HKUST Study Abroad

A Guide for using *MyStudyAbroad system*

for students applying to HKUST for

International Summer Exchange Program

Exchange in Summer Term

HKUST Study Abroad

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MyStudyAbroad system

Bookmark system URL

The system URL is as follows. The system supports the entire cycle of your exchange experience, from the time you apply to the time you return. It is not only for submitting your application. As you will need to enter the system regularly, for your convenience, you are advised to bookmark this URL on your desktop or laptop.

https://mystudyabroad.hkust.edu.hk

Browser Requirements

- You must have JavaScript and pop-ups enabled.
- Your browser must have Cookies enabled.
- Microsoft Internet Explorer for Mac is not supported.

Check emails sent from system

The system will send you emails to notify you of important steps in your application. The notification email informing you to check your exchange offer is also sent by the system email. Therefore, it is crucial that you ensure you receive emails sent by the system. System-generated emails are sent by the below email address. Please ensure that your email box does not block this email account or puts these emails into your Junk Box.

no-reply@studyabroad.ust.hk

Do not reply any system email or write to the above email address. Enquiries should be sent to Office of Global Learning at isp@ust.hk.

HKUST Study Abroad

Stages in *MyStudyAbroad* system

Application Stage

↓

Post-Decision Stage

↓

Study Abroad Stage

↓

Returnee Stage

Application Stage

Step 1: Seek nomination from home institution

Eligibility

You are eligible to apply as an exchange student to HKUST only if:

- your home institution is an HKUST exchange partner through a formal exchange agreement, and
- you are nominated for the program by the exchange coordinator at your home institution

Seek nomination from home institution

You must seek nomination by your home institution before starting your application in ***MyStudyAbroad*** system. Please check with your home institution for the procedure, eligibility requirements and timeline. Normally, you should submit an application to your home institution, who would then forward their nominations to HKUST.

If HKUST accepts the nomination, you will be asked to start an application on ***MyStudyAbroad*** system at https://mystudyabroad.hkust.edu.hk.

Step 2: Get your login information

URL: https://mystudyabroad.hkust.edu.hk

Security : Login

Welcome to HKUST *MyStudyAbroad* system. To login, please enter your username and password.

HKUST Students / Staff Login:

HKUST Students and Staff: Login here

If you have any problem about using ITSC account, please contact cchelp@ust.hk.
If you are a new staff requiring log in access, please contact the coordinator in your School/Department/Office.

Inbound Students Login:

Username:

Password:

Login

Forgot your password?

For First-time Users:

After HKUST confirms your nomination with your home institution, please **click here** to generate your password.

☑ Click here to if this is the first time your login.

HKUST Study Abroad

Step 2: Get your login information

Security : Password Request / Reset

Welcome to HKUST *MyStudyAbroad* system. You can request or reset your password here.

Get Password for First-time Inbound Users
To apply for an inbound program on this system, you should first seek nomination from your home institution. After HKUST confirms the nomination, please submit your email address below to generate a temporary password. This is the email address that your home institution provides to HKUST. Student guides are available at the top menu bar.

Reset Password for Existing Inbound Users
Please submit your email address below to reset your password. You will receive an email with instructions on changing your password.

Username and Password for HKUST Students and Staff
HKUST students and staff should login to this system with your ITSC account. If you forgot your ITSC account password, please click here for assistance. If you are still having problems, please contact cchelp@ust.hk.

Get / Reset Password:

Email:

Get / Reset Password

Only nominated students will receive temporary password in this step. If you have not sought nomination from your home institution, you will not receive any email with temporary password.

Enter your email address and click Get / Reset Password. Your temporary login password will be sent to this email shortly. Note that this email address must be exactly the same as the one your home institution provided us. Check with your home institution if you are unsure which email address they used.

Step 2: Get your login information

You will receive an email containing your login information sent by the system. The temporary password is valid for 60 day(s) only.

HKUST MyStudyAbroad - Password Reset

Dear Student:

A password reset for your HKUST MyStudyAbroad login has been initiated. To complete the process, please access the system by visiting the below URL and entering the below temporary password. You should change your password after login.

User ID: [Email]
Temp Password: [Temporary password]

To access the system, visit the following URL:
https://mystudyabroad.ust.hk/index.cfm?FuseAction=Security.Login

1. Find your temporary password here.

2. Login the system via this link.

Temporary login information is only valid for 60 day(s). If you do not login within 60 day(s) of receiving this message, you will be asked to request a new temporary password.

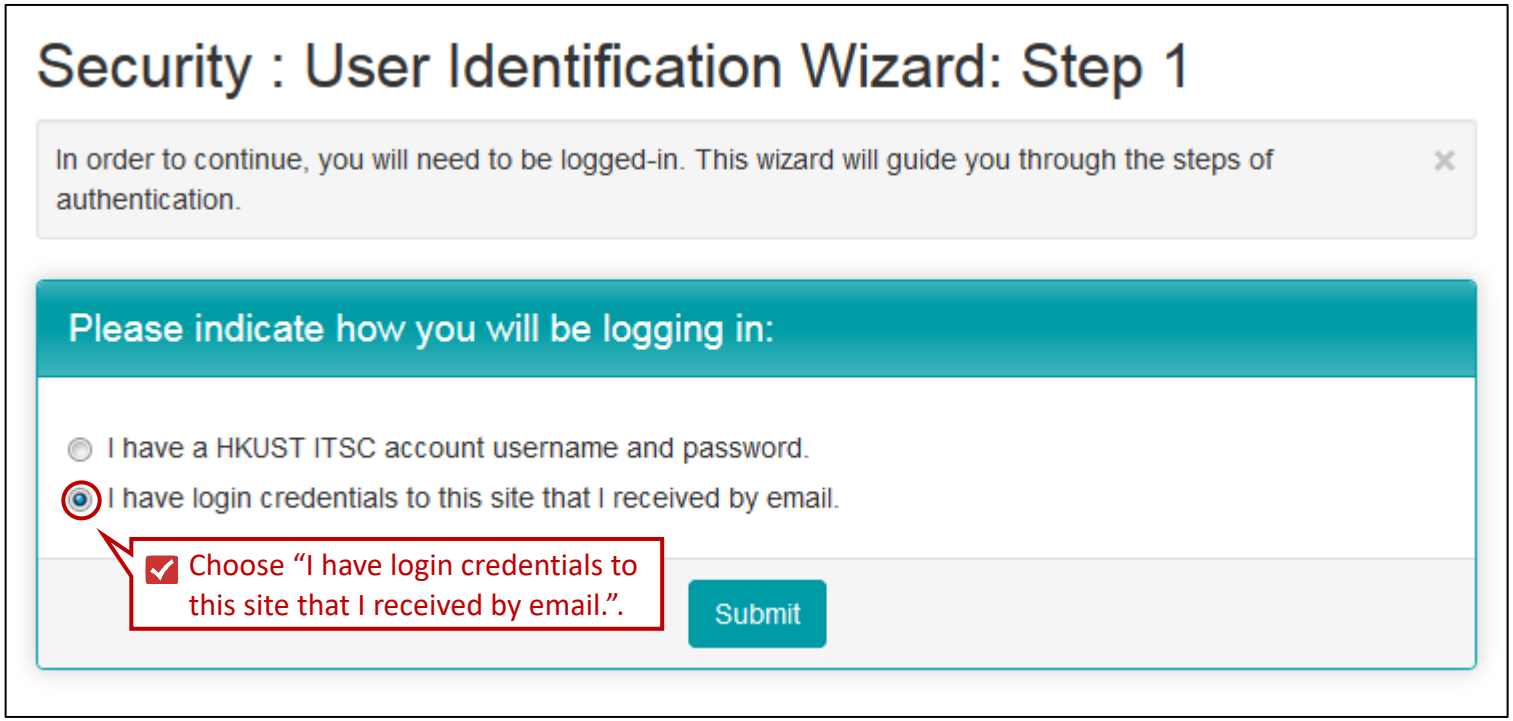
Best regards,

HKUST MyStudyAbroad

This message was generated automatically. Do not reply to this message.

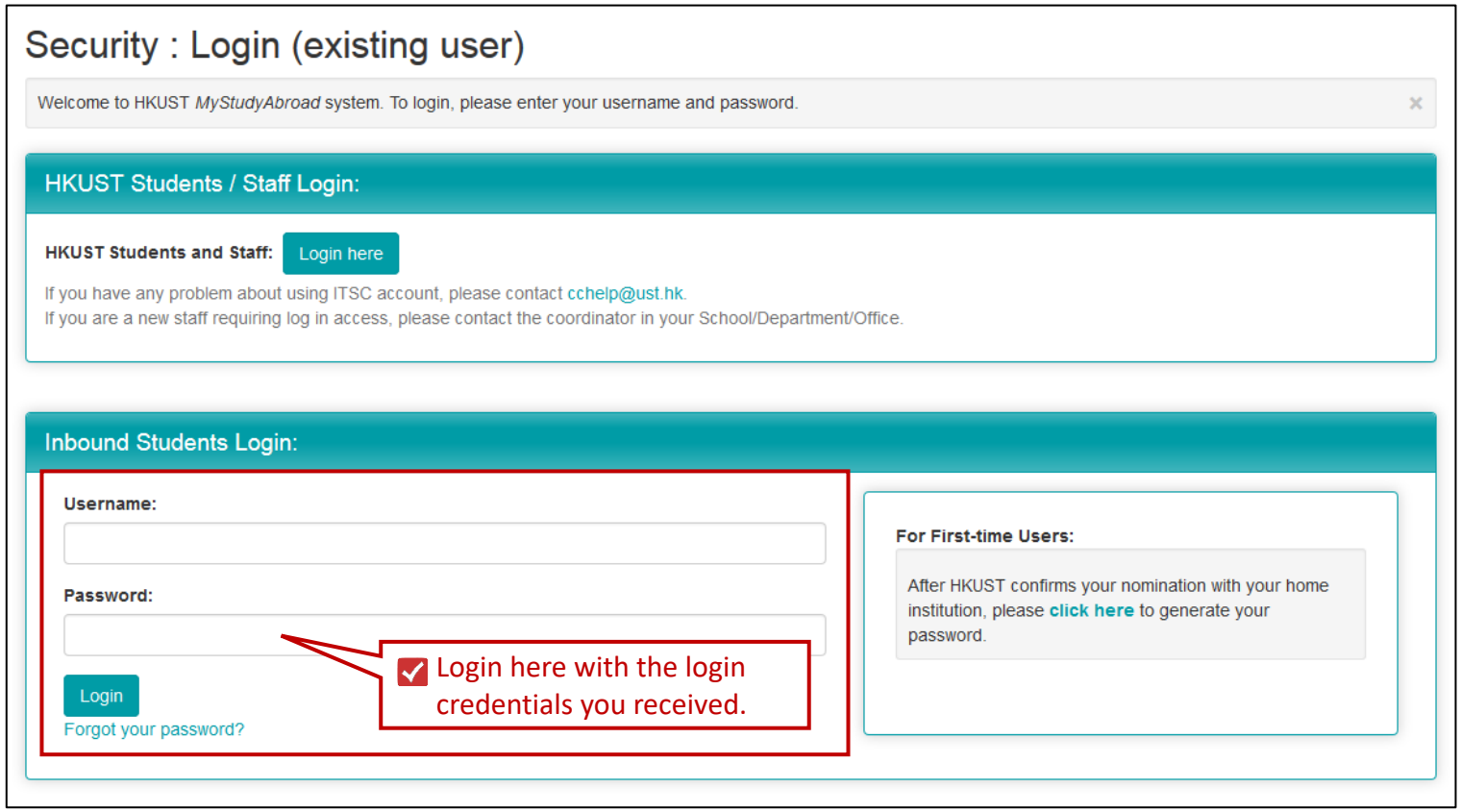
Step 3: Login to *MyStudyAbroad* system

Visit https://mystudyabroad.hkust.edu.hk/index.cfm?FuseAction=Security.Login.



HKUST Study Abroad

Step 3: Login to *MyStudyAbroad* system



For future login, you can access via https://mystudyabroad.hkust.edu.hk directly.

HKUST Study Abroad

Step 3: Login to *MyStudyAbroad* system

Choose Security Questions

In the event that you forget your permanent password, you will need to answer security questions in order to have a password reset sent to your email address. Please select three questions and answers to be presented to you upon a password reset request.

Select Password Reset Security Questions

Question #1: Select One:

Correct Response:

Question #2: Select One:

Correct Response:

Question #3: Select One:

Correct Response:

Select your password reset security questions.

Update

HKUST Study Abroad

Step 3: Login to *MyStudyAbroad* system

Security : Change Temporary Password

Before you can continue, you must change your temporary password to a permanent password.

You have logged in with a temporary password that is intended for use one time. You will now need to create a permanent password that you will use in the future when you login to this site.

The permanent password must:

- Be at least 8 characters
- Contain both upper and lower case letters
- Contain at least one number

Change Temporary Password

New Password:

(this is the password you would like to use for all future login attempts)

Re-enter New Password:

Create a permanent password.

Change

HKUST Study Abroad

Step 4: Create your profile

Profile : Required Information

There are some profile fields required by this site that you have not filled out. Please complete the required sections in the form below and click on the 'Update' button at the bottom of the page. **Please complete the below using only English characters.**

Please complete the required sections of this form and click on the 'Update' button at the bottom of the page in order to access this site.

Required Information

Preferred name**

Input your preferred name.

Additional Information

* Not editable
** Required

HKUST Study Abroad

Step 4: Create your profile

Required Addresses

Correspondence Address and Contact

Address:

City:

Province / State:

Zip Code (or Postal Code):

Country: Select One:

Phone:

Mobile:

Provide your correspondence address and contact in ENGLISH. Do not input any non-English characters.

HKUST Study Abroad

Step 4: Create your profile

Emergency contact

Address:

City:

Province / State:

Zip Code (or Postal Code):

Country: Select One:

Phone:

Mobile:

Addressee Name:

Addressee Relationship:

Provide details of an emergency contact. This should be someone in your home country or in Hong Kong. Do not input any non-English characters.

HKUST Study Abroad

Step 5: Review and complete your profile

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program

Deadline: DD-MM-YYYY
Withdraw
Itinerary:
Hong Kong, Hong Kong (Asia)
DD-MM-YYYY
DD-MM-YYYY

Here you will find the name of the program to which you are nominated.

Profile

Image

[Applicant's Name]
[Institution Name]
[Email]

View All

Click Edit Profile to review and complete the personal particulars in your profile.

Edit Profile

HKUST Study Abroad

Step 5: Review and complete your profile

[Applicant's Name]
[Gender]
[Age]
[Institution Name]
[Email]

4. Click Information to continue.

Profile | Information | Contact Info

Profile

First Name:

Last Name:

Email Address:

Alternative Email Address:

1. Provide an alternative email address for better communication.

Date of Birth:

Gender:

Bio:

4000 characters left

ID Photo: Choose File No file chosen

2. Upload a photo of you.

Password Change Security Questions: Edit

Update

3. Click Update to save.

HKUST Study Abroad

Step 5: Review and complete your profile

[Applicant's Name]
[Gender]
[Age]
[Institution Name]
[Email]

3. Click Contact Info to continue.

Profile | Information | Contact Info

Information

Preferred name: **

1. Update your preferred name if necessary.

Student Number*

2. Click Update to save.

* Not editable
** Required

Update

HKUST Study Abroad

Step 5: Review and complete your profile

[Applicant's Name]
[Gender]
[Age]
[Institution Name]
[Email]

Profile | Information | Contact Info

Contact Info

Address Type	Address	Actions
Correspondence Address and Contact		
Emergency contact		

Click for any necessary update on your correspondence address and contact or emergency contact. Click Update to save afterwards.

HKUST Study Abroad

Step 6: Begin your application

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program	Deadline: DD-MM-YYYY Withdraw **Itinerary:** Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY

Click the program name to begin your application.

Profile

Image

[Applicant's Name]
[Institution Name]
[Email]

View All

Edit Profile

HKUST Study Abroad

Step 6: Begin your application

HKUST MyStudyAbroad system : My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

[Applicant's Name]

Program:	HKUST International Summer Exchange Program
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYY

✅ 1. Pay attention to the application deadline.

Notes and Instructions

If you have questions, please contact:
International Summer Exchange Program
Email: isp@ust.hk

✅ 2. Read the *"Notes and Instructions"* section here carefully. Contact for enquiry is also stated in this part.

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	☐
(Incoming) Section B. Past study record at HKUST	☐
(Incoming) Section C. Upload your official transcript	☐
(Incoming) Section D. Information about your travel document	☐
(Incoming) Section E. Additional personal particulars for Mainland applicants	☐
(Incoming) Section F. Summer study plan	☐

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
(Incoming) Application declaration	☐

HKUST Study Abroad

Step 7: Complete all requirements

HKUST MyStudyAbroad system : My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For informatio
the student guide available at the top menu bar.

[Applicant's Name]

Program:	HKUST International Summer Exchange Program
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYYY

Notes and Instructions

If you have questions, please contact:
International Summer Exchange Program
Email: isp@ust.hk

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	☐
(Incoming) Section B. Past study record at HKUST	☐
(Incoming) Section C. Upload your official transcript	☐
(Incoming) Section D. Information about your travel document	☐
(Incoming) Section E. Additional personal particulars for Mainland applicants	☐
(Incoming) Section F. Summer study plan	☐

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
(Incoming) Application declaration	☐

Itinerary

The following is the current itinerary for your program.

Hong Kong, Hong Kong (Asia)

Start Date: DD-MM-YYYY
End Date: DD-MM-YYYY

- Submit Application -

✔ 1. Digitally sign all *"Signature Documents"*. Your application could not be submitted if any is not signed.

✔ 2. Complete and submit all sections under *"Application Form"*. Your application could not be submitted if any is not completed.

About: “Save” and “Submit” buttons

In each section under “Application Form”:

(Incoming) Section A. Academic background:

(*) Indicates the question is required.

Home institution faculty (*)

Home institution department (*)

First major at home institution (*)

Second majo

Year of stud

Please select one

In all sections *under “Application Form”*, you can click the Save button to save your answers as draft until you are ready to submit the section.

When you are ready to submit this section, click the Submit button. Once this section is submitted, it will be locked and you cannot return to edit your answers.

You may enter information on this form and use the **Save** button to s your information until y re ready to submit it. **Please note that this Section is not considered complete and cannot be reviewed until you click the Submit butt n to finalize your re ponses.**

Save Submit Cancel

HKUST Study Abroad

About: Definition of a "Complete" application

HKUST MyStudyAbroad system : My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

[Applicant's Name]

Program:	HKUST International Summer Exchange Program
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYYY

Notes and Instructions

If you have questions, please contact:
International Summer Exchange Program
Email: isp@ust.hk

Application

Once you submit a section, the relevant 'Received' box will be checked.

Section(s)	Received
(Incoming) Section A. Academic background	☑
(Incoming) Section B. Past study record at HKUST	N/A
[illegible]	☑
[illegible] your travel document	☑
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. [illegible] study plan	☐

"N/A" indicates that you are not required to submit that section.

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
(Incoming) Application declaration	☑

Sections with the pencil symbol allow modifications after submission (and before application deadline). The pencil symbol will appear after your initial submission of the section.

HKUST Study Abroad

About: Definition of a "Complete" application

HKUST MyStudyAbroad system : My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

[Applicant's Name]

Program:	HKUST International Summer Exchange Program
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYYY

Notes and Instructions

If you have questions, please contact:
International Summer Exchange Program
Email: isp@ust.hk

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	☑
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	☑
(Incoming) Section D. Information about your travel document	☑
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Summer study plan	☑

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
(Incoming) Application declaration	☑

Itinerary

The following is the current itinerary for your program.

Hong Kong, Hong Kong (Asia)

Start Date: DD-MM-YYYY
End Date: DD-MM-YYYY

☑ After signing all *"Signature Documents"* and completing all sections under *"Application Form"*, click - Submit Application - to submit your application. Your application could not be submitted if any is not completed. You must submit your entire application before application deadline.

- Submit Application -

HKUST Study Abroad

About: Definition of a "Complete" application

HKUST MyStudyAbroad system : My Application (Application Stage)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

[Applicant's Name]

Program:	**HKUST International Summer Exchange Program**
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYYY

Notes and Instructions

If you have questions, please contact:
International Summer Exchange Program
Email: isp@ust.hk

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	☑
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	☑
(Incoming) Section D. Information about your travel document	☑
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Summer study plan	☑

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
(Incoming) Application declaration	☑

Itinerary

The following is the current itinerary for your program.

Hong Kong, Hong Kong (Asia)

Start Date: DD-MM-YYYY
End Date: DD-MM-YYYY

Thank you for your application!

Application Complete:
Your application has all the required submissions for the current phase marked as received. You will be notified via email if there are changes to this application that require you to return to this page.

This indicates that your application has been submitted.

HKUST Study Abroad

About: Definition of a "Complete" application

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program	(Complete Application) Withdraw **Itinerary:** Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY

Profile

Image

[Applicant's Name]
[Institution Name]
[Email]

View All

Edit Profile

After the application deadline, your application will be locked and you will not be able to access your application. If you wish to view your application after the deadline, you should print out all your submitted sections and documents by yourself.

HKUST Study Abroad

About: Steps to withdraw your application

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program

Deadline: DD-MM-YYYY
Withdraw
Itinerary:
ng Kong, Hong Kong (Asia)
DD-MM-YYYY
DD-MM-YYYY

Profile

Image

[Applicant's Name]
[Institution Name]
[Email]

View All

Edit Profile

If you wish to withdraw the application, click the Withdraw button. Once your application is withdrawn, you will not be able to re-submit an application to the same program in the same academic term. Once the admission decision reaches on your application, it cannot be withdrawn.

About: Steps to withdraw your application

Applications : Application Withdrawal / Offer Decline

Please give a reason for your application withdrawal in the form provided below.

Please provide your reason for withdrawing your application or declining this offer.

Provide your reason for withdrawing your application. You must complete this part in order to withdraw the application.

4000 characters left

Update Cancel

HKUST Study Abroad

About: Steps to withdraw your application

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program	**Withdrawn: pre-decision** **Itinerary:** Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY

Your application status will then be updated to “Withdrawn: pre-decision”.

Profile

Image

[Applicant's Name]
[Institution Name]
[Email]

View All

Edit Profile

Post-Decision Stage

Step 1: View your admission decision

System notification email

MyStudyAbroad system will send you an email when admission decision is available. This is a sample of how the email looks like.

The notification email will not state the specifics about the status of your application. You must log into the ***MyStudyAbroad*** system to view the admission decision.

HKUST MyStudyAbroad - Application Activity

Dear Student:

This is a notification regarding your account in HKUST MyStudyAbroad system.

> There is a status update for the program you applied for Application Cycle : [Term]
> Please enter the system to view the status update and take the necessary actions, if required.

HKUST ITSC account users, login here: https://cas.ust.hk/cas/login?service=https://mystudyabroad.ust.hk/
General non-HKUST ITSC account login: https://mystudyabroad.ust.hk/index.cfm?FuseAction=Security.Login

Best regards,

HKUST MyStudyAbroad

This message was generated automatically. Do not reply to this message.

HKUST Study Abroad

Step 1: View your admission decision

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

When the result of your application is available, this status will indicate "DECISION REACHED".

Applications

[Academic Term]

HKUST International Summer Exchange Program	(Complete Application) **DECISION REACHED** *Please click on the program to view decision letter.* Program start date: DD-MM-YYYY

Click on the program name to view the decision letter which contains your admission decision.

Image

[Applicant's Name]
[Institution Name]
[Email]

View All

Edit Profile

HKUST Study Abroad

Step 1: View your admission decision

With offer:

Applications : Decision Letter

Following is information regarding your application decision.

香港科技大學
THE HONG KONG UNIVERSITY OF SCIENCE AND TECHNOLOGY
香港九龍清水灣
Clear Water Bay, Kowloon, Hong Kong

Decision Letter

Dear Applicant,

Congratulations! The Hong Kong University of Science and Technology is pleased to offer you a place in the HKUST International Summer Exchange Program for [Term]. The program runs from DD-MM-YYYY to DD-MM-YYYY.

⋮

Print Continue

SAMPLE

If you are given an offer, click Print to print your decision letter for student visa application purpose. If you are not ready to print it now, you can return to this page any time.

Without offer:

Decision Letter

garding your application decision.

ENCE
Y
香港九龍清水灣
Clear Water Bay, Kowloon, Hong Kong

Thank you for your application for the HKUST International Summer Exchange Program for [Term].
We regret that we are unable to offer a place to you.

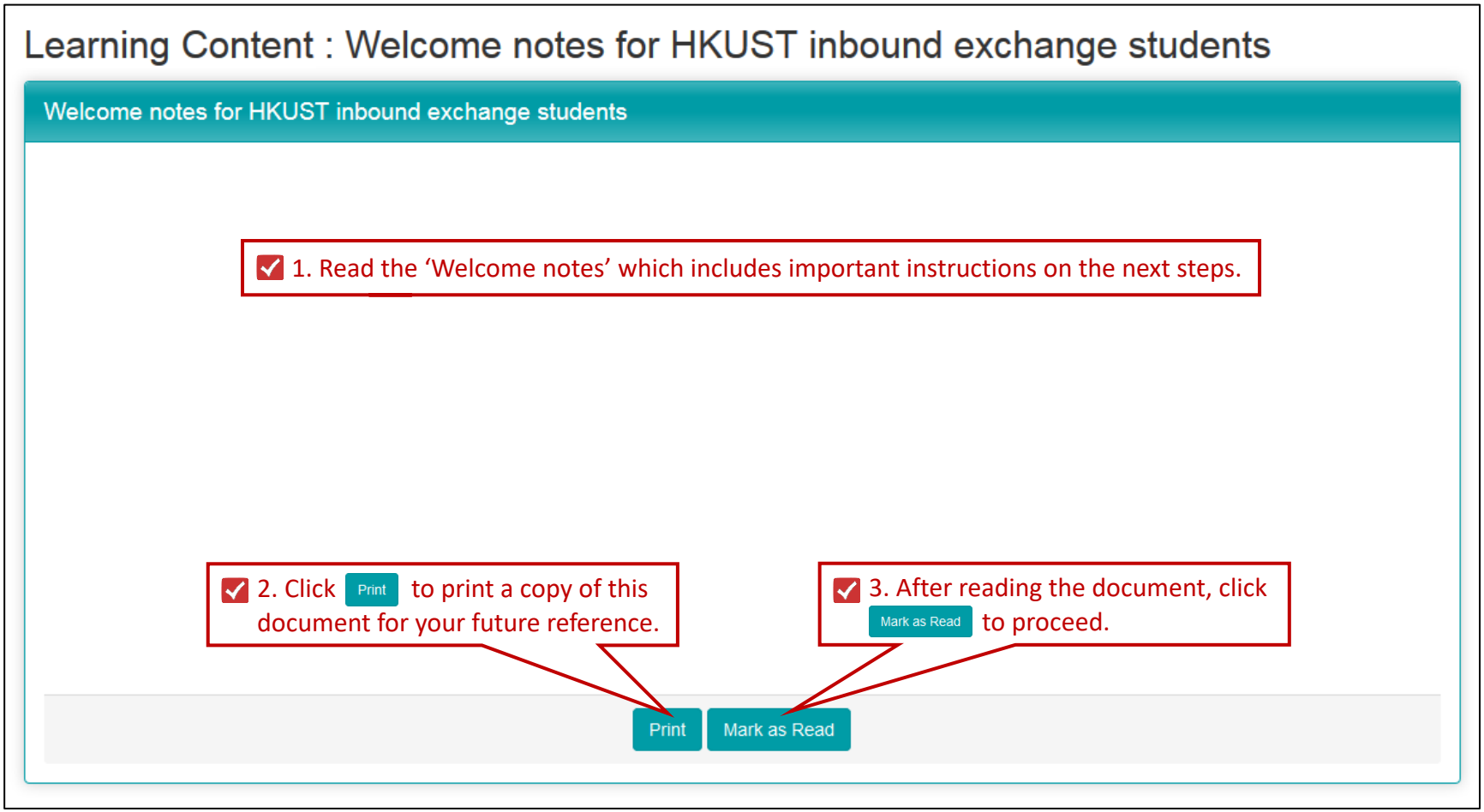
⋮

Print Continue

SAMPLE

HKUST Study Abroad

Step 2: Read 'Welcome notes'



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Step 3: Complete post-decision requirements

HKUST MyStudyAbroad system : My Application (Post-Decision)

Welcome to HKUST MyStudyAbroad system. Please follow the below instructions to complete your application. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

[Applicant's Name]

Program:	HKUST International Summer Exchange Program
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYYY

Decision Letter

STATUS:	Committed

View Decision Letter

You can view and print your decision letter here any time.

Commitment to Participate

Your status: **Committed**

Thank you for giving your commitment to participate.

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Received
Welcome notes for HKUST inbound exchange students	☑

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	☑
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	☑
(Incoming) Section D. Information about your travel document	☑
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A

HKUST Study Abroad

Step 3: Complete post-decision requirements

[Applicant's Name]

Program:	HKUST International Summer Exchange Program
Term/Year:	[Academic Term]
HKUST Deadline:	DD-MM-YYYY
Program Dates:	DD-MM-YYYY - DD-MM-YYYY

Decision Letter

STATUS: Committed

View Decision Letter

Commitment to Participate

Your status: **Committed**

Thank you for giving your commitment to participate.

Notes and Instructions

If you have questions, please contact:
International Summer Exchange Program
Email: isp@ust.hk

Learning Content

Click the following to view, read, and mark these learning content pages as having been read.

Title	Received
Welcome notes for HKUST inbound exchange students	☑

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	☑
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	☑
(Incoming) Section D. Information about your travel document	☑
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Summer study plan	☑
(Incoming) Arrival information submission form	☐
(Incoming) HKUST transcript request form	☐
(Incoming) Mailing address for receiving student visa	☐
(Incoming) Special educational needs disclosure form	☐
(Incoming) University housing application form for summer	☐

Signature Documents

Click the following to view and digitally sign important documents to indicate your agreement and understanding.

Title	Received
(Incoming) Application declaration	☑

Material Submissions

Click the following to view instructions and/or printable forms which require the physical submission of materials.

Title	Received
(Incoming) Statement of fees	☐
(Incoming) Student visa application documents	☐

☑ Check the 'Received' column. Complete all unchecked requirements including *"Learning Content"*, *"Application Form"*. *"Signature Documents"* and *"Material Submissions"*.

Requirements shaded in grey were submitted in the previous stage and do not require your attention.

Study Abroad Stage

HKUST Study Abroad

Review emergency contact information

Review your emergency contact information <u>before</u> going abroad.

Your Home Page : [Applicant's Name] - Applicant Home Page

Search Programs

This is your homepage and it provides you an overview of your application activity. For information on using MyStudyAbroad system, please refer to the student guide available at the top menu bar.

To access your application:
Please click on the name of the program under the **Applications** section to complete or view the details of an application.

You will no longer be able to access the application after the Deadline.

Applications

[Academic Term]

HKUST International Summer Exchange Program	(Complete Application) **Committed** View Decision Letter Program start date: DD-MM-YYYY **Itinerary:** Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY

Profile

Image

[Applicant's Name]
[Institution Name]
[Email]

Click Edit Profile .

View All

Edit Profile

HKUST Study Abroad

Review emergency contact information

[Applicant's Name]
[Gender]
[Age]
[Institution Name]
[Email]

Click Contact Info to continue.

Profile | Information | Contact Info

Profile

First Name:

Last Name:

Email Address:

Alternative Email Address:

Date of Birth:

Gender:

Bio:

4000 characters left

ID Photo: Choose File No file chosen

Password Change Security Questions: Edit

Update

HKUST Study Abroad

Review emergency contact information

[Applicant's Name]
[Gender]
[Age]
[Institution Name]
[Email]

Profile | Information | Contact Info

Contact Info

Address Type	Address	Actions
Correspondence Address and Contact		
Emergency contact		

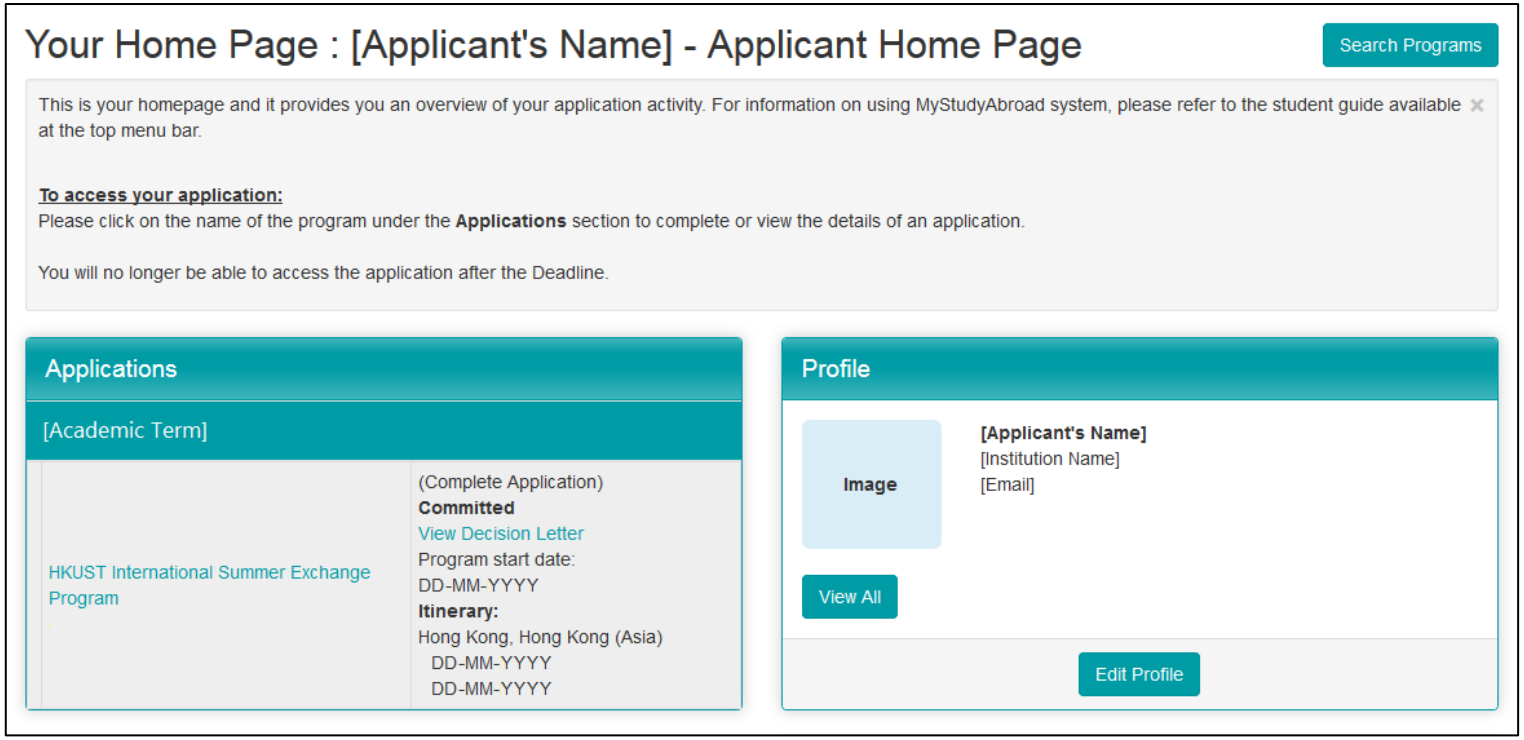
Click for any necessary update on your emergency contact. Click Update to save afterwards.

Returnee Stage

View your application records

Your complete application will be stored on ***MyStudyAbroad*** system.

If you have submitted multiple applications to HKUST before, all your application records will be shown on the your 'Applicant Home Page'.

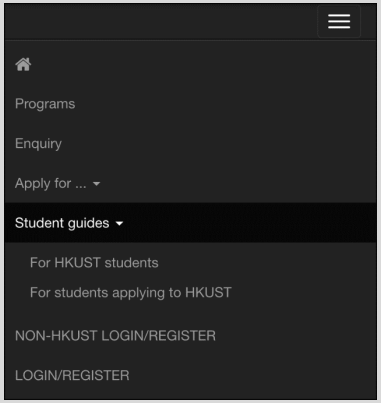


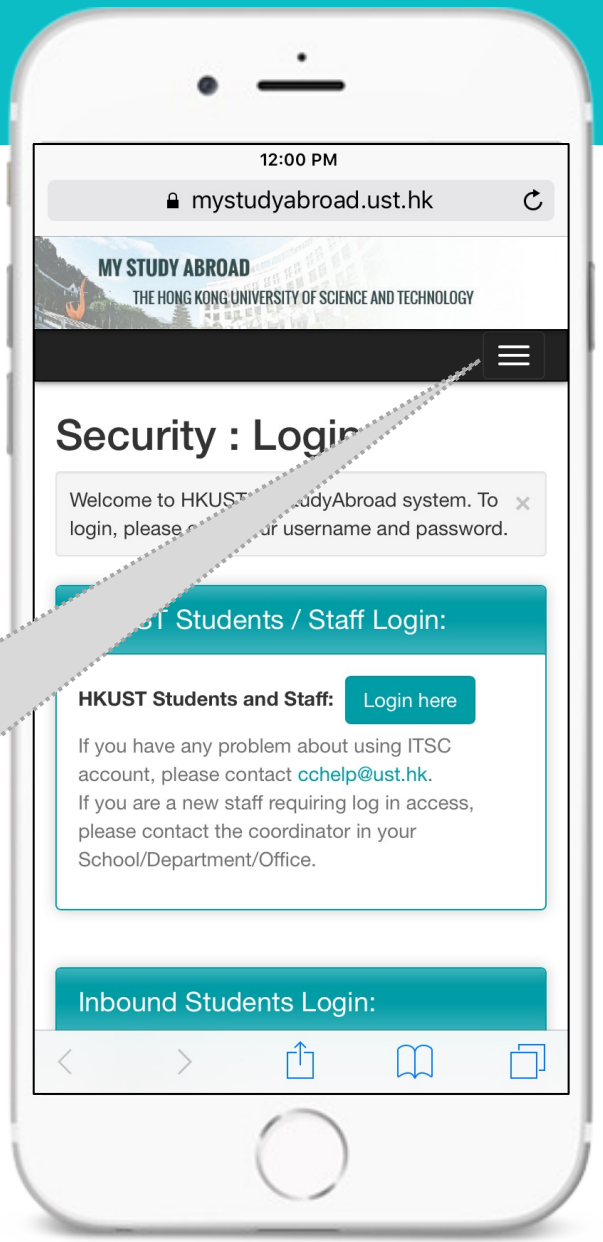
Notes for Mobile Version

If you access the ***MyStudyAbroad*** system from a smart phone or a tablet, the system will automatically detect the screen size and adjust accordingly to render a more user friendly view, collapsing menus and stacking panels.

Click ☰ at the upper right corner for links directing you to:

- program searching page
- enquiry page
- application page for study abroad programs
- student guides
- login page for inbound exchange students and HKUST students

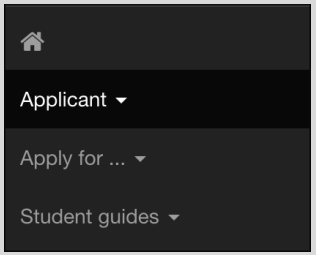




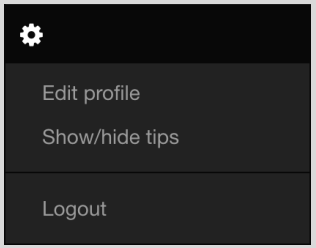
Notes for Mobile Version

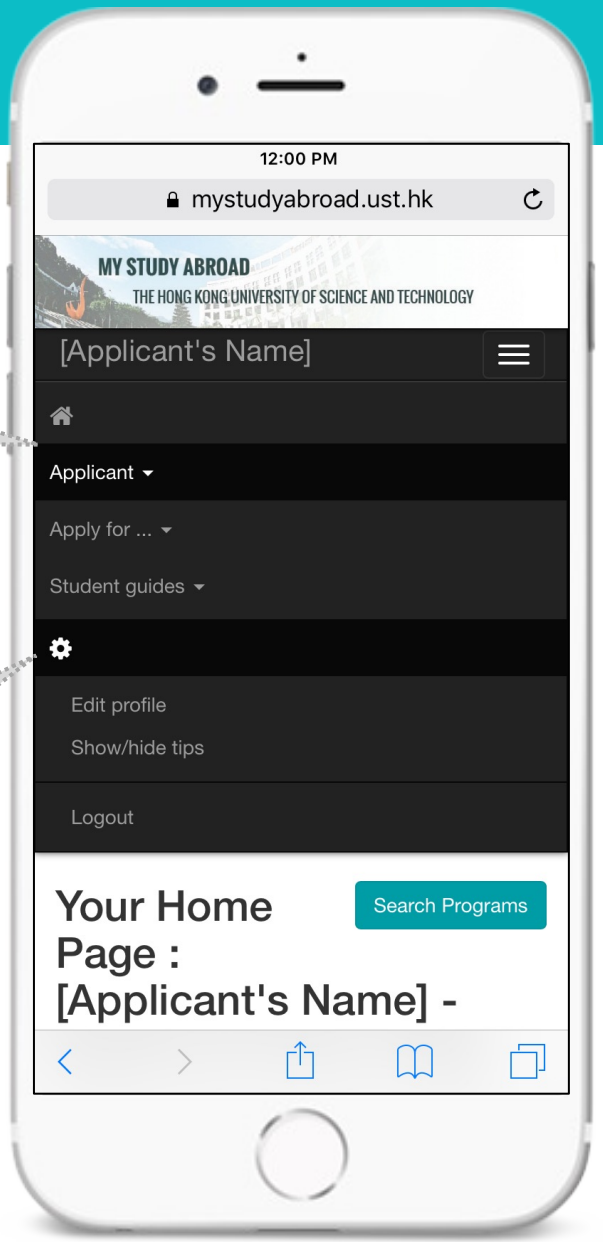
Click to access your applicant home page.

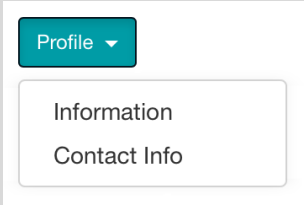
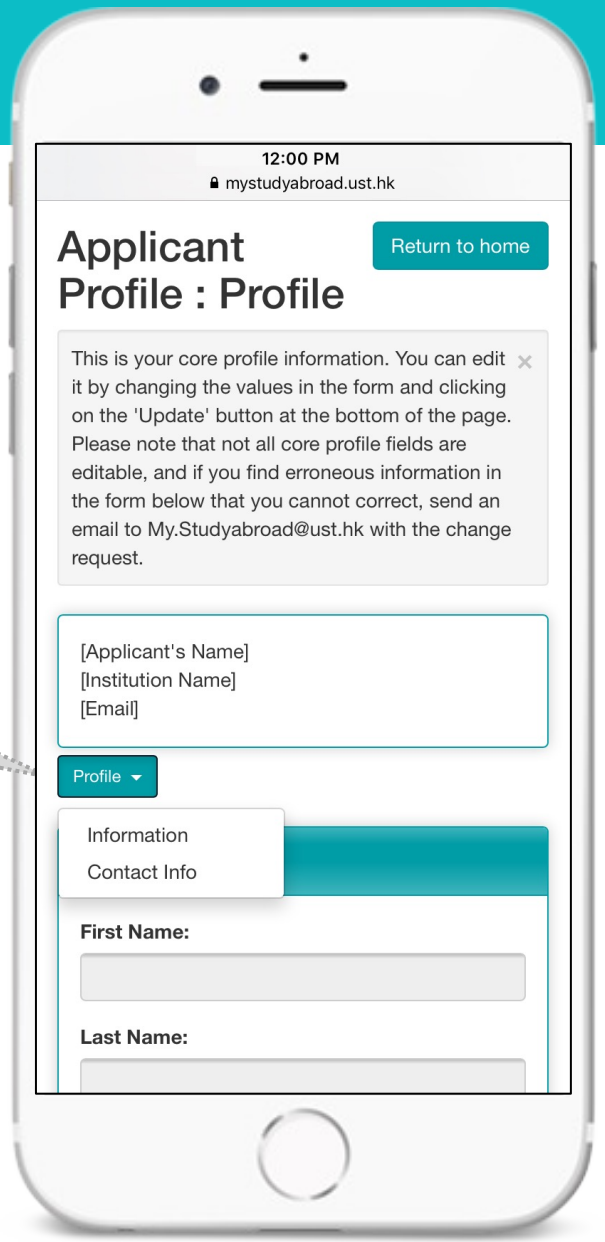
Click to expand submenus for more options.



Click to access the edit profile page or logout of the system.





Notes for Mobile Version

Click on dropdown buttons to find more options available.