

An aerial photograph of a large, deep blue body of water, likely a bay or harbor, with a small island in the distance and a white wake from a boat.

# A Guide for using *MyStudyAbroad* system

for students applying to HKUST for

An aerial photograph of the HKUST campus, showing a large, circular, multi-story building complex surrounded by greenery and a red baseball field in the background.

## Undergraduate Inbound Exchange Program

Exchange in Regular Term (Fall / Spring / Fall & Spring)

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## **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**

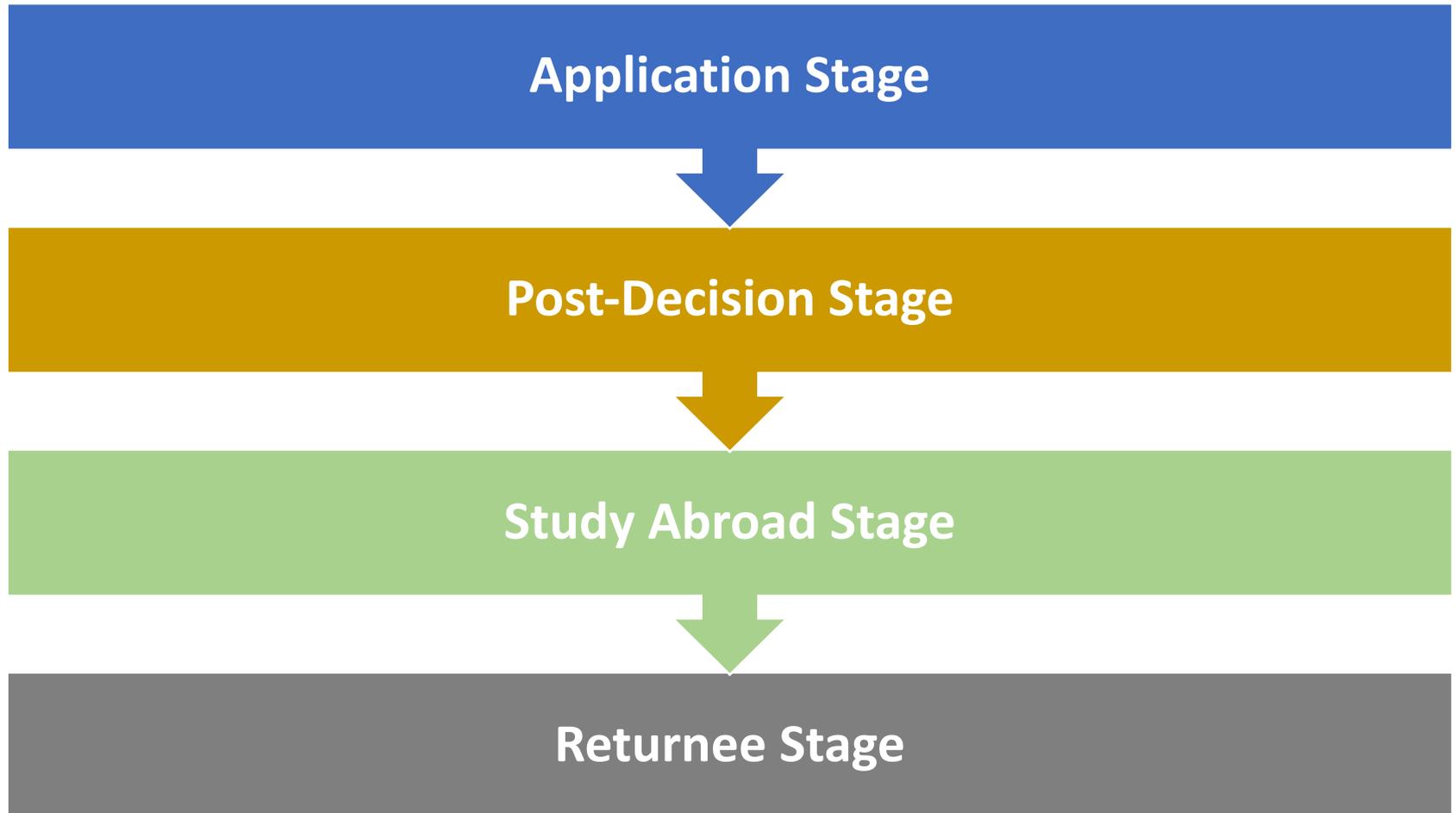
The system will send emails to you to notify you of important steps in your application. The notification email informing you to check your exchange offer is also sent by the system email. Therefore, it is crucial that you ensure you receive emails sent by the system. System-generated emails are sent 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](mailto:no-reply@studyabroad.ust.hk)

Do not reply to the above email account. Enquiries should be directed to the School. Contact information is available at:

<https://mystudyabroad.hkust.edu.hk/?go=enquiry>

## Stages in *MyStudyAbroad* system



# 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 a 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: Login to *MyStudyAbroad* system

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](mailto: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 generate a temporary password.](#)

## Step 2: Login to *MyStudyAbroad* system

### 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](mailto: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 the email you provided to your home institution and click [Get / Reset Password](#). Your temporary password will be sent to this email shortly.

## Step 2: Login to *MyStudyAbroad* system

### Check your email box

You should receive an email sent by the system. Please do not reply this email.

**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>

✔ Your temporary password can be found here.

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.

The temporary password is only valid for 60 day(s).

## Step 2: Login to *MyStudyAbroad* system

Return to *MyStudyAbroad* system:

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

### Security : User Identification Wizard: Step 1

In order to continue, you will need to be logged-in. This wizard will guide you through the steps of authentication. ✕

Please indicate how you will be logging in:

I have a HKUST ITSC account username and password.

I have login credentials to this site that I received by email.

Choose "I have login credentials to this site that I received by email."

Submit

## Step 2: Login to *MyStudyAbroad* system

### Security : Login (existing user)

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](mailto: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?](#)

✔ Login here with the login credentials you received.

#### For First-time Users:

After HKUST confirms your nomination with your home institution, please [click here](#) to generate your password.

## Step 2: 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

## Step 2: 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

## Step 3: 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

## Step 3: Create your profile

### Required Addresses

#### Correspondence Address and Contact

**Address:**

**City:**

**Province / State:**

**Zip Code (or Postal Code):**

**Country:**

**Phone:**  -  -

**Mobile:**  -  -

Provide your correspondence address and contact.

## Step 3: Create your profile

Emergency contact

Address:

City:

Province / State:

Zip Code (or Postal Code):

Country:

Phone: --

Mobile: --

Addressee Name:

Addressee Relationship:

Provide details of an emergency contact. This should be someone in your home country or in Hong Kong.

# Step 4: 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 Undergraduate Inbound  
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](#)

# Step 4: 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:

Date of Birth:

Gender:

Bio:

4000 characters left

ID Photo:  Choose File No file chosen

Password Change Security Questions: [Edit](#)

Update

1. Provide an alternative email address for better communication.

2. Upload a photo of you.

3. Click [Update](#) to save.

## Step 4: 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: \*\*

Student Number\*

\* Not editable  
\*\* Required

2. Click [Update](#) to save.

Update

# Step 4: 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  to save afterwards.

# Step 5: 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 [x](#) 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 Undergraduate Inbound  
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

# Step 5: 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]

<b>Program:</b>	HKUST Undergraduate Inbound Exchange Program
<b>Term/Year:</b>	[Academic Term]
<b>HKUST Deadline:</b>	DD-MM-YYYY
<b>Program Dates:</b>	DD-MM-YYYY - DD-MM-YYYY

✓ 1. Pay attention to the application deadline.

### Notes and Instructions

If you have questions, please feel free to contact:

✓ 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	<input type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	<input type="checkbox"/>
(Incoming) Section C. Upload your official transcript	<input type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	<input type="checkbox"/>
(Incoming) Section F. Exchange duration	<input type="checkbox"/>
(Incoming) University housing application form	<input type="checkbox"/>

### Signature Documents

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

Title	Received
(Incoming) Application declaration	<input type="checkbox"/>

# Step 6: 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 information the student guide available at the top menu bar.

**[Applicant's Name]**

Program:	HKUST Undergraduate Inbound 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 feel free to contact:

.

.

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**Application Form**

Section(s)	Received
(Incoming) Section A. Academic background	<input type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	<input type="checkbox"/>
(Incoming) Section C. Upload your official transcript	<input type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	<input type="checkbox"/>
(Incoming) Section F. Exchange duration	<input type="checkbox"/>
(Incoming) University housing application form	<input type="checkbox"/>

**Signature Documents**

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

Title	Received
(Incoming) Application declaration	<input type="checkbox"/>

**Itinerary**

The following is the current itinerary for your program.

<b>Hong Kong, Hong Kong (Asia)</b>
Start Date: DD-MM-YYYY
End Date: DD-MM-YYYY

- Submit Application -

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

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

# 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 major

Year of study

Please select one

**i** 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.

**i** 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 save your information until you are ready to submit it. **Please note that this Section is not considered complete and cannot be reviewed until you click the Submit button to finalize your responses.**

**Save** **Submit** Cancel

# 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 Undergraduate Inbound 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 feel free to contact:



### Application

Section(s)	Received
(Incoming) Section A. Academic background	<input checked="" type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Travel document	<input checked="" type="checkbox"/>
(Incoming) Section D. Your travel document	<input checked="" type="checkbox"/> 
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Exchange declaration	<input type="checkbox"/>
(Incoming) Section G. Housing application form	<input type="checkbox"/>

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

**i** “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	<input checked="" type="checkbox"/>

**i** 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.

# 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 Undergraduate Inbound 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 feel free to contact:

⋮

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.

### Application Form

Section(s)	Received
(Incoming) Section A. Academic background	<input checked="" type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	<input checked="" type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input checked="" type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Exchange duration	<input checked="" type="checkbox"/>
(Incoming) University housing application form	<input checked="" type="checkbox"/>

### Signature Documents

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

Title	Received
(Incoming) Application declaration	<input checked="" type="checkbox"/>

### 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 -](#)

# 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]**

<b>Program:</b>	HKUST Undergraduate Inbound Exchange Program
<b>Term/Year:</b>	[Academic Term]
<b>HKUST Deadline:</b>	DD-MM-YYYY
<b>Program Dates:</b>	DD-MM-YYYY - DD-MM-YYYY

**Notes and Instructions**

If you have questions, please feel free to contact:

.....

**Application Form**

Section(s)	Received
(Incoming) Section A. Academic background	<input checked="" type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	<input checked="" type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input checked="" type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Exchange duration	<input checked="" type="checkbox"/>
(Incoming) University housing application form	<input checked="" type="checkbox"/>

**Signature Documents**

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

Title	Received
(Incoming) Application declaration	<input checked="" type="checkbox"/>

**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.

**i** This indicates that your application has been submitted.

# 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 [x](#) 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 Undergraduate Inbound  
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.

## 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 Undergraduate Inbound  
Exchange Program

Deadline: DD-MM-YYYY

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

- ✓ 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

# 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 Undergraduate Inbound 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.

**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.

**i** 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.

# 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 [x](#) 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]

<p>HKUST Undergraduate Inbound Exchange Program</p>	<p>(Complete Application)  <b>DECISION REACHED</b>  <i>Please click on the program to view decision letter.</i>            Program start date:            DD-MM-YYYY</p>
---	--

✓ 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

# 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 Undergraduate Inbound Exchange Program for [Term]. The program runs from DD-MM-YYYY to DD-MM-YYYY.

⋮

[Print](#) [Continue](#)

## Without offer:

Decision Letter

Following is information regarding your application decision. ✕



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

**Decision Letter**

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

⋮

[Print](#) [Continue](#)

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.

# Step 1: View your admission decision

## 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]

<b>Program:</b>	HKUST Undergraduate Inbound Exchange Program
<b>Term/Year:</b>	[Academic Term]
<b>HKUST Deadline:</b>	DD-MM-YYYY
<b>Program Dates:</b>	DD-MM-YYYY - DD-MM-YYYY

### Learning Content

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

Title	Received
<a href="#">Welcome notes for HKUST inbound exchange students</a>	<input type="checkbox"/>

### Decision Letter

<b>STATUS:</b>	Offered
<a href="#">View Decision Letter</a>	

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

### Application Form

Section(s)	Received
<a href="#">(Incoming) Section A. Academic background</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) Section B. Past study record at HKUST</a>	N/A
<a href="#">(Incoming) Section C. Upload your official transcript</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) Section D. Information about your travel document</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) Section E. Additional personal particulars for Mainland applicants</a>	N/A
<a href="#">(Incoming) Section F. Exchange duration</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) University housing application form</a>	<input checked="" type="checkbox"/>

### Commitment to Participate

Your status: **Offered**

In order to participate in this program, you must indicate your commitment by clicking the Commit button below. To decline the offer, click the Decline button.

[Commit](#)

[Decline](#)

# Step 2: Accept/Decline offer

## To accept offer:

### HKUST MyStudyAbroad system : My Application (Post-Decision)

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[Applicant's Name]

<b>Program:</b>	HKUST Undergraduate Inbound Exchange Program
<b>Term/Year:</b>	[Academic Term]
<b>HKUST Deadline:</b>	DD-MM-YYYY
<b>Program Dates:</b>	DD-MM-YYYY - DD-MM-YYYY

Decision Letter

<b>STATUS:</b>	Offered
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[View Decision Letter](#)

Commitment to Participate

Your status:

In order to participate in this program, you indicate your commitment by clicking the Commit button below. To decline the offer, click the Decline button.

Commit

Decline

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	<input type="checkbox"/>

Application Form

Section(s)	Received
(Incoming) Section A. Academic background	<input checked="" type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	<input checked="" type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input checked="" type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Exchange duration	<input checked="" type="checkbox"/>
(Incoming) University housing application form	<input checked="" type="checkbox"/>

Application Stage

Post-Decision Stage

Study Abroad Stage

Returnee Stage

Click Commit to accept offer.

## Step 2: Accept/Decline offer

### To accept offer:

Learning Content : Welcome notes for HKUST inbound exchange students

Welcome notes for HKUST inbound exchange students

- ✓ 1. Read the 'Welcome notes' which includes important instructions on the next steps.
- ✓ 2. Click [Print](#) to print a copy of this document for your future reference.
- ✓ 3. After reading the document, click [Mark as Read](#) to proceed.

[Print](#) [Mark as Read](#)

# Step 2: Accept/Decline offer

## To accept offer:

### 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]

<b>Program:</b>	HKUST Undergraduate Inbound Exchange Program
<b>Term/Year:</b>	[Academic Term]
<b>HKUST Deadline:</b>	DD-MM-YYYY
<b>Program Dates:</b>	DD-MM-YYYY - DD-MM-YYYY

#### Decision Letter

**STATUS:** Committed

[View Decision Letter](#)



"Committed" status will be logged.

#### 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
<a href="#">Welcome notes for HKUST inbound exchange students</a>	<input checked="" type="checkbox"/>

#### Application Form

Section(s)	Received
<a href="#">(Incoming) Section A. Academic background</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) Section B. Past study record at HKUST</a>	N/A
<a href="#">(Incoming) Section C. Upload your official transcript</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) Section D. Information about your travel document</a>	<input checked="" type="checkbox"/>
<a href="#">(Incoming) Section E. Additional personal particulars for Mainland applicants</a>	N/A

# Step 2: Accept/Decline offer

## To decline offer:

HKUST MyStudyAbroad system : My Application (Post-Decision)

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### [Applicant's Name]

<b>Program:</b>	HKUST Undergraduate Inbound Exchange Program
<b>Term/Year:</b>	[Academic Term]
<b>HKUST Deadline:</b>	DD-MM-YYYY
<b>Program Dates:</b>	DD-MM-YYYY - DD-MM-YYYY

### Decision Letter

**STATUS:** Offered

[View Decision Letter](#)

### Commitment to Participate

Your status: Offered

In order to participate in this program, you must indicate your commitment by clicking the Commit button below. To decline the offer, click the Decline button.

### 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	<input type="checkbox"/>

### Application Form

Section(s)	Received
(Incoming) Section A. Academic background	<input checked="" type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	<input checked="" type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input checked="" type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Exchange duration	<input checked="" type="checkbox"/>
(Incoming) University housing application form	<input checked="" type="checkbox"/>

Click  to decline offer.

## Step 2: Accept/Decline offer

### To decline offer:

### 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 declining this offer.  
You must complete this part in order to withdraw the application.

4000 characters left

# Step 2: Accept/Decline offer

## To decline offer:

### 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 Undergraduate Inbound Exchange Program	(Complete Application) <b>Withdrawn: declined Itinerary:</b> Hong Kong, Ho...ong (Asia) DD-MM-YYY DD-MM-YY
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**Profile**

Image

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

View All

Edit Profile

 Your status will be updated to “Withdrawn: Declined” and you will not be allowed to reinstate your offer

# Step 3: Complete post-decision requirements

**[Applicant's Name]**

Program: **HKUST Undergraduate Inbound Exchange Program**

Term/Year: [Academic Term]

HKUST Deadline: DD-MM-YYYY

Program Dates: DD-MM-YYYY - DD-MM-YYYY

**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	<input checked="" type="checkbox"/>

**Decision Letter**

STATUS: Committed

[View Decision Letter](#)

**Application Form**

Section(s)	Received
(Incoming) Section A. Academic background	<input checked="" type="checkbox"/>
(Incoming) Section B. Past study record at HKUST	N/A
(Incoming) Section C. Upload your official transcript	<input checked="" type="checkbox"/>
(Incoming) Section D. Information about your travel document	<input checked="" type="checkbox"/>
(Incoming) Section E. Additional personal particulars for Mainland applicants	N/A
(Incoming) Section F. Exchange duration	<input checked="" type="checkbox"/>
(Incoming) University housing application form	<input checked="" type="checkbox"/>
(Incoming) Arrival information submission form	<input type="checkbox"/>
(Incoming) HKUST transcript request form	<input type="checkbox"/>
(Incoming) Mailing address for receiving student visa	<input type="checkbox"/>
(Incoming) Special educational needs disclosure form	<input type="checkbox"/>

**Commitment to Participate**

Your status: **Committed**

Thank you for giving your commitment to participate.

**Signature Documents**

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

Title	Received
(Incoming) Application declaration	<input checked="" type="checkbox"/>

**Notes and Instructions**

If you have questions, please feel free to contact:

.....

**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	<input type="checkbox"/>
(Incoming) Student visa application documents	<input type="checkbox"/>

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

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

# Study Abroad Stage

Review your emergency contact information before 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 Undergraduate Inbound Exchange Program	(Complete Application) <b>Committed</b> <a href="#">View Decision Letter</a> Program start date: DD-MM-YYYY <b>Itinerary:</b> Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY
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**Profile**

Image

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

Click

Edit Profile

View All

Edit Profile

Application Stage

Post-Decision Stage

Study Abroad Stage

Returnee Stage

# 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:  No file chosen

Password Change Security Questions: [Edit](#)

# 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		<input checked="" type="checkbox"/> Click  for any necessary update on your emergency contact. Click  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'.

## 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 Undergraduate Inbound Exchange Program	(Complete Application) <b>Committed</b> <a href="#">View Decision Letter</a> Program start date: DD-MM-YYYY <b>Itinerary:</b> Hong Kong, Hong Kong (Asia) DD-MM-YYYY DD-MM-YYYY
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**Profile**

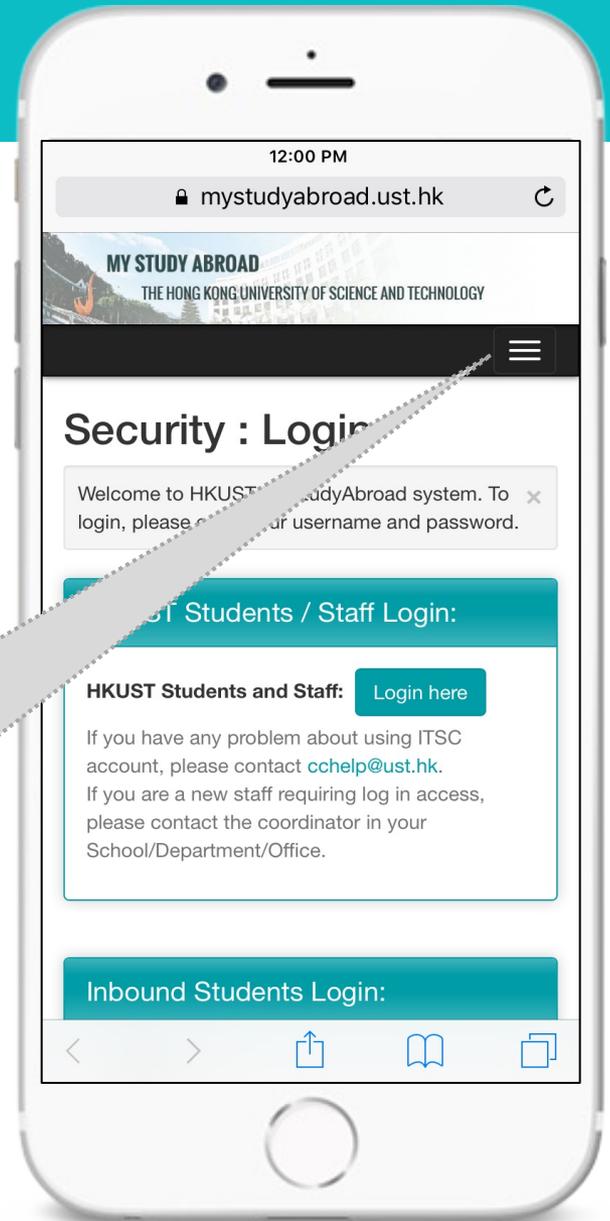
Image

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

View All

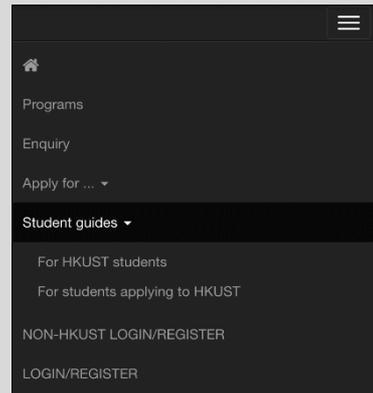
Edit Profile

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:

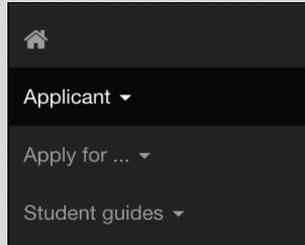
- program searching page
- enquiry page
- application page for study abroad programs
- student guides
- login page for inbound exchange students and HKUST students



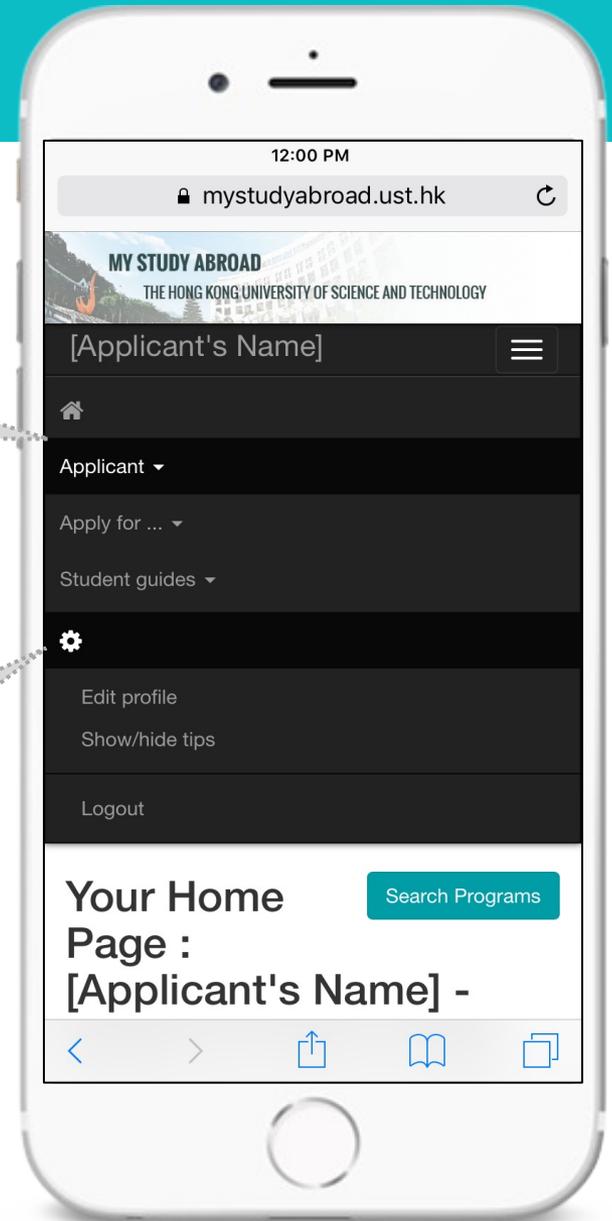
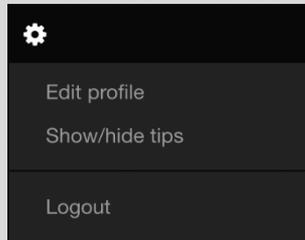
# Notes for Mobile Version

 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.



 Click on dropdown buttons to find more options available.

