chinese version.

Personal Information Collection Statement ("PICS")

1. Your Privacy

The Hong Kong University of Science and Technology (the "University") respects the personal data privacy of all individuals and pledges to be in compliance with the requirement in accordance with the standard PDPO applies to the University a

"Personal data" means any p
ascertained, such as: name, ag
academic, assessment and performance records, and co-curricular data.

This PICS is provided by the University for the purposes of complying with the notification requirements under the PDPO when collecting personal data. It should be read in conjunction with the University's Data Privacy Policy Statement ("PPS"). A copy of which is available at this link: <https://dataprivacy.ust.hk/university-data-privacy-policy-statement/>

Please read this PICS and the PPS carefully to understand the policy and practices of the University regarding how your personal data will be treated. The PRC (People's Republic of China) Addendum ("Addendum") supplements the PICS and applies to you if you are residing or located in the Mainland. A copy of the Addendum is available at this link: https://join.hkust.edu.hk/oas/prc_addendum_en.pdf

Before providing your personal information ("PI") for matters including submitting an admission application to and completing student registration with the University, please read carefully our Personal Information Collection Statement and, if you are residing or located in the Mainland, its PRC Addendum ("Addendum") as well, and check the applicable boxes:-
在您為了向大學提交入學申請和註冊入學等事務而提供您的個人信息前，請仔細閱讀大學的個人信息收集聲明，若您居住或位於內地，請仔細閱讀中華人民共和國附錄 ("附錄")，並勾選下列合適選項：

☐ I have fully read and understood the contents of the Personal Information Collection Statement of the University. I agree that the University may process and protect the PI that I provide to the University pursuant to the Personal Information Collection Statement.
本人已完整閱讀並理解大學的收集個人資料聲明的內容。本人同意大學按照個人信息收集聲明的規定處理和保護本人向大學提交的個人信息。

Are you currently residing or located in the Mainland?
您現在是否居住或位於內地?

☐ Yes 是

☐ I have fully read and understood the contents of the Addendum. I agree that the University may process and protect the PI that I provide to the University pursuant to the Addendum.
本人已完整閱讀並理解附錄的內容。本人同意大學按照附錄的規定處理和保護本人向大學提交的個人信息。

☐ I understand and acknowledge that the PI that I provide to the University may contain sensitive PI, and I hereby give consent to the University to process such sensitive PI pursuant to the Personal Information Collection Statement and its Addendum.
本人理解並確認本人向大學所提交的個人信息中可能會包含敏感個人信息，本人同意授權大學按照個人信息收集聲明和其附錄的規定處理該等敏感個人信息。

☐ I agree that the PI that I provide to the University may be transmitted and stored by the University at its domicile or any other location it may designate.
本人同意大學將本人向大學所提交的個人信息傳輸並保存在大學的所在地或其指定的其他任何地點。

☐ I agree that the University may disclose to and/or share with any related third party the PI that I provide to the University, pursuant to the Personal Information Collection Statement and its Addendum.
本人同意，大學可以按照個人信息收集聲明和其附錄的規定向任何相關第三方披露和/或共享本人向大學所提供的個人信息。

☐ No 否

(The checkboxes will be enabled when you scroll down to the bottom of the PICS.)
(當你將滑鼠指標移至收集個人資料聲明的頁面底部時，此方格將被啟用)

Create account 建立帳戶 Cancel 取消



You must read through by scrolling the bar to the end and tick the bottom checkbox in order to proceed to create account.



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

 香港科技大學
THE HONG KONG
UNIVERSITY OF SCIENCE
AND TECHNOLOGY

HKUST Online Application for Undergraduate Visiting Programs

Your applicant account has been created successfully. An acknowledgement email has been sent to "ugtesting86@test.com".

Important: All application related notifications will be sent to your provided personal email ugtesting86@test.com. Please check your mailbox to ensure you have received an acknowledgement email on creating an application account.

您已成功建立入學申請帳戶。確認電郵已發送至 "ugtesting86@test.com"。
注意：有關您入學申請的各通知訊息，我們將會發送至 ugtesting86@test.com。

Select an Application Form 請選擇申請表

This Online Application System is for current UG students from overseas institutions who are interested in applying for admissions to HKUST on a short term basis as a UG Visiting Internship Student or Visiting Student. Please read "[Notes for Applicants](#)" before creating your new application.

☐ Undergraduate Visiting Internship Student
☐ Undergraduate Visiting Student

[Start new application](#) 填寫新申請表

Select **Undergraduate Visiting Student** if you wish to take courses on a short-term basis (normally one term) at HKUST.

For user authentication purposes, you will be required to provide your login name and password again before you may proceed.

3. Create a new application form

 **HKUST - Authentication for Online Application Services**

Please enter your Username and Password to login the HKUST Online Application for Undergraduate Programs

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 忘記密碼?](#)

[Login 登入](#)

 This web site is maintained by the Information Systems Office. Please send comments and suggestions to issupprt@ust.hk.

Enter your Username and Password to login.

4. Complete your application form

Application No. : --

Step 1 : Fill Application Form

> **1. Personal Particulars**

2. Program Choice

3. Education Background

4. English Language Proficiency

5. Working Experience

6. Additional Information

Step 2 : Upload Documents

Step 3 : Preview Application

Step 4 : Finalize and Submit

Complete Steps 1 to 3 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.

Application No. : --

Step 1 : Fill Application Form

1. Personal Particulars

2. Program Choice

3. Education Background

4. English Language Proficiency

5. Working Experience

6. Additional Information

Step 2 : Upload Documents

Step 3 : Preview Application

Step 4 : Finalize and Submit

Personal Particulars

Please complete in English, unless otherwise specified. * Mandatory Fields

Name * (same as in identity documents)

Surname Given Name

Name in Chinese (if applicable)

Date of Birth * (dd/mm/yyyy) / /

Gender * ☐ Male ☐ Female

Personal Identification Number(s) *

Hong Kong ID Card Number

Other National ID Number Issuing Country / Region

Travel Document Number Issuing Country / Region

Citizenship *

For applicants from Mainland China, please indicate:

Native Place

Residence

Step 1 – Fill Application Form

> 1. Personal Particulars

Personal Identification Number(s)

This refers to the no. on the identity document(s) issued to you by your government (e.g. Social Security Number for US citizens). 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.

Personal Identification Number(s) *	()
	Hong Kong ID Card Number
	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 (香港英籍人簽證)
	Expiry Date 有效日期: / /

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 <https://www.immd.gov.hk/eng/services/visas/immigration-entry-guideline.html>.

> 2. Program Choice

Program Choice

Please indicate the department / program office that you prefer to host your visiting student program. Your host department may change depending on the availability of your chosen course(s). Please list out the course(s) of your choice in the Course Selection section (Course codes and course titles are obtainable from <https://prog-crs.ust.hk/ugcourse>).

School/ Department

Save and Continue

Program Choice

Please indicate your preferred host department before course selection. This should be the department which you have selected most of the courses.

Program Choice

Please indicate the department / program office that you prefer to host your visiting student program. Your host department may change depending on the availability of your chosen course(s). Please list out the course(s) of your choice in the Course Selection section (Course codes and course titles are obtainable from <https://prog-crs.ust.hk/ugcourse>).

School/ Department UG Visiting Student - Department of Mathematics

Change Program Choice

Course Selection

1	Course Code:	
	Course Title:	
2	Course Code:	
	Course Title:	
3	Course Code:	
	Course Title:	
4	Course Code:	
	Course Title:	
5	Course Code:	
	Course Title:	
6	Course Code:	
	Course Title:	

Please note that a visiting student may take 3 to 15 credits in one term. Course enrollment is subject to the availability of the courses during the visiting period.

Institutional Support Form

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

Save and Continue



You can modify your **Program choice** ONLY BEFORE application submission.



Please input the Course Code and its Course Title in accordance with <https://prog-crs.hkust.edu.hk/ugcourse>.



Course choice modification after issuance of admissions offer will not be processed.



The UG Visiting Student application will be considered only if this form is completed and uploaded in the HKUST Online Application System.

> 3. Education Background

Education Background

To be eligible to apply for Undergraduate Visiting Internship Student, you should currently be a registered undergraduate student at a recognized tertiary institution outside Hong Kong. Please provide information on the program you are currently attending.
[Click on  for a list of available choices where appropriate.]

* Mandatory Fields

1	Level of Qualification *	Please select If Others, please specify
	Awarding Institution *	
	Country / Region	
	Program Title *	(e.g. BSc in Biology)
	Major Area(s) of Study *	(e.g. Biology and Business Management)
	Minor Area(s) of Study, if any	(e.g. Mathematics)

 Click the magnifying glass to search for and select your institution name.

Select Institution

Please enter selection criteria to search Institution(s):

Institution(s)	
Country / Region	Hong Kong SAR, China

Search Reset

Click "Select" box to choose Institution.

Select	Institution	Country / Region
☐	Centennial College	Hong Kong SAR, China
☐	Chu Hai College of Higher Education (CHCHE)	Hong Kong SAR, China
☐	City University of Hong Kong (CityU)	Hong Kong SAR, China
☐	College of International Education, Hong Kong Baptist University (CIE)	Hong Kong SAR, China
☐	Community College of City University (CCCU)	Hong Kong SAR, China

 If your program of study is still ongoing, you may leave the Final GPA blank and update it to your application when it is available.

	_____ years
	Do you expect to complete this program before commencing study?
	☐ Yes Date / Expected Date of Completion ____ / ____ (m)
	☐ No
GPA / Average Mark *	_____ on a scale of _____
Final GPA / Average Mark	_____ at the end of Semester / Term _____

 If you have just started your 1st term of study and there is no GPA available yet, please enter "0".

You may update your interim GPA later when it is available after application submission.

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

To provide / update the test scores / planned exam date, click on [IELTS \(Academic Module\)](#) [TOEFL-Internet Based Test](#)

Save Save and Continue

 If you are not studying at an English medium institution or will have taken any TOEFL / IELTS test, please select "My degree was awarded / will be awarded by an institution where the medium of instruction was not / is not English" when you are meeting HKUST's English Language Admissions Requirement (<https://join.hkust.edu.hk/oas/elar.pdf>) by proficiency test other than TOEFL / IELTS.

Note that you are required to upload a proof to the system.

Step 2 – Upload Documents

Upload Supporting Documents

You are required to provide the following supporting documents to complete your application. Any missing documents will delay the application review process.

Before uploading your files, make sure that the filename describes the content of the file (e.g. grade 11 transcript, US passport, IB transcript). Find out more details and tips for minimizing your file size from [\[i\]](#).

must be provided before 'Finalize and Submit' your application
* mandatory

Total Upload Size Used: 0.00 MB (Max. 6.00 MB)

I. Required documents

Type of Document	Upload / Expected Date (dd/mm/yyyy)	Uploaded on (dd/mm/yyyy)	Filename
1 HKID card, passport, and/or other identity documents #		--	
2 Degree certificate(s) and official transcript(s) *		--	
3 Institutional Support Letter *		--	

 Click the file button to upload your documents; you may repeat this step if you have multiple documents to upload.

 Click "Choose File" to select the file you want to upload, then click "Upload" to complete the uploading process. Please open your uploaded document to ensure the content is clear and within the page margin.

Upload Documents

 Please note that:

- Accepted file types and file size limits are as follows:
 - doc, docx, pdf, xls,xlsx files should be within 2 MB
 - gif, jpg files should be within 1 MB
- Your file will be converted to pdf format. Depending on the file type and size, conversion time may vary from seconds to minutes.
- Before uploading your files, make sure that the filename describes the content of the file (e.g. grade 11 transcript, US passport, IB transcript).

Document Required: HKID card, passport, and/or other identity documents

Choose File No file chosen

Please select preferred orientation of your document

☒ Portrait ☐ Landscape

Upload

Type of Document	Upload / Expected Date (dd/mm/yyyy)	Uploaded on (dd/mm/yyyy)	Filename
1 HKID card, passport, and/or other identity documents #		15/03/2019 14:46:10	HKID_Sample.docx (11.54 kB)
2 Degree certificate(s) and official transcript(s) *		--	--
3 Institutional Support Letter *		--	--

Upload Documents

 Please note that:

- Accepted file types and file size limits are as follows:
 - doc, docx, pdf, xls,xlsx files should be within 2 MB
 - gif, jpg files should be within 1 MB
- Your file will be converted to pdf format. Depending on the file type and size, conversion time may vary from seconds to minutes.
- Before uploading your files, make sure that the filename describes the content of the file (e.g. grade 11 transcript, US passport, IB transcript).

Document Required: HKID card, passport, and/or other identity documents

Choose File No file chosen

Please select preferred orientation of your document

☒ Portrait ☐ Landscape

Upload

 Enter the "Expected Date" for documents you will receive later and upload it to your application once available.

2 Degree certificate(s) and official transcript(s) *		--	--
3 Institutional Support Letter *		--	--

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

II. Other additional documents

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](#)

Save **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.

Pay Application Fee
Please ensure that your credit card is valid and registered for on-line payment (if the one you are using does not work).

Amount : **HK\$ 450.00**

Payment Method :

☐ By Visa / Master Card

☐ By Alipay

☐ By WeChat Pay

Continue



On completion of online payment of the application fee (HK\$450 i.e. ~USD60), there will be an acknowledgement of application submission showing also the payment information.

Acknowledgement of Submission

- ▶ The application had been submitted successfully on 15-Mar-2019 15:39.
- ▶ We have successfully debited **HK\$ 450.00** from your credit card.
- ▶ The Ref. Invoice No. for your application is **AT51900002652_0275**.
- ▶ After application submission, you may still:
 - Update personal contact details
 - Provide marks/scores not yet available at the time of application
 - Upload supporting documents

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

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

You may

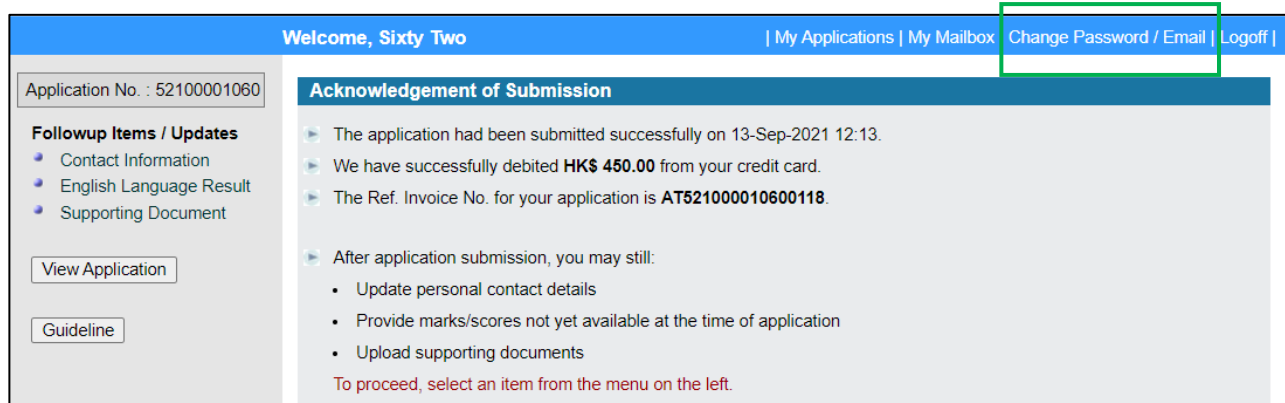
- a) Login to your application to:
 - Provide scores not yet available at the time of application submission
 - Upload additional supporting documents
 - Update personal contact details
 - Obtain the most up-to-date status for your application from the “My Application” page
- b) Check your mailbox regularly for application status updates or document requests from us.

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.*

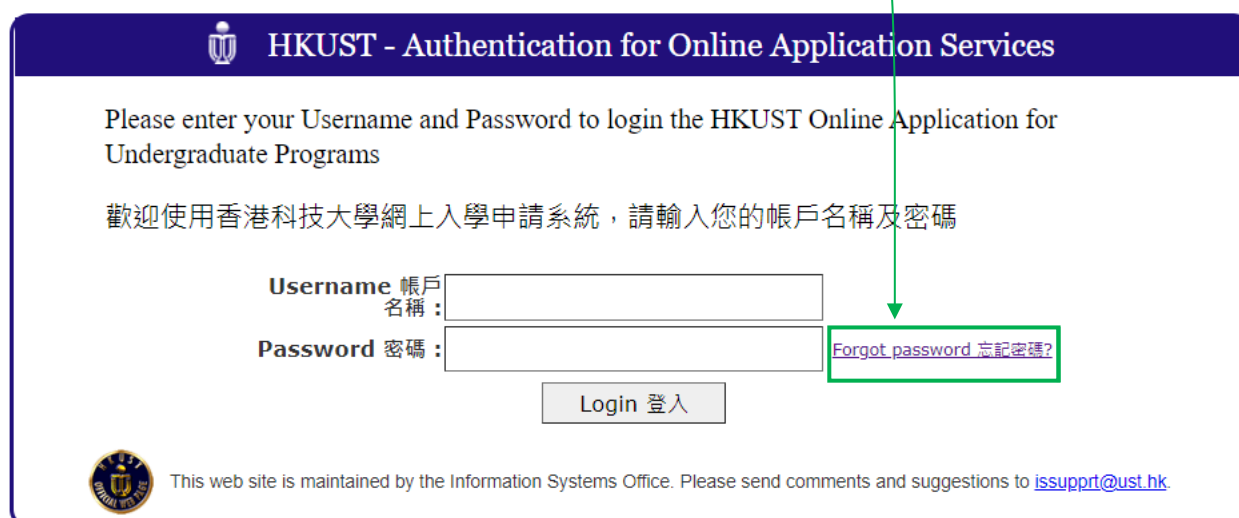
7. Change Login Password/ Email

You may change your login email and/or password at any time by clicking “Change Password/Email”.



The screenshot shows the user interface of the HKUST Online Application Services. At the top, a blue navigation bar contains the text "Welcome, Sixty Two" and links for "My Applications", "My Mailbox", "Change Password / Email" (highlighted with a green box), and "Logoff". Below the navigation bar, the main content area is divided into two sections. On the left, a sidebar contains the "Application No. : 52100001060" and a "Followup Items / Updates" section with links for "Contact Information", "English Language Result", and "Supporting Document". Below these links are buttons for "View Application" and "Guideline". The right section, titled "Acknowledgement of Submission", contains a list of status updates: "The application had been submitted successfully on 13-Sep-2021 12:13.", "We have successfully debited HK\$ 450.00 from your credit card.", "The Ref. Invoice No. for your application is AT521000010600118.", and "After application submission, you may still:" followed by a list of tasks: "Update personal contact details", "Provide marks/scores not yet available at the time of application", and "Upload supporting documents". At the bottom of this section, it says "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.



The screenshot shows the login page for the HKUST Online Application Services. The header is a dark blue bar with the HKUST logo and the text "HKUST - Authentication for Online Application Services". Below the header, the text reads "Please enter your Username and Password to login the HKUST Online Application for Undergraduate Programs" and "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". There are two input fields: "Username 帳戶名稱 :" and "Password 密碼 :". Below the password field is a button labeled "Login 登入". To the right of the password field, a link labeled "Forgot password 忘記密碼?" is highlighted with a green box. A green arrow points from the text "If you have forgotten your password or username, you may follow the instruction to obtain your username and password again." to this link. At the bottom left is the HKUST logo, and at the bottom right is the text "This web site is maintained by the Information Systems Office. Please send comments and suggestions to issupprt@ust.hk."